

Ward County Social Service Board
Minutes
 January 16, 2018 – 8:00 AM
 Ward County Commissioner’s Chambers

PRESENT:

John Fjeldahl	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 December 19th, 2017 Regular Board Meeting.

MOTION:

It was moved by Jim Rostad, seconded by Larry Louser and unanimously carried by the Board approval of the bills according to the attached list and following summary,

Social Welfare Expenditures

GENERAL ASSISTANCE	1,500.00
BOARD MEMBER EXPENDITURES	320.23
ADMINISTRATIVE PAYROLL	321,271.53
ADMINISTRATIVE EXPENSES	9,996.58
TRAVEL & REGISTRATION FEES	2,504.78
WORKERS COMP PREMIUM	7,238.75
LIABILITY INSURANCE	.00
EMPLOYEE HEALTH INSURANCE	84,356.38
EMPLOYEE RETIREMENT & LIFE	41,881.91
SOCIAL SECURITY& MEDICARE MATCH	23,839.38
SAFETY/PERMANENCY FUNDS	285.00
FOSTER CARE PROGRAM EXPENSE	.00
FOSTER CARE TRANSPORTATION	1,183.35
SAMS OPERATIONAL COSTS (2017 & 2018)	1,066.66
TOTAL SOCIAL WELFARE EXP	495,444.55

MOTION:

It was moved by Jim Rostad, Seconded by Larry Louser and unanimously carried by the board to receive and file the December 2017 Recap and Revenue Report.

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

The Board again discussed the proposal of changing the Ward County Social Service Board meeting dates from the third Tuesday of the month to the first Tuesday of the month. Melissa Bliss informed the Board that our agency does not have any issues with doing so and that in speaking with Connie Zieske, ABS for the agency, this would allow the Summary of Expenditures to be current and actual rather than estimated since the entire month would be completed at the time of the Board meeting the following month. It would, however, result in the Budget Recap and Revenue reports to be two months behind as the reports would not be received in time for the earlier monthly meeting. The schedule of the proposed meeting dates being held on the first Tuesday of the month was then presented to the Board.

MOTION:

It was moved by Jim Rostad, seconded by Alan Walter and unanimously carried by the Board to change the day of the monthly Ward County Social Service Board meetings to the first Tuesday of the month beginning February 2018.

Director Bliss informed the Board that the cash carryover from December 2017 into 2018 was \$17,500 over the \$500,000 maximum. That \$17,500 will be put into the general fund and the 2019 tax levy must be reduced by at least that amount. The Board inquired if we are still bound by what was approved in the budget and that the additional money is not part of what was set aside for this year and she confirmed that to be correct. Melissa was also asked to confirm whether the budgeted amount will always be based on 2015 numbers with the amounts changing only if there was a significant change in caseload counts. 2015 figures will always be a part of the equation, but the grant money received will differ from year to year. Melissa was asked to clarify why that would be at the next meeting. Board Member John Fjeldahl asked what happens if any of the \$238,000 in uncollected property taxes from 2017 were to be collected now, in 2018. It was supposed that, since it was levied for Social Services, it would likely be added to the \$17,500 to further reduce the amount of taxes to be levied in 2019.

In regards to FTI requirements discussed at the last meeting, Director Bliss informed the Board that the State office checked with the IRS as to whether a password on the computer and a password into the system would suffice as at least one of the 2 "doors" required to be present between unauthorized agents and FTI information on our computers. The state was informed that it would not. A suggestion of utilizing a computer locker was addressed and an image was presented to the Board. This would be at a cost to the county of approximately \$200 per unit for at least 20 (+) units. The Board then asked Melissa to keep them updated and no decision will be made at this time on purchasing any of the units.

Director Bliss wanted it made known to the Board that we recently experienced the sudden death of Ruth Holdaway, In Home Supervisor, who had been with the agency for 9 years. She wanted her remembered as a wonderful, genuine spirit; a fierce advocate for families; someone who truly loved her unit and will be truly missed. A potluck fellowship was put

together by the agency for coworkers, friends and family on January 11th, prior to the visitation at the Thomas Family Funeral Home.

Director Bliss reported that Ms. Holdaway's position as In Home Supervisor will need to be filled. The agency still the following vacancies: FSS – In Home, FSS – CPS and a Parent Aide. The FSS – Foster care position has just been filled as well as an Office Assistant III.

Meeting adjourned at 8:40 am.

Shelly Wepler , Chairperson

Date

Karen Schultz, Recording Secretary