

**Ward County Social Service Board**  
Minutes  
July 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 and Connie Zieske, Account Budget Specialist

**MOTION:**

It was moved by Alan Walter, seconded by Larry Louser and unanimously carried by the Board approval of the Minutes of the June 5, 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 July 3, 2018.

**MOTION:**

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

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

Director Melissa Bliss updated the Board in regard to recent personnel hiring and vacancies. She indicated that both Foster Care Case Management/Foster Home Recruitment, Retention & Licensing positions have been filled, adding that we currently have 18 families who have passed their background checks and are waiting to be licensed.

There are currently two open Foster Care Case Management positions, one In Home Case Management and one Direct Care Associate vacancy. These positions are being posted this month and will close in mid-July. Two additional Case Management positions, one in Foster Care and one in CPS, will be posted later this month as those two individuals will be leaving the agency in August.

The Board was provided with a copy of the 2019 Preliminary Budget as prepared by Connie Zieske, Account Budget Specialist and Melissa Bliss, Director. Melissa informed the Board that a carryover of greater than \$500,000 at the end of FY 2018 would reduce next year's grant amount from the State by a difference of what the carryover is in excess of \$500,000. By estimation of projected expenses and revenue for the remainder of the year, it is anticipated that we could be at a balance of approximately \$580,000 at the end of the current year.

Therefore, Melissa expressed a desire to purchase items needed by the agency, prior to year's end, to reduce that carryover amount. Board member John Fjeldahl indicated he didn't like the idea of just spending additional monies just because we have it, indicating a budget for the current year had been created and approved without those anticipated additional purchases. Melissa indicated that the desire would be to purchase items that we didn't budget for this year because we didn't know the financial position we would be in at this time, stating that it is difficult to project the cash balance when you don't know what vacancies would be encountered during the year as well as various other factors which contribute to our current financial balance.

Melissa stated she would like to obtain items which would have been purchased in 2019 , but to purchase them this year based on the projected carryover. These items would include approximately 28 lockbox devices for all computers in the Income Maintenance Department in order to comply with the recent updated IRS requirements. She also would like to purchase computers which are in the rotation for replacement for next year but to do so this year.

**MOTION:**

It was moved by John Fjeldahl, seconded by Alan Walter and unanimously carried by the Board that Melissa Bliss obtain a quote for the cost, including installation, of lockboxes for computers in order to meet the new IRS requirements.

**MOTION:**

It was moved by Alan Walter, seconded by Larry Louser and unanimously carried by the Board that Melissa Bliss arrange to purchase this year, computers with appropriate current software, per the computer rotation scheduled for the following year.

Director Bliss also expressed a desire to purchase a new van for use by the agency, indicating that a significant amount of money has been saved by having our two current county vans. Both vehicles each have over 100,000 miles on them. Chairperson Shelly Wepler suggested that there may be a possible grant out there to assist with that need. Board member John Fjeldahl inquired as to whether our donation from the Oppen Foundation could be used for such a purchase. Melissa Bliss indicated she did not feel that was the Foundation's desire to do so. Mr. Fjeldahl then suggested that we make that request of John Stewart with the Oppen Foundation. Shelly Wepler agreed with that proposal and also indicated that perhaps there would be a local car dealership who may be willing to help with that need as well.

Meeting adjourned at 8:45 am.

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Shelly Wepler , Chairperson

Date

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Karen Schultz, Recording Secretary