

Ward County Social Service Board
Minutes
 January 17, 2017 – 8:00 AM
 Ward County Commissioner's Chambers

PRESENT:

Shelly Wepler Alan Walter
 Larry Louser Jim Rostad Absent at Roll Call : John Fjeldahl

Also present was Melissa Bliss, Director; Karen Schultz, Recording Secretary and Connie Zieske, Account Budget Specialist.

MOTION:

It was moved by Shelly Wepler, seconded by Larry Louser and unanimously carried by the Board approval of the Minutes of the December 20th, 2016 Regular Board Meeting.

MOTION:

It was moved by Alan Walter and seconded by Shelly Wepler to approve the bills according to the attached list and following summary.

Social Welfare Expenditures

GENERAL ASSISTANCE	.00
BOARD MEMBER EXPENDITURES	446.52
ADMINISTRATIVE PAYROLL	313,294.18
ADMINISTRATIVE EXPENSES	3,268.05
TRAVEL & REGISTRATION FEES	2,799.83
UNEMPLOYMENT CLAIM	.00
LIABILITY INSURANCE	.00
EMPLOYEE HEALTH INSURANCE	73,661.22
EMPLOYEE RETIREMENT & LIFE	40,842.25
SOCIAL SECURITY& MEDICARE MATCH	23,251.58
PARENT AIDE EXPENDITURES	4,838.50
WRAPAROUND SW EXPENDITURES	14,736.34
SAFETY PERMANENCY FUNDS	624.75
WELLNESS COMMITTEE	.00
FC PROGRAM EXPENSE	.00
FOSTER CARE TRANSPORTATION	.00
TECS./VISION/SAMS OPERATIONAL COSTS	.00
EBT FOOD STAMP COSTS	.00
TOTAL SOCIAL WELFARE EXP	478,738.98

The Board members reviewed the Budget Recap and Revenue reports. Connie Zieske, ABS for the agency, informed the Board that she had just received information today of HS Fund Receipts in the amount of \$51,527.00 which are not indicated on the report they received. State Aid revenues had not come in yet and that the county is short \$200,000 on collecting levied taxes which affects the overall cash balance ending 12-31-16. Devra Smestad, County Auditor, was also present and indicated that Ward County will be receiving \$800,000 less and for Ward County Social Services Department., \$191,000 from State aid will not come in . She is unsure of County taxes for the unrealized balance as she does not know if all taxes were appropriately distributed into the proper accounts. Devra indicated that up until November all accounts were accurate, however, with the transfers and mergers in December, she is still going through everything.

Connie Zieske indicated that she had balanced with amounts from the Auditor's office on June 30th and therefore county wide the balances were reconciled.

Devra indicated that since the two new accounting systems were comingled , she cannot assure that everything was accurately distributed and indicated that if there is a correction to be made, it is open to revision.

Board Member Shelly Weppler indicated that the issue with the utility bill which had been discussed at the last meeting, had been resolved and asked whether that would be consistently given to Ward County Social Services. Devra indicated that the utility bill would be given quarterly as her employee needs to manually create the bill. Shelly questioned as to why there isn't an easier way to allocate the expense if the percentage that Social Services is paying, does not change. It was ultimately agreed that a quarterly bill would be sufficient.

The Board reviewed the General Assistance Approvals and Denials.

Director Melissa Bliss had only informational items for the Board. She indicated that the Agency has had some child welfare cases denied for payment and Chairman Rostad has already been informed of this as per the protocol implemented by the State to do so when a denial for payment has been received by the Agency. Connie Zieske indicated that reimbursement is approximately \$608 per assessment.

Director Bliss informed the Board that she recently attended the County Directors monthly meeting and that there was discussion regarding the Legislative session. When she becomes aware of Legislative bills that would be pertinent to the agency, she will inform the Board of those. She did note that there is one upcoming bill regarding fingerprinting of employees who have access to IRS information

Melissa informed the Board that the North Dakota Conference of Social Welfare will be held in Minot October 25,26 & 27 of 2017 and that she is a member of the Board and also Local Arrangements Chairperson for the Conference.

As we work closely with the Childrens Advocacy Center, Director Bliss informed the Board of the upcoming annual fundraiser to benefit the CAC which will be held February 18th at The Grand Hotel.

Melissa also informed the Board that the agency recently held a luncheon fundraiser for an employee who has a child with current and ongoing medical needs and that this fundraiser was a huge success. County employees had also donated leave to this individual which was successful as well.

Regarding the reception windows on 3rd and 4th floor in the agency, they have been ordered and paid for with installation to be taking place in the near future.

Meeting adjourned at 8:38 am.

Jim Rostad, Chairman

Date

Karen Schultz, Recording Secretary