

Ward County Human Service Zone Board

Minutes

May 17th , 2022 – 7:30 a.m.

Second Floor-Ward County Commissioner's Chambers

PRESENT:

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

ABSENT:

Also present was Karen Schultz, Zone Board Secretary designee and Amy Boyle, Account Budget Specialist.

MOTION:

It was moved by Rich Berg, seconded by Mac McLeod and unanimously carried by the Board that the Agenda for May 17th , 2022 be approved as presented.

MOTION:

It was moved by Shelly Weppler, seconded by Matt Ruby and unanimously carried by the Board that the minutes for the regular board meeting of April 19th , 2022 be approved.

MOTION:

It was moved by Mac McLeod, seconded by John Pietsch and unanimously carried by the Board to receive and file the April 2022 Expenditures, bills for May3rd and May 17th , 2022, Budget Recap and Budget Revenue for April 2022 and the FC R & R Report.

It was noted that the IT Supplies line item for Administration was over what was budgeted. Jason Blowers, IT Dept Head, came forward and indicated that costs are up about 30% for both service and supplies.

Lana Pardon, Eligibility Unit Supervisor, gave a presentation to the Board regarding an overview of that Unit . A handout of information was provided to the Board members, explaining the different programs that are offered and the number of clients being served. Lana noted that across the state, Ward County has the highest average caseload per worker. The Unit currently employs 22 eligibility workers and 2 lead workers. Brd Member Weppler inquired as to the statistics of how many programs on average, a household may be utilizing at one time. Lana stated she will try to get those numbers and provide them to the Board.

MOTION:

It was moved by Shelly Weppler, seconded by Rich Berg and unanimously carried by the Board to receive and file the handouts provided by Lana Pardon in regards to the Eligibility Unit.

Director Frederick relayed to the Board that employee service awards will be presented at the Ward County Commissioner Meeting today. Cathy Donald, Administrative Assistant will be receiving her 10 year service award and Karen Schultz, Administrative Staff Officer II will be receiving her 35 year service award. Certificate of Achievement awards will also be presented

to Jenna Aasand and Monica Olson for their outstanding work in the Safety Framework Protective Capacity Family Assessment .

Regarding personnel updates, the Office Assistant III position was recently filled and the HSPA IV – In Home Supervisor position has been hired with a start date of 06/01/22. There are currently 4 FSS-In Home case management positions open and 1 Direct Care Associate position, all of which are currently advertised.

Dir. Frederick notified the Board that the evaluation for the Human Service Zone Director is due on July 10th .

MOTION:

It was moved by Shelly Weppler, seconded by Hiedi Miller and unanimously approved by the Board that Karen Schultz is to contact Kristen Hasbargen to obtain the steps needed to complete the evaluation due in July and to report to the Zone Board in June what those steps are and the necessary paperwork to be completed for the evaluation.

Dir. Frederick presented the Board with proposed changes to the addendum and a drafted proposal of those changes for the Ward County Human Service Zone HR Policy. The changes have been approved at the State level. Changes noted were to the 'Dress Code' which includes ID badges being added as a formal part of the dress code. There is also an addition regarding the use of a personal vehicle and how the reimbursement is calculated. The proposal is to use the current GSA rate of .18/mile when choosing to use your own vehicle when a van is available. This will allow for consistency in reimbursement. The current rate of .585 per mile will remain in place for personal vehicle mileage reimbursement when a van is not available.

MOTION:

It was moved by Shelly Weppler, seconded by Matt Ruby and unanimously approved by the Board to approve the Ward County Human Service Zone HR Manual Addendums as presented.

Director Frederick will present these addendums at the June Ward County Commission Meeting.

In closing, Board Member Rich Berg indicated that he has received information from DBGR staff that behaviors of youth coming in to the facility are becoming more challenging with out of control behaviors, siting that it is likely that the Zone will be seeing this same trend of children coming in to care.

Mtg adjourned at 8:15.

Kristi Frederick, Ward CHSZ Director

Date

Hiedi Folstad-Miller, Secretary