

Ward County Social Service Board
Minutes
May 1, 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 Larry Louser, seconded by Alan Walter and unanimously carried by the Board approval of the Minutes of the April 3, 2018 Regular Board Meeting.

MOTION:

It was moved by Jim Rostad, seconded by Larry Louser and unanimously carried by the Board approval of the bills for May 1, 2018.

MOTION:

It was moved by Alan Walter, seconded by Larry Louser and unanimously carried by the Board to receive and file the Budget Recap and Revenue Reports for March 2018.

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

Director Bliss presented to the Board an updated copy of the CY 2017 Caseload Numbers and CY 2018 True-Up Calculation Sheet in regard to planning for the FY 2019 Budget. She pointed out the areas in which the caseload count is up and well as those areas that are down in caseloads. As a result, the annual budget for FY 2018 was set at \$ 6, 008,117 and we will see an increase in FY 2019 to \$ 6,053,611 which is approximately a \$45,000 increase. We would have seen a greater increase had the caseloads been up by more than 5%, which they were not.

In regards to a personnel update for the agency, Melissa Bliss informed the Board of the current vacancies as well as recent hires. She indicated that one Foster Care position has been filled internally and that there are currently 2 vacant positions in the Foster Care Unit. The CPS Unit plans to make a job offer pending a positive reference check and the In Home Unit will be interviewing this week for 3 open positions.

Additionally, John Fjeldahl inquired as whether our agency is in charge of our own payroll. Connie Zieske, ABS, indicated that she is the one that posts all of the leave taken by employees and tracks it appropriately for our department, however, the payroll itself is issued

through the Auditor's Office. It was also asked if an employee has ever been overpaid by vacating employment prior to the payroll being posted. Connie indicated she only recalls one time when this has happened. She indicated that there has been a number of leave of absences without pay that have occurred due to varying circumstances, while still employed, citing that FMLA is used when the employee qualifies to do so.

Meeting adjourned at 8:40 am.

Shelly Wepler , Chairperson

Date

Karen Schultz, Recording Secretary