

ETC Notes from December 11 - 12, 2014 (Unapproved)

Agenda Items to be discussed:

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## *AGENDA ETC TASKFORCE*

*December 11 & 12, 2014, @ Comfort Suites*

### **THURSDAY**

1pm – Roll Call and SECRETARY selection for this meeting  
1:10 – 2 pm FY 2015 ETC Restructuring/ Meeting Dates / Chairmanship / Secretary  
2:00 pm Open discussion regarding best methods of communication between  
EWs, Department Heads, and County Director Association concerning  
EAP work of sub-groups and Review of Membership  
3:00 pm Update from Subgroup Minutes and any ongoing SSD concerns

### **FRIDAY**

8:30 ITS – Kevin Janes (Updates and/or identified EW Items)  
9:30 ACA / Medicaid Discussion  
10:30 Identification of unresolved EAP issues and ongoing priority list of ETC

### **Current and Ongoing Priorities**

- q Review Programs & Systems for suggestions/recommendations for improvement.  
(EWs/Supervisors/E-Learning)
  - q Provide input on training recommendations/ideas for all Economic Programs.- new worker  
training timely (EWs/Supervisors)
  - q File Net Update ( Tina Walters)
  - q Affordable Health Care Act Update (Medicaid)
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Eligibility Task Force Committee was held with the following in attendance:

Marcia Beglau, Nelson County Director, Chairman  
Terry Peterson, Child Support  
Jolene DeWitz, Kidder County Director  
Brenda Pedersen, Regional Rep.  
Julie Hahne, McIntosh County, EW Subgroup  
Cindy Hehn, Adams County, EW Subgroup  
Julie Johnson, Medicaid  
LuEllen Hart, EW Supervisor Subgroup  
Brenda Heilman, E-learning  
Lori Clark, EW Supervisor Subgroup  
Kevin Janes, ITS joining the meeting at 8:30 on Friday morning.

Attendees at the meeting noted and a call for secretary as prior arrangement of secretarial note taking had been abandoned with reorganization of the committee. With no secretary acquired the Chairman agreed to compose her notes on google docs and have all attending members contribute to finalizing notes/minutes of the meeting.

Discussion followed regarding reorganization of Eligibility Task Force Committee. Current Chairman Marcia Beglau is stepping down as chairman but no replacement has been found. The members present felt strongly the succeeding chairman should be a county director as the committee was established in the past by the request of the director's association and unresolved concerns are referred to the directors association. It was felt a co-chair arrangement between the directors' association and state office would also be a good arrangement. Current chairman will take this information back to the directors association. A new chairman is needed for 2015 as Marcia Beglau will no longer continue as chairman.

ETC meeting format was discussed. It was the consensus of the group that ETC would meet on an "as needed basis" and the use of electronic methods implemented with the meeting of subgroups to resolve any identified issues by the State Departments regarding programs. It was decided the EW Subgroup and Supervisors Subgroup would collapse into one group instead of two and see if that format works better in faster turnaround of having program issues resolved. All ETC members will be committed to responding to each other within 1 week using the electronic format being established. If electronic written communication becomes too cumbersome, it was agreed a conference calling would be implemented to discuss subject matter of concern needed a resolution. All members are committed to the new format to be implemented and will identify a main contact person within their divisions.

The EW subgroup meeting schedule with an identified meeting room is:

**2015 MEETINGS:**      Feb 5-6      May 7-8      Aug 6-7      Nov 5-6

The subgroups will meet, compose their minutes using their established format, sent the "living document" minute format to Brenda Peterson, Regional Rep. who has been identified to be the coordinating for the State Office responses. Within 1 week the responses will be sent back to the subgroup who then will have it posted to the EW Tech. Site. Should there be a need for conference calling to clarify a subject matter anyone of the ETC members will be able to call for this with whomever needs to be in attendance. It was noted the subgroups will once again be informing their fellow EWs the importance to take the time to read this information once posted on the EW Tech. Site. Hopefully this electronic format of disbursing information will be renewed and effective.

Subgroup Minutes were reviewed and updates/questions answered at this time. (Please read subgroup minutes and answers posted to EW Tech. Site.) A format agreed upon by the group was that minutes with questions, etc. would be typed in 'Black' and answers to follow in 'Red', thus distinguishing between the original question and the answer that follows.

The membership List was reviewed and it was the decision of the group that each division was to go back to their group members and determine who would want to be involved and continue as a member on ETC. There was further discussion on procedure and format of ETC minutes and/or Subgroup minutes and also using google docs in the process. It was stated regular font should be used versus script, appropriated use of capital letters, underlining and color coding using black for the minutes and questions within the minutes with answers in red. Turn-around time is to be a one-week span of time so questions and the answers are timely and current as possible.

Also a group address in the State Address Book for ETC members will be pursued by Brenda Heilman so each individual member does not have to create their own group mailing list in their address book.

Kevin Janes attended the meeting on Friday morning. S drive connectivity has been an issue statewide. ITD is testing the fix and should be ready within a week. It was asked that notification of the system not working be communicated to county workers as soon as possible when it is a statewide system or regional system issue. Kevin stated there may be an enhancement in Job Service information regarding current wage information using data warehouse information process.

Cindy brought up the concern of a client that had once been on Medicaid but then gained a job and thus had insurance with the FFM. Changes in employment resulted in the person no longer qualifying for the subsidy as the person is a potential Medicaid eligible client again. The discussion lead to how individuals may not realize that if they have potential for Medicaid eligibility they will not be able to have a tax credit subsidy through the federal site and have to apply for Medicaid. Brenda Peterson found the information on the federal site and forwarded the link. It was thought this information should be disbursed to EWs because of questions they field from individuals and because this is an area very confusing to most. Also discussed was notices informing individuals from the federal site that the Medicaid determination would be within 72 hours, which is not possible when county workers are not even aware there are applications that are being done through the federal site access. Julie Johnson stated this is happening because ND is a "determination state" status since July 1, 2014. But because links are not in place yet the information does not come over timely. This is causing even more confusion for workers and clients. It was agreed the State would send out an FYI informing EWs or Medicaid potential clients not being eligible for the FFM subsidy and why the 72 hour notice information is happening.

Electronic filing is still in progress across the state and it was stated all but 9 counties have completed the process. Also an enhancement is being worked on to update case numbers with cases in programs that do not have the common case number such as TEC/Vision.

The current and ongoing priorities list was reviewed and is listed here as follows:

**Current and Ongoing Priorities List:**

Review Programs & Systems for suggestions/recommendations for improvement.

(EWs/Supervisors/E-Learning)

Provide input on training recommendations/ideas for all Economic Programs. - New worker training timely (EWs/Supervisors)

File Net Update (Tina Walters)

Affordable Health Care Act Update (Medicaid)

The meeting was adjourned at 11 a.m.

Marcia Beglau, Chairman