

CASS COUNTY SOCIAL SERVICES BOARD MEETING
June 19, 2017

MINUTES

With quorum present, Chair Bennett called the meeting to order at 1:04 pm.

Present: Vern Bennett, Arland Rasmussen, Chad Peterson, Mary Scherling, Rick Steen, Brian Hagen, Glenn Ellingsberg

Presenter: Chip Ammerman, Director

I. Approval of Minutes

Mr. Steen made a motion to approve the June 5, 2017 Board minutes. Mr. Rasmussen seconded it. Motion carried.

II. 2018 Budget Review

At the June 5, 2017 Board meeting, Mr. Ammerman was asked to revise his budget proposal to include some costs from 2018 expenditures that could be paid for in the 2017 budget which would help to reduce the Social Welfare Fund to \$500,000 by December 31, 2017. According to Sarah Heinle, Auditor's Office, it is projected the Social Welfare Fund will be in excess of that amount, up to approximately \$700,000 by the end of 2017. Mr. Ammerman stated it's typical to have \$100,000 to \$200,000 added to the Social Welfare Fund each year due to an increase in revenues and a decrease in expenses such as roll up from unfilled positions, retirements, etc. He shared any monies from the Social Welfare Fund over the \$500,000 that Social Services is unable to spend down would be transferred to the General Fund at the end of 2017.

Mr. Ammerman explained the \$13,056,280 revenue being reported today is the most accurate amount to date. There was discussion on the Adult Protective Services contract and the 2017 budget which did not reflect revenue or expenses past June 30, 2017, due to not having a contract with the state past this date. Mr. Ammerman recommended removing some expenses and paying for sponsorships, computer equipment, and office equipment in 2017 for the 2018 year. Sponsorships for community service providers such as YouthWorks, PATH, and Red River Children's Advocacy Center. Removing these expenses would decrease the 2018 budget by \$369,322. It was questioned whether the sponsorship for YouthWorks could be shared with the Sheriff's Department budget because both Social Services and Sheriff's Department use this resource. Mr. Ammerman explained the clientele that each agency uses Youthworks for is different and not easily combined.

There was discussion on the increase in budget expenditures which includes personnel costs due to health insurance, COLA, and step increases. Mr. Ammerman shared there has been an increase in caseloads for all divisions within the agency. He stated there may be an increase in revenue from the state in July 2018 if there is an increase of 5% in caseloads.

Mr. Ammerman recommended adding the following positions: 2 Eligibility Worker I positions, 1 Eligibility Supervisor, .5 FTE Office Assistant for Economic Assistance, and .5 FTE Adult Protective Service Social Worker which would be paid for from contract funds. In addition, it's requested to increase a .8 FTE day care licensing staff to a 1 FTE and reclassify the position to be in

alignment with other child care licensing staff due to changes in self-declared day care requirements. The increase in the proposed staff additions is estimated at \$339,087. Mr. Ammerman asked the Board to cautiously consider any other recommendations to remove further positions from the budget due the need of those positions for the agency.

Included in the budget are expenses for General Assistance Burials, in the amount of \$110,000, which is an expense that is mandated to be paid for out of county funds. In addition, the county funded Home and Community Based Services expenses are included in the amount of \$100,000. Although these program expenses are included in the budget, there is no off setting revenue associated. With all revenues and expenses considered, including the proposed positions, it's estimated there will be a shortfall of \$213,570 which would need to be paid for by using Social Welfare Funds or County General Funds.

Board members discussed how spending funds in 2017 to support 2018 expenses could possibly affect the budgeting process for 2019 and 2020. Michael Montplaisir, County Auditor, stated the 2020 budget will be based on the 2016 numbers, so how the money is spent in 2017 and 2018 should not affect the budget at that time.

Mr. Ammerman made the suggestion to spend down the Social Welfare Fund by continuing the remodeling project that was approved in 2016, but delayed. These costs typically come from the General Fund, but Mr. Ammerman stated if the Board felt it appropriate to use Social Welfare Funds for this purpose, the agency would need to act on this as soon as possible in order to have the remodeling project done by the end of 2017. Mr. Peterson suggested the Building Committee meet after the Budget Hearing in July to further explore this suggestion.

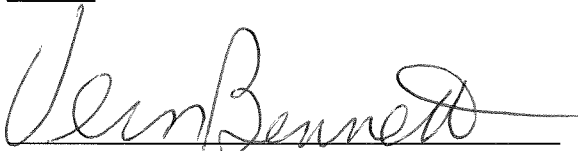
Mr. Rasmussen made a motion to approve the budget proposal as submitted to present to the County Commission at the budget hearing. Mr. Ellingsberg seconded it. On roll call vote, the motion carried unanimously.

III. **Concerns Regarding the Effects of Overtime**

Robert Wilson, Cass County Administrator, informed the Board he has been advised of large amounts of overtime being used by certain agency staff on a consistent basis. Concerns are being raised regarding the possible liability the County has regarding the ongoing stress and possible workplace injuries that may occur due to the consistent overtime practice. There was discussion on exempt vs. non-exempt status and potential injuries that may or may not be covered under worker's compensation. He stated he will continue to work with Cindy Stoick, Human Resources Director, on these concerns and will share additional information with the Board as needed.

IV. **Adjournment**

Mr. Rasmussen made a motion to adjourn the meeting at 2:00 pm. Mr. Peterson seconded it. Motion carried.



Vern Bennett, Chair
Cass County Social Services Board



Melissa Kain Varno, Recorder