

Ward County Human Service Zone Board

Minutes

January 18th, 2022 – 7:30 a.m.

Second Floor-Ward County Commissioner's Chambers

PRESENT:

Kristi Frederick, Zone Director
Rich Berg
Hiedi Folstad-Miller
Mac McLeod
John Pietsch
Matthew Ruby
Shelly Wepler

ABSENT:

Also present was Karen Schultz, Zone Board Secretary designee.

MOTION:

It was moved by Rich Berg, seconded by Shelly Wepler and unanimously carried by the Board that the Agenda for January 18, 2022 be approved.

At this time, Kristi Frederick, new Ward County Human Service Zone Director and Matthew Ruby, new Ward CHS Zone Board Member, introduced themselves and gave a brief background history and were welcomed by the Board members.

MOTION:

It was moved by Shelly Wepler, seconded by Mac McLeod and unanimously carried by the Board that the minutes for the regular board meeting of December 21, 2021 be approved.

MOTION:

It was moved by Mac McLeod, seconded by Rich Berg and unanimously carried by the Board to receive and file the December 2021 Expenditures and bills for December 29, 2021 and January 18, 2022.

MOTION:

It was moved by Matt Ruby, seconded by Hiedi Folstad-Miller and unanimously carried by the Board to receive and file the Budget Recap Expense Report for December 2021.

MOTION:

It was moved by Rich Berg, seconded by Matt Ruby and unanimously carried by the Board to receive and file the December 2021 Budget Revenue Report.

Director Frederick called for nominations for Vice Chair of the Ward CHS Zone Board for 2022.

Board Member Mac McLeod nominated Shelly Wepler for Vice Chair of the Ward County Human Service Zone Board for 2022. Hearing no further nominations the nominations ceased. All members voice voted unanimously in favor of Shelly Wepler being elected as Vice Chairperson of the Ward County Human Service Zone Board for the year 2022.

Director Frederick called for nominations for Secretary of the Ward CHS Zone Board for 2022.

Board Member Shelly Weppler nominated Hiedi Folstad-Miller be appointed Secretary of the Ward CHS Zone Board for 2022. This was seconded by Matt Ruby. All members voice voted unanimously in favor of Hiedi Folstad-Miller being elected as Secretary of the Ward County Human Service Zone Board for the year 2022.

Hiedi Folstad-Miller then designated secretarial responsibilities to Karen Schultz, Administrative Staff Officer for Ward County Human Services.

Discussion was held regarding the meeting day and time for the Ward CHS Zone Board for 2022.

MOTION;

It was moved by Shelly Weppler, seconded by Matt Ruby and unanimously carried by the Board to continue with the 3rd Tuesday of each month at 7:30 AM for the monthly meeting of the Ward County Human Service Zone Board for 2022.

Director Frederick requested approval from the Board to request a temporary hourly position from the State to bring back former Director, Melissa Bliss, on an as needed basis to assist with documents and projects as presented to the Board.

MOTION:

It was moved by Shelly Weppler, seconded by John Pietsch and unanimously carried by the Board to allow Kristi Frederick to hire former Director, Melissa Bliss, on a temporary hourly basis to assist as needed.

The Board was updated in regards to personnel vacancies in this agency which currently consists of an Office Assistant III, a Family Service Specialist – CPS position and two Family Service Specialist – In Home positions as well as one HSPA IV supervisor for the In Home Unit which is an approved reclassified position.

Director Frederick spoke to the Board as to how they would like to be informed as to any discussions or information regarding HR issues, keeping in mind that she currently works with our County HR and State HR personnel. Board members voiced that they do not want to stand in the way of the Director in approach to these issues and that she can reach out to any one of them one-on-one for input and advice but not as a group outside of the meeting so as not to violate any open meeting laws.

Discussion was held regarding the presence of Shelter Care being managed by Youth Works in the community and the desire to have an accommodating establishment for housing the youth in need of placement. Youth Works is in the process of becoming certified and once that certification is in place, the funding will no longer be the responsibility of the Zone. As there is more discussion to be had, it was asked that the subject of Shelter Care be put on next month's agenda.

Director Frederick informed the Board that she will be implementing the directive of staff to start wearing their issued ID badges for a basic safety measure. Masks will continue to be required in the office halls and when someone enters their private office. Kristi has also met one-on-one with supervisors to discuss how their teams function. She will be holding an all staff meeting on January 24th at 8:15 AM and invited all Board members to attend. There is an

opportunity for a web based FMLA training in March which she plans to attend with other staff members.

Mtg adjourned at 8:20.

Kristi Frederick, Ward CHSZ Director

Date

Hiedi Folstad-Miller, Secretary