

**CASS COUNTY HUMAN SERVICE ZONE BOARD MEETING
JULY 6, 2021**

MINUTES

With quorum present, Ms. Pearl Mell called the meeting to order at 2:02 p.m.

Present: Brian Hagen, Mary Scherling, Duane Breitling, Jim Kapitan, Chad Peterson, Rick Steen
Guest: Robert Wilson, County Administrator; Sidney Schock, Economic Assistance
Absent:
Presenter: Pearl Mell, Human Service Zone Director
(all present via Teams Meeting)

I. Approval of Minutes

Ms. Mell in response to Mr. Wilson’s suggestion, Ms. Mell stated she added section six to the May minutes in response to an email she sent to the Board after reviewing the minutes.

Mr. Steen made a motion to approve the May 3, 2021 and the June 7, 2021 Board minutes. Mr. Breitling seconded it. Motion carried.

II. Revised Zone Board Transition Schedule

Ms. Mell updated the proposed timeline from the last meeting. The items completed have been crossed off and the updated dates are listed in red.

Date	Action Step
June 7th	Review and finalize list of community members with the Human Service Zone Board
July 2 nd	Invite all community members to the informational meeting.
July 20 th	Hold virtual/in-person informational meeting in Commission Conference Room.
July 19 th – 23 rd	1:1 meetings with community members interested in the informational meeting, but unable to attend.
July 20 th - 31 st	Accept applications for board positions.
August 2 nd – 6 th	Review applications and make potential board member recommendations to the Cass County Commissioners for review and approval.
August 16 th	County Commissioners considers board recommendations/potential current zone board resignations.
August 17 th – 31 st	Follow-up new Board Members – Schedule and provide board member orientation Board Chair and Director of Zone Operations.

September 7 th	First Zone Board meeting with new members.
October – December	Existing Zone Board Member transition phase.

Ms. Mell reported that invitations to the community members were sent out on July 2, 2021. An email also went out to the Human Service Zone staff to allow them an opportunity to offer community member suggestions. The July 20, 2021 meeting will be recorded for those community members who cannot attend. Following the meeting applications will be accepted and the process will begin on reviewing the applications.

Mr. Breitling asked who will participate in the review of applications. Ms. Mell stated she had planned on having the Human Service Zone Management team complete the initial review of the applications and then forward the recommendations to the Zone Board who would evaluate the application and send their recommendations to the Commissioners who would make the final appointments. This proposal allows for separation of process since the Board Members and the Commissioners are the same persons. She feels it might be helpful to have the initial review team include members who are not making decisions as Zone Board Members and again as Commissioners.

Mr. Breitling asked if Ms. Mell anticipates a large number of applications to be forwarded to the Zone Board. Ms. Mell stated she is expecting there will be more applicants than positions. After reviewing the candidates, she is expecting more than the minimum to be forwarded to the Zone Board for consideration. The intent is to screen the applicants the same as employee candidates are screened with regards to their credentials and background.

Mr. Steen believes it would be good to have the Commission liaison and Mr. Wilson involved in the first round of consideration. Ms. Scherling agrees and feels there should probably be one additional commission member to assure the representation is diverse and a proper representation of the County. Ms. Scherling also asked what the process will be to move the candidates to the next level. Ms. Mell stated she is not prepared to answer that question at this time. It will depend on the number of applicants to consider. If there are only as many candidates as positions which are open than consideration may need to be made on extending the application timeframe. If there is an overabundance of applicants than Ms. Mell felt the team would discuss the applicants, their credentials and make a collective decision on who should move onto the Zone Board for consideration. Ms. Scherling stated she is concerned the number of applicants may not be many. She also suggested using a questionnaire which can be scored to avoid emotions of bringing in a member simply because they are likeable.

Ms. Mell stated her review process was a suggestion and requested a motion on the composition of the initial review committee to accept the applications, complete an application review and then bring forth the qualified applications to the Zone Board for review so a final

recommendation could be submitted to the Commissioners for determining appointments. Ms. Mell stated the Human Service Zone Management Team is well versed on scoring candidates and will distribute the process for evaluating candidates to the Board Members.

Ms. Scherling stated that in the past previous candidate have come before the commissioners and offer a bio on their experience to help the commissioners decide. She asked if this process would be followed this time. Mr. Wilson feels there is latitude to decide if the commissioners would like the candidate to present. Mr. Steen agrees.

Mr. Breitling made a motion for the composition of the review committee to include Mr. Wilson, Commissioner Mr. Breitling, Zone Board Member Mr. Hagen, Ms. Mell, Ms. Dorff, Ms. McIntyre, Mr. Schock, and Ms. Tang. They will review the applications, score, meet, and make recommendations to the Zone Board who will then forward their recommendations to the Commissioners to make the final appointments.

Rollcall: Mr. Hagen, Yes. Ms. Scherling, Yes. Mr. Breitling, Yes. Mr. Kapitan, Yes. Mr. Peterson, Yes. Mr. Steen, Yes. Ms. Mell, Yes. Motion carried.

III. Community Meeting Planning

Ms. Mell stated the invitations were all sent on Friday, June 2, 2021. The Commission Room has been booked for July 20, 2021 from 4:00 p.m. – 5:00 p.m. and there will be a virtual open meeting link. Ms. Mell and Ms. Hasbargen will each present and then open the floor for comments or questions. Ms. Mell will focus on the Cass County Human Service Zone mission, vision, and values on the agency, as well as the composition of the agency including an organizational chart so interested applicants have an understanding of the agency and who they are working with and represent. Ms. Hasbargen will provide information on the purpose and intent of the board including legal requirements, roles, and responsibilities of the board members.

Mr. Steen suggested adding the Department of Human Services and the Zone Board to the organizational chart so the participants understand their relationship of the agency.

Mr. Wilson suggested starting the presentation with an explanation as to why the Board needs new members to help increase interest at the start of the meeting. Ms. Mell will consider this suggestion as she continues to finalize her presentation.

Mr. Hagen discussed the need for training for new board members to assure they understand the programs and services covered by the Human Service Zone to assure they understand the purpose of the board. Ms. Mell agreed, this will be part of the orientation process for the new members

Ms. Mell opened the floor to discuss the future board size. Ms. Scherling feels the number should be an odd number and she feels seven is a good number to get things done. With Mr. Hagen, two commissioners and Ms. Mell already on the board than there will need to be a minimum of three new members. Ms. Mell clarified that Mr. Hagen is due for reappointment at the end of 2021 and would require a reappointment going forward. The shift is to move towards

a three-year term. Staggering appointments is ideal to assure there is always experience on the board. Ms. Mell summarized the board numbers would be ultimately include a total of 7-9 members.

Mr. Breitling made a motion to identify 4-6 community members for appointment. The final number will be based on the quantity and the quality of applications received. Final appointment will be made by the Commission as is dictated by Century Code. Mr. Kapitan seconded. Motion carried.

Ms. Mell introduced the application for candidates which was previously used in 2019 and asked for input from the Board. Mr. Steen suggested adding the candidate's affiliation with community partners. Ms. Scherling asked if there is a guideline for background requirement to qualify to join the Board. Mr. Wilson stated he feels it would be difficult to determine the best background until the applications have been submitted and the interest is identified.

Mr. Wilson will confirm what information needs to be noticed regarding the appointment meetings

- IV. **Operational Report**
- V. **Adjournment**

Mr. Steen made a motion to adjourn the meeting at 3:08p p.m. Ms. Breitling seconded. Motion carried.



Pearl Mell, Zone Director
Cass County Human Services Zone Board



Marla McIntyre, Recorder