

CASS COUNTY HUMAN SERVICE ZONE BOARD MEETING
August 2, 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; Cindy Stoick, County Human Resources; Kristen Hasbargen, Director of Zone Operations; Sara Stolt, Chief Operating Officer for the Department of Human Services; Linda Dorff, Family Services; and Sidney Schock, Economic Assistance
Absent:
Presenter: Pearl Mell, Human Service Zone Director
(all present via Teams Meeting)

I. Approval of Minutes

Mr. Peterson made a motion to approve the July 6, 2021 Board minutes. Mr. Breitling seconded it. Motion carried.

II. Request to change agenda order

Ms. Mell requested item five on the agenda be moved to be the next item on agenda discussed then resume the agenda in the correct order. This was agreed by all members.

III. Appointment of Interim Directors

Mr. Wilson reported the current zone director will resign on August 11, 2021.

Mr. Wilson stated there will be two part-time Interim Directors from other Zones until new zone director can be found. Kim Jacobson is the Director of Human Services with the Agassiz Valley Zone and Lynn Flieth is the Director of Human Services with RSR Zone. Discussions on how the two would work together and the compensation for each Interim Director. Ms. Jacobson will focus on the Eligibility team and sit as Chair for the Zone Board. Ms. Flieth will focus on the Family Services Division. They will work together to address issues. If contracts need to be terminated before zone director is found, then the Zone Board can terminate contracts.

Mr. Breitling made the motion to authorize the Zone to hire Ms. Kim Jacobsen & Ms. Lynn Flieth as hourly part-time temporary Cass Zone employees at a rate equal to their current full-time positions (Ms. Jacobsen - \$49.61/hr. & Ms. Flieth - \$45.77/hr.) in the roles of co-Interim Zone Directors effective August 12, 2021 until the Cass Human Service Zone Director position is filled.

Amendment was added that Kim act as chair for zone board meetings.

The motion and Amendment were made and Mr. Kapitan seconded

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

Ms. Stolt addressed the recruitment methods and hiring process for the new Zone. Ms. Scherling asked about the position requirements. Ms. Scherling felt in the past it was a very narrow description which potentially disqualified qualified individuals from applying. Ms. Stolt explained that as of last year, new Zone Director position requirements were updated which broadened the description to allow for more diversity amongst the candidates. The hiring process of a new zone director will include a collaboration between Human Resources and the Human Services Department and expected to take 3 to 4 months. Concerns were raised on the hiring time frame and the new board coming in. The thought process on this is for the current Board Members to remain on the Board until December 31, 2021 to help in teaching new Board Members how the board works. During this time of transition, the goal is to hire someone for the Zone Director position by the end of November. Methods on posting the position and recruitment strategies were discussed as well.

Mr. Steen made a motion to start advertising and recruiting to find next Zone Director. Ms. Scherling seconded.

Roll Call: Mr. Hagen, Yes. Ms. Scherling, Yes. Mr. Breitling, Yes. Mr. Kapitan, Yes. Mr. Peterson, not present. Mr. Steen, Yes. Ms. Mell, Yes. Motion carried.

IV. Zone Board Transition

Ms. Mell reported the community meeting was well attended and 12 applications to date have been turned in for possible zone board members. Ms. Mell presented the adjusted proposed timeline for recruiting new members. Continuing to collect more applications. Ms. Scherling would like to see applications representing the local schools, senior citizens, and veterans' populations. Discussion on the number of board members. There is a limit of 15 board members, however, in July's board meeting it was suggested recruitment of four to six new board members. The board would also include two county commissioners and the Zone Director for a total of 7 to 9 board members. Term limits were discussed. A max is a 3-year term however, short terms were discussed to assure there are staggered terms so the whole board is not changing at once

V. Operations Reports

Ms. Mell reported in the month of June reported a decrease to 94 Child Protective Service (CPS) cases compared to the 174 in previous month, which was the highest CPS has had. Discussion included talk about the seasonal eb and flow of cases based on when school starts and ends.

VI. **Adjournment**

Mr. Kapitan made a motion to adjourn the meeting at 3:03p.m. Ms. Breitling seconded. Motion carried.



Pearl Mell, Zone Director
Kim Jacobson, Interim Zone Director
Cass County Human Services Zone Board



Marla McIntyre, Recorder