

Ward County Human Service Zone Board

Minutes

February 15th, 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 Weppler

ABSENT:

Also present was Karen Schultz, Zone Board Secretary designee.

MOTION:

It was moved by Shelly Weppler, seconded by Rich Berg and unanimously carried by the Board that the Agenda for February 15th, 2022 be approved with the addition of : a service award to be presented; Tammy Terras on restoring lost annual leave; changes for youth picked up by LE/YW.

MOTION:

It was moved by Mac McLeod, seconded by Matt Ruby and unanimously carried by the Board that the minutes for the regular board meeting of January 18, 2022 be approved.

MOTION:

It was moved by Shelly Weppler, seconded by Rich Berg and unanimously carried by the Board to receive and file the January 2022 Expenditures and bills for February 1st and February 15th, 2022.

MOTION:

It was moved by Mac McLeod, seconded by Hiedi Folstad-Miller and unanimously carried by the Board to receive and file the Budget Recap Expense Report for January 2022.

MOTION:

It was moved by Shelly Weppler, seconded by Matt Ruby and unanimously carried by the Board to receive and file the January 2022 Budget Revenue Report.

MOTION:

It was moved by Rich Berg, seconded by Mac McLeod and unanimously carried by the Board to receive and file the Foster Home Recruitment and Retention Report for January 2022.

Director Frederick informed the Board that she is reviewing policy and making updates to the Zone Board Plan which now has a due date of March 1st, 2022.

Director Frederick indicated that she has had an inquiry from a representative of the MHA Nation as to how there could be a tribal voice present on the Zone Board. There was discussion and a question which would need clarification as to whether we can add to the number of Board members as it is currently set at 7. There is not any group that is not allowed representation and anyone is welcome to attend a meeting at any time. It was clarified that

any Zone Board member needs to be a resident of Ward County and the community. The Director will keep the Board informed as to any other information she learns about this inquiry.

There are currently 3 vacancies in the In Home Unit, 1 vacancy in the CPS unit and one HSPA-In Home Supervisor. All positions are currently posted and will close at the end of the month.

Regarding operations issues and information, the second all staff meeting was completed yesterday. It is the plan to develop an anonymous survey to be completed by the staff to identify needs, strengths, solutions and the culture of the agency. Results will be shared with the Board upon completion of the survey. The badge policy for employees and visitors is fully implemented.

The foster home licensing transition to the State will be completed and in place April 1st. Foster Care supervisor Allison Kosanda will work on relicensing homes and helping new homes get licensed in the interim.

Eligibility redesign implementation has been moved out to late summer/early fall.

It is the Director's plan to update performance evaluations to be more equitable and meaningful with a possibility of doing them quarterly. Currently, they are expected to be done yearly although that has not always taken place. It is the intent to create an evaluation that is reflective of the job functions listed on the job description.

There are some performance issues currently being worked through with the supervisors and employees. It appears that there is a lack of clarity regarding roles and responsibilities leading to a lack of consistency, resulting in frustration and anxiety. Director Frederick will work with Supervisors to create work plans without being disciplinary and will work towards updating case documentation and bringing them into compliance. There will be a 6 week window to have this completed. She is trying to understand the root causes of this situation and hopes to be clear about expectations and consequences. The Board will be informed of the progress.

In regards to management training, Dir. Frederick encourages supervisors to find relevant training for supervision and understanding roles and expectations. Three staff members will be attending FMLA training in March alongside the County HR personnel.

Director Frederick along with the support of Tammy Terras, County HR Director, asked for a reinstatement of lost Annual Leave at the end of 2021 for two staff members. Both employees were scheduled to be on vacation time during the last week of the year to avoid being over the allowed maximum of 240 hours. Both needed to return to work due to unforeseen situations that needed their attention. One employee lost 8 hours and the other lost 18.5 hours.

MOTION:

It was moved by John Pietsch, seconded by Shelly Weppler and unanimously carried by the Board that lost vacation time be restored based on the circumstances of the employees, due to the fact that they were on vacation time and called back into work, due to no fault of their own, and that the time be carefully documented and utilized by 06/30/22.

Tammy Terras will confirm with the State that there is no violation of State policy or Century Code in doing so.

Regarding the additional agenda item, Shelly Weppler presented the Board with an email she received in regards to changes for youth picked up by law enforcement. There was much discussion regarding the situation with Youthworks including the lack of a contract with Ward County being in place, the rate of pay at which youth are housed in the facility, certification of the facility and whether it's feasible to continue in the current County owned facility, stating that it may be in the best interest of YW to purchase a house and other overall issues moving forward. There is a current MOU in place regarding non-Ward county placements which is in effect through December of 2022.

Shelly Weppler indicated a desire for a meeting to be held to discuss the current needs. Director Frederick indicated plans to do a walk through of the current facility, noting certification requirements. The Board asked for this to be on future Agendas with the intent to gain a better understanding of the situation and also have this as an agenda item on a forthcoming Ward County Commissioner Meeting.

Mtg adjourned at 8:42.

Kristi Frederick, Ward CHSZ Director

Date

Hiedi Folstad-Miller, Secretary