

Ward County Social Service Board
Minutes
 September 20, 2016 – 8:00 AM
 Ward County Commissioner's Chambers

PRESENT:

John Fjeldahl
 Larry Louser
 Jack Nybakken

Shelly Wepler
 Alan Walter

Also present were Melissa Bliss, Director, and Karen Schultz, Recording Secretary

MOTION:

It was moved by Shelly Wepler, seconded by Larry Louser and unanimously carried by the Board approval of the Minutes of the August 16, 2016 Regular Board Meeting.

MOTION:

It was moved by Shelly Wepler, seconded by John Fjeldahl and unanimously carried by the Board approval of the bills according to the attached list and following summary,

Social Welfare Expenditures

GENERAL ASSISTANCE	5,733.15
BOARD MEMBER EXPENDITURES	242.47
ADMINISTRATIVE PAYROLL	309,048.29
ADMINISTRATIVE EXPENSES	5,733.37
TRAVEL & REGISTRATION FEES	5,095.32
WORKERS COMP CLAIM	2983.30
IT SUPPORT	.00
EMPLOYEE HEALTH INSURANCE	73,299.02
EMPLOYEE RETIREMENT & LIFE	40,708.91
SOCIAL SECURITY& MEDICARE MATCH	22,921.03
PARENT AIDE EXPENDITURES	4,823.13
WRAPAROUND SW EXPENDITURES	14,355.64
SAFETY PERMANENCY FUNDS	1,993.34
WELLNESS COMMITTEE	.00
FC PROGRAM EXPENSE	28.00
FOSTER CARE TRANSPORTATION	1,305.93
TECS./VISION/SAMS OPERATIONAL COSTS	.00
EBT FOOD STAMP COSTS	.00
TOTAL SOCIAL WELFARE EXP	485,585.90

The Board reviewed the General Assistance approvals and denials. No appeals were scheduled.

MOTION:

It was moved by Shelly Wepler, seconded by Larry Louser and unanimously carried by the Board, to receive and file the September 2016 Budget Recap and Revenue Report.

Director Bliss addressed the Board regarding the current mail services utilized by Ward County Social Services and the recent inquiry as to whether mail service could be combined with the rest of the Administration Building. Karen Schultz informed the Board that in checking with United Mailing Services regarding outgoing mail, there would not be any savings to combine service as Social Services would still require a separate billing and thus, the outgoing mail would need to be separated out and there would still be a cost to do so, which is what we are currently paying.

In regards to the morning mail delivery provided by Magic City Courier, Ms Schultz informed the Board that Building Manager, Leona Lochtowe, did a trial run for 5 days which resulted in no mail being available at 8 AM on two occasions and few pieces of mail on other days. She expressed concern of having days without any mail, however, it was pointed out by Board member Shelly Weppler that it may only happen the first day and each subsequent day would have mail, even it was a day late. The Board indicated that if it works for the rest of the building, that it should work for our office as well to have Leona pick up our mail resulting in no cost to Social Services.

MOTION:

It was moved by Shelly Weppler, seconded by John Fjeldahl and unanimously carried by the Board to have Building Manager, Leona Lochtowe, pick up daily mail at the Post Office for Ward county Social Services, resulting in the service from Magic City Courier to cease on September 30th.

Director Bliss informed the Board that there is great frustration in the receptionist area with regard to much difficulty in communicating with clients through the speaker holes in the tempered glass window area of the reception desk. A handout had been provided to the Board members regarding the various options that have been looked into as far as obtaining a microphone speaker system. There are varying costs from vendors and uncertainty as to the reliability and reviews of these systems. It was also suggested looking into the possibility of removing panels of the tempered glass and replacing them with panels that have a larger opening at the bottom of the window, similar to what was in place at the previous Social Services building. The Board was in favor of Melissa Bliss checking into the cost of doing so by obtaining a price from Fargo Glass and then presenting that information at the meeting next month.

Melissa Bliss indicated to the Board that we still have conference rooms with holes cut into them which were designed to hold screens/monitors, however, she has been informed by the IT Dept that the wiring which was initially installed in these areas, is obsolete and not compatible. The Board members were not aware of this issue and will check with the architect as to whom is responsible for updating the wiring.

Melissa Bliss informed the Board that she is looking into the possibility of moving our remote office location in Kenmare, over to the Library as this would give us much needed internet access. The Library is currently closed Tuesdays and Fridays, therefore, we would look into being in there on one of those two days. Melissa will go to Kenmare in the near future to assess the location and details.

The Board was informed of the personnel status which is currently at 4 openings with an additional position being vacated at a date to be determined do to a resignation of the Foster Care Supervisor. All vacancies are in the Child Welfare units. All eligibility and administrative positions are currently filled.

Melissa presented the SNAP agreement which needs to be signed annually by the Chairman of the Ward County Social Service Board and Chairman Alan Walter did so at this time.

Meeting adjourned at 8:40 am.

Alan Walter, Chairman

Date

Karen Schultz, Recording Secretary