

## **Ward County Human Service Zone Board**

### Minutes

March 15, 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:** Karen Schultz

#### **MOTION:**

It was moved by Matthew Ruby, seconded by Mac McLeod and unanimously carried by the Board that the Agenda for March 15, 2022, be approved.

#### **MOTION:**

It was moved by Rich Berg, seconded by Shelly Weppler and unanimously carried by the Board that the minutes for the regular board meeting of February 15, 2022, be approved.

#### **MOTION:**

It was moved by Shelly Weppler, seconded by Matthew Ruby and unanimously carried by the Board to receive and file the February 2022 Expenditures and bills for March 1<sup>st</sup> and March 15<sup>th</sup>; Budget Recap Expense Report for February 2022; Budget Revenue Report for February 2022; and February 2022 Foster Care Recruitment and Retention Report.

#### **Items for Discussion:**

Dir Frederick provided personnel updates including one vacancy each in FSS, CPS and the In Home unit as well as a supervisor vacancy with the In Home unit. Interviews for said positions are scheduled for next week. One of the FC Case managers was selected for a state position, with that vacancy currently posted. Also, one Administrative Staff member resigned. Dir Frederick is waiting for state approval to fill that vacancy.

Dir Frederick reported that employee evaluations are in the process for approval from the state. The Zone Plan has been submitted to the state, hoping to hear sometime this week of approval.

Dir Frederick informed the Board that Human Service Zone webpages were out of date and are now updated. This will be maintained for updates on a regular basis.

In the past month, FMLA training was completed by Administrative staff Schultz, Boyle and Dir Frederick.

Dir Frederick provided updates regarding the process of getting all units up to date on documentation requirements. Only one unit is still working towards compliance and the other two units are now within full compliance.

Dir Frederick shared there will be future training for supervisors specifically managing personnel and accountability utilizing Franklin Covey and other training opportunities through the State.

Dir Frederick is holding off on the anonymous staff survey at this time.

Dir Frederick discussed the Shelter Care meeting with Youthworks and community members that took place March 8, 2022. Youthworks stated a commitment to re-visit what their shelter care looks like to include the assurance of attendant care being separate from the Human Zone Board. Shelly Weppler received an email from Youthworks yesterday that Youthworks plans to be at the Ward County Commissioners meeting today.

Dir Frederick shared with the board the current issues for the Zone regarding youth in care. Staff has been spending evenings with youth in the office, for those that they have not been able to get into a shelter, with two staff per shift for safety of staff and youth. Ms. Weppler suggested a town hall meeting for all community members to gain awareness of the shelter care needs of the community. Located in Williston, there is a shelter care program for their community that they developed. Learning more about their process may be helpful for this board.

**MOTION:**

It was moved by Weppler, seconded by Pietsch; and unanimously carried by the Board to set up a tour of the Williston facility with each board member emailing Dir Fredrick any questions we would like to ask the Williston facility. Dir Frederick will coordinate a date for the tour and then a specified date by questions must be emailed.

Service awards presented to: Emily Christiansen (3 year award) and Ashley Powers (3 year award) and Carla Carlson (30 year award, eligibility worker) who will be recognized at the Ward Cty Commissioner meeting today.

The meeting was adjourned at 8:41 a.m.

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Kristi Frederick, Ward CHSZ Director

Date

Hiedi Folstad Miller, Secretary