

RECORD OF PROCEEDINGS

LOGAN COUNTY BOARD OF HUMAN SERVICES

February 8, 2023

Logan County Commissioner Chairman Jerry A. Sonnenberg called the Board meeting to order at 9:00 a.m. at the Logan County Central Services building with Logan County Commissioner Joseph A. McBride, Logan County Commissioner Mike Brownell, Logan County Human Services' Director David Long, and Logan County Human Services' Recording Secretary Peggy Kircher, present.

Minutes from the Board of Human Services meeting held on December 21, 2022 were presented. Commissioner Brownell moved to approve and sign the Board meeting minutes as written. Commissioner McBride seconded the motion. The motion was approved.

Director Long gave the Board an introduction to the Logan County Department of Human Services. The Board discussed client confidentiality requirements and complaint processes.

Karen Milner, Accounting and Finance Supervisor, joined the meeting at 9:05 a.m. Director Long introduced Ms. Milner to the Board and commended her for many years of expertise with the DHS programs.

Ms. Milner gave the Board a brief overview of the financial reports. She let the Board know that if they ever have any questions, please get ahold of her.

Ms. Milner excused herself from the meeting at 9:10 a.m.

Director Long presented the Commissioners with the Detailed Financial reports, the Expenditure Summary report dated January 31, 2023, the December Allocation Tracking report, and the TANF Reserve Balances report dated December, 2022.

The Board discussed purchasing TANF dollars from other counties at 15 cents on the dollar. Director Long said that TANF funds can only be used for TANF eligible clients that have income of \$75,000 or less.

Commissioner Brownell said that the Covid/Public Health Emergency fund was mentioned at the CCI conference and the end of this assistance will add a large workload to the counties. Director Long gave the Board details about the end of the federal PHE funds. This was additional funds given to clients receiving SNAP/food assistance benefits. The PHE will end February 28th. Chairman Sonnenberg said that there might be questions in the future about the financials once the reports are reviewed.

Director Long presented the Purchase of Service Agreement for legal services. Commissioner McBride moved to approve and sign the Purchase of Service Agreement for legal services. Commissioner Brownell seconded the motion. The motion was unanimously approved.

Director Long gave the Commissioners the staffing updates and briefing highlights.

Savanah Guhl was hired to fill the vacant eligibility specialist position in the Family Assistance Programs unit.

There is currently a vacancy in the child support enforcement unit that is being advertised to be filled. There are vacancies in some of the other units that do not need to be filled at this time. Chairman Sonnenberg asked about the Department's retention rate. Director Long said that retention is good and LCDHS does not have a high turnover rate like many of the other counties. The turnover rate in 2021 was 13% and 9% in 2022. Historically, this percent had been around 4-5% but Covid caused some problems with staff retention. Director Long said that the great benefit package that Logan County offers to their employees helps with retention.

Chairman Sonnenberg inquired about the working from home policy that will be discussed at the upcoming Personnel Board meeting. Director Long said that he would like to open the door to allow staff to work from home when certain circumstances come up. Commissioner McBride said that the department heads will be invited to the Personnel Board meeting that is scheduled on March 7th. Chairman Sonnenberg asked Director Long to plan on attending the meeting and be prepared to discuss employees working from home.

He would like to explore the county to offer employees the option to work from home to help with retention. Director Long said that he wouldn't want it to be opened up but rather offered to employees with certain circumstances.

Director Long said that he would also like to discuss a county tuition assistance policy at the Personnel Board meeting. This would be a recruiting tool and help with retention.

The Board recessed at 10:36 a.m. to break and take a tour of the Department of Human Services.

The Board reconvened the meeting at 11:10 a.m.

The Board discussed the program specific master reports. Ms. Kircher said that she will give the Board a brochure with detailed information about the programs that are offered at LCDHS.

The Board agreed that Director Long will continue to attend the CCI, CWAC, and Works Allocation meetings. Chairman Sonnenberg said that if they are not able to attend the CCI meetings, they have a proxy for Director Long to vote on behalf of Logan County.

Director Long inquired if the Commissioners would like to receive the final audit reports. Chairman Sonnenberg said that he would like to get the reports reflecting the department's strengths and weaknesses.

The next Logan County Board of Human Services meeting will be held on March 8, 2023 at 9:00 a.m. at the Logan County Central Services building.

There being no further business to come before the Board, the meeting was adjourned at 11:54 a.m.

Respectfully submitted,

Approved by:

Jerry A. Sonnenberg, Chairman
Logan County Commissioner

David E. Long, Director

Joseph A. McBride, Logan County Commissioner

Mike Brownell, Logan County Commissioner