

Ward County Social Service Board
Minutes
April 3, 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	Alan Walter
Larry Louser	Shelly Wepler
Jim Rostad	

Also present were Melissa Bliss, Director, Karen Schultz, Recording Secretary; Connie Zieske, Account Budget Specialist and Ward County Auditor, Devra Smestad

MOTION:

It was moved by Larry Louser, seconded by Jim Rostad and unanimously carried by the Board approval of the Minutes of the March 6, 2018 Regular Board Meeting.

MOTION:

It was moved by Jim Rostad, seconded by Alan Walter and unanimously carried by the Board approval of the bills for April 3, 2018.

MOTION:

It was moved by Alan Walter, seconded by John Fjeldahl and unanimously carried by the Board to receive and file the Budget Recap and Revenue Reports for February 2018.

**Connie Zieske, ABS, presented the Board with an updated revenue report for February 2018, bringing hi-lited items to their attention after her recent meeting with Devra Smestad, also present today. She explained that the transfer out of the Human Service Fund of \$17,610.75 is the excess over \$500,000 at the end of FY 2017. The unanticipated balance at the end of 2017 was in part due to position vacancies throughout the year as well as additional administrative reimbursement in December and property taxes received in 2017 from prior years (2015/2016), per Devra. This transfer of \$17,610.75 into the Emergency Poor Fund is to be used to buy down next year's county tax levy. John Fjeldahl inquired as to how much of the Emergency Poor Fund account was money that was levied for and Auditor Smestad indicated it was \$309,000. Mr. Fjeldahl stated that we would likely not have had to levy for that amount had we anticipated the large carryover at the end of 2017 to which Auditor Smestad indicated that would be correct. Alan Walter inquired as to what exactly the Emergency Poor Fund is and Devra indicated that it is a new account created in order to keep track of the General Assistance monies which had not previously been separated out. The proposed budget for FY 2019 will need to be started on a few months earlier this year with that anticipated to begin to take place in May.

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

Melissa updated the Board on personnel vacancies within the agency which includes the In Home Lead Worker position which has been interviewed for but an offer has not yet been made; a CPS-FSS position for which we will soon be setting up interviews and two In Home FSS positions due to a military move and the vacancy which will be left once the lead worker position has been filled internally. The Parent Aide position has also not yet been advertised.

Meeting adjourned at 8:25 am.

Shelly Wepler , Chairperson

Date

Karen Schultz, Recording Secretary

**** Please note the paragraph below which is a clarification of the revenue report as it pertains to the paragraph on page one of the Board Minutes from 04/03/18, after review of the minutes and prior to sending out this date, provided by Connie Zieske, ABS.**

Connie Zieske, ABS, presented the Board with an updated revenue report for February 2018, bringing highlighted items to their attention after her recent meeting with Devra Smestad, also present today. She explained that the transfer out of the Human Service Fund of \$17,610.75 which will be done in April, 2018, is the excess over \$500,000 at the end of FY 2017. This amount has to be transferred from the Human Service Fund cash balance as it exceeds the limitations per Senate Bill 2206 in Section 50-34-05. The County Auditor will transfer the excess over \$500,000 as of January 1, 2018, which is \$17,610.75, to the Emergency Poor Fund specifically set up for a designated county general fund within that service area. The General Assistance expenditures and the estimated Social Service shortfall amounts are also included in this fund and taxes were levied for these amounts. We don't anticipate a \$185,210 shortfall estimated at budget time last July, as the anticipated cash balance of \$216,000 was much lower than the actual \$517,610.75. The higher balance at the end of 2017 was in part reduced expenditures due to position vacancies throughout the year as well as an additional monthly administrative reimbursement in December. John Fjeldahl inquired as to how much of the Emergency Poor Fund account was money that was levied for and Auditor Smestad indicated it was \$309,360. Mr. Fjeldahl stated that we would likely not have had to levy for that amount had we anticipated the large carryover at the end of 2017 to which Auditor Smestad indicated that would be correct. Alan Walter inquired as to what exactly the Emergency Poor Fund is and Devra indicated that it is a new account created in order to keep track of the General Assistance monies which had not previously been levied in county budgets, but was levied for the Social Service Budget prior to 2018.

Connie Zieske also pointed out the current collections for property taxes in the Human Service Fund through February, 2018. These are taxes prior to 2017 (2015-2016) which were collected in 2018. Devra Smestad contacted the State and they informed her these taxes need to be deposited in the Human Service Fund.

Any monies left in the Emergency Poor Fund will be considered a cash balance that will reduce the levy for General Assistance as well as other county expenses.

The proposed budget for FY 2019 will need to be started a few months earlier this year with that anticipated to begin to take place in May 2018.