

Ward County Social Service Board
Minutes
March 6, 2018 – 8:00 AM
Ward County Commissioner's Chambers

The meeting was called to order by Shelly Wepler, Board Chairperson, at 8:00 am.

PRESENT:

John Fjeldahl(by phone)	Alan Walter
Larry Louser	Shelly Wepler
Jim Rostad	

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

MOTION:

It was moved by Larry Louser, seconded by Alan Walter and unanimously carried by the Board approval of the Minutes of the February 6, 2018 Regular Board Meeting.

MOTION:

It was moved by Larry Louser, seconded by Alan Walter and unanimously carried by the Board approval of the bills for March 6, 2018.

MOTION:

It was moved by John Fjeldahl, seconded by Larry Louser and unanimously carried by the Board to receive and file the Budget Recap and Revenue Reports for January 2018.

There was some discussion in regards to the Revenue Report and the reflection of revenue received into the Human Service Fund as a general reimbursement versus this not being reflected in the Social Welfare Fund in the Advance/Administrative account. Melissa will get this clarified with Connie Zieske, ABS for the agency, and report back to the Board with her findings at the next meeting.

MOTION:

It was moved by Jim Rostad, seconded by Alan Walter and unanimously carried by the Board to receive and file the Foster Care Recruitment and Retention Reports as presented.

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

In regards to informational items to report to the Board, Director Melissa Bliss indicated that at a recent department head meeting, it was suggested that Social Services not share in the cost for the new proposed Human Resource employee for the county. This conclusion was based on the information that the majority of HR duties for Ward County Social Service employees is conducted by Connie Zieske, ABS and Karen Schultz, ASO. Also, much HR guidance is given to the Director and this agency by the human resource department in Bismarck at the ND Dept

of Human Services, to be in compliance with merit system guidelines which the County also follows.

Melissa updated the Board on personnel vacancies and new hires within the agency which includes two new Office Assistants at 4th floor reception, one FSS new hire in CPS as well as an FSS in the In Home Unit. The CPS and In Home Units will also be receiving resignations from an employee in each unit due to military relocations. An In Home, supervisory HSPA IV has been filled internally which results in a vacancy in that unit for a lead worker and the Parent Aide position has not yet been advertised.

Melissa also notified the Board of an expense they will see on a future listing of bills which will be for foster care transportation of a child to a facility in Utah which required the assistance of a deputy, along with the foster care case manager, due to the nature of the concerns with the child. This expense will be for airfare as well as lodging.

Meeting adjourned at 8:22 am.

Shelly Wepler , Chairperson

Date

Karen Schultz, Recording Secretary