

**Ward County Social Service Board**  
Minutes  
March 5, 2019 – 8:00 AM  
Ward County Commissioner's Chambers

**PRESENT:**

Shelly Weppler  
John Fjeldahl  
John Pietsch  
Jim Rostad  
Alan Walter

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

**MOTION:**

It was moved by John Pietsch, seconded by Alan Walter and unanimously carried by the Board approval of the Minutes of the February 5th, 2019 Regular Board Meeting.

**MOTION:**

It was moved by Jim Rostad, seconded by John Fjeldahl and unanimously carried by the Board approval of the bills for March 5, 2019.

**MOTION:**

It was moved by John Fjeldahl, seconded by John Pietsch and unanimously carried by the Board to receive and file the Budget Recap Expenses for January 2019.

Board members inquired as to why the line item of Health Insurance was at 12.34% expended when only 8% of the year had lapsed, as this was the January report. Director Bliss indicated she was not exactly sure.

**MOTION:**

It was moved by Alan Walter, seconded by John Fjeldahl and unanimously carried by the Board that the Health Insurance expenditure be looked into in order to obtain the answer as to why the expended amount is as high as it is for the end of January.

HR Director Robin Finneseth, who was present at the meeting, came forth and indicated that she believed the correction had not yet been made from the error in December which resulted in a double payment for Health Insurance in January.

**MOTION:**

It was moved by John Fjeldahl, seconded by Alan Walter and unanimously carried by the Board to receive and file the Revenue Report for January 2019

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

Director Bliss informed the Board that we currently have 5 vacancies within the agency which include 2 Foster Care positions, 2 In Home positions and 1 CPS position. We have recently filled both Office Assistant III positions as well as 1 Foster Care case management position.

Chair Shelly Wepler inquired as to the process of advertising the positions and whether this could all be managed through the HR office. Melissa Bliss and Karen Schultz explained the process and how it pertains to following the State guidelines which we are obligated to follow and that the process is different from that which is utilized by the rest of the County.

Regarding SB 2124, Melissa provided a brief update, indicating that this bill is now in the House with a projected date of 2021 for conversion of what is to be implemented.

In reference to space in lieu of rent and keeping it on the agenda as requested, Melissa indicated that Auditor Devra Smestad did have a conversation with NDACO but she was not able to get additional information from Devra as she is out of the office. This item will stay on the Agenda for the next meeting.

Chair Shelly Wepler asked for an additional item to be brought forth, indicating that the Pay Amendment needed to be signed off on by the HR Director, Robin Finneseth. This is not something that has been done in the past and Robin indicated that she needed to be aware of the pay amendments so that her wage balance is not off.

**MOTION:**

It was moved by John Fjeldahl, seconded by John Pietsch and unanimously carried by the Board to use the same Pay Amendment Application form that is currently being used unless there is a conflict in doing so, with the addition of a signature line for the HR Director.

Pay amendments will continue to be approved at the Ward County Commissioner Meeting.

Board member John Pietsch indicated that there was discussion about safety issues at the last Dept Head Meeting and asked if Melissa Bliss would like to be part of those further discussions and she indicated that she would. He inquired as to our current door situation in which Melissa indicated that this has been discussed at great length since we have been residing in the building and that the current set up of the doors is related to fire safety concerns.

Meeting adjourned at 8:45 am.

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Shelly Wepler , Chairperson

Date

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Karen Schultz, Recording Secretary