

CASS COUNTY SOCIAL SERVICES BOARD MEETING

December 5, 2022

MINUTES

With quorum present, Chair Bollinger called the meeting to order at 1:00 p.m.

Present: Commissioner Duane Breitling; Commissioner Rick Steen; Carey Fry; Dan Madler; Gail Bollinger; Michelle Kommer; Brian Hagen; Julie Haugen

Absent:

Presenter: Gail Bollinger, Zone Director; Heather Collins, HR and Operations Administrator

I. **Approval of Minutes**

Commissioner Steen made a motion to approve the November 7, 2022, Board minutes. Mr. Madler seconded. Motion carried.

II. **Zone Board Member Term Update**

Commissioner Steen and Breitling's terms will end at the end of December. Commissioner Breitling's vacancy will be filled by incoming Commissioner Tony Grindberg. Commissioner Steen will remain on the Cass County Human Service Zone Board as a community member. Officers for the Zone Board will be reviewed at January's meeting.

III. **Human Service Zone Policy Addendum Updates**

Chair Bollinger explained the Zone has a Unified Employee Policy that it follows regarding employee policies. Anything that is not covered within the Unified Policy is addressed in the Addendum developed by the Zone or the Cass County Employee Handbook. Heather Collins presented suggested changes to the Addendums policy to include clarifying the dress code for Zone employees and condensing the Benefits package information to reference the Cass County Employee Handbook.

Upon review, Commissioner Breitling made a motion to approve the updates to the Cass County Human Service Zone Policy Addendum. Ms. Kommer seconded. Motion carried.

IV. **Director's Report**

Chair Bollinger continues to wait for an answer after a proposed retention bonus plan was made to the North Dakota Department of Health and Human Services (NDDHHS). She hopes to have an answer back within the week. If approved, the expectation would be that staff would have to retain employment with the Zone for six months or they would pay back a portion of the bonus if they left prior to that time. Chair Bollinger explained this is not a long-term fix, but steps they continue to make regarding their retention and recruitment efforts.

The Family Services Recruitment and Retention proposal submitted to NDDHHS received favorable partial approval as of December 1, 2022. Chair Bollinger reported three of the eight positions proposed were approved to include the Placement/Foster Care Liaison, an Administrative Billing and Credential Specialist, and a trainer for either the Child Protective or Case Management Unit. She explained she would be meeting with the State this week for further clarification to understand how they prioritized the position that were approved.

The last Zone Director's meeting was held virtually due to inclement weather. They discussed the public health emergency webinar that will be held this week and the impact it will have on clients and the Economic Assistance Department. They also discussed the lack of certified shelter cares in this area, which Chair Bollinger plans to discuss with local human service legislators during an informal meeting before the end of December. Chair Bollinger also shared the North Dakota Zone Directors Association has started drafting talking points ahead of the next legislative session and she plans to share those with the Zone Board once they are finalized.

Mr. Hagen inquired about the need of certified shelter care for the area. Chair Bollinger explained the purpose of certified shelter care. Youthworks had become a certified shelter but due to staffing issues and running the Attendant Care as well, they could not sustain both, so ultimately ended the shelter care portion of their facility.

Chair Bollinger advised there will be a review of the Zone's Mission, Vision, and Value statements in 2023 that will include a rebranding. Her plan is to have that finalized and implemented by the end of the first quarter in 2023.

The Zone is hosting a Team Member Appreciation Lunch on Tuesday, December 13 at 11:30 a.m. All Zone Board members are encouraged to attend the luncheon.

V. Program Updates

Ms. Collins reported there are 11 pending hires for the month. There are still 17 openings in addition to the three positions that were just approved by NDDHHS. Chair Bollinger commended Heather Collins and Samantha Duitsman, Executive Staff Officer, on their continued efforts of retention and recruitment for the Zone.

This is Commissioner Breitling's last Cass County Human Service Zone Board Meeting. He enjoyed working with the Zone and hopes for continued success. Chair Bollinger expressed her appreciation to Commissioner Breitling for his service to the Zone Board.

The next Cass County Human Service Zone Board Meeting will be held Monday, January 9, 2022, at 1:00 p.m. in the Commission Room.

VI. Adjournment

Commissioner Breitling made a motion to adjourn the meeting at 1:33 p.m. Commissioner Steen seconded. Motion carried.



Gail Bollinger, Zone Director
Cass County Human Service Zone



Blair Hodge, Recorder