

CASS COUNTY SOCIAL SERVICES BOARD MEETING
February 6, 2023

MINUTES

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

Present: Commissioner Tony Grindberg (via Teams); Rick Steen; Carey Fry; Brian Hagen; Julie Haugen (via Teams); Michelle Kommer (via Teams); Dan Madler; Gail Bollinger

Absent:

Presenter: Gail Bollinger, Zone Director; Heather Collins, HR and Operations Administrator; Samantha Duitsman, Executive Staff Officer

I. Approval of Minutes

Mr. Steen made a motion to approve the January 9, 2023, Board minutes. Mr. Hagen seconded. Motion carried.

II. Zone IT Transition: Bob Henderson, Director of Technology

Zone employees currently maintain two email accounts, one for state and one for county. They must log into different programs with the respective credentials depending on the task they are completing. This directly affects Economic Assistance the most as they are primarily working out of their State accounts with the pending redesign. Mr. Henderson explained they would like to create a separate structure for the Zone within County IT. When an employee logs in to their computer each day, the default is to use county credentials to log in to Outlook, SharePoint, etcetera. The new environment would allow the user to enter the credential they choose depending on the access they need.

Mr. Henderson said this would be a large undertaking for his staff initially and there would be some duplication of process. However, he reported many of his staff have not had an opportunity to create a structure like this from scratch and are willing to put in the extra time it would take just to be able to participate in the process. Each device within the Zone will need to be moved to the new structure manually. Once established, he felt with their current resources, it would not have an impact on the IT Department. Zone employees will continue to receive the same support as any other County employee. Mr. Henderson stated his only concern would be the system failing due to lack of legislative funding and having to revert back to the way the system is now. He stated his department would maintain the Human Service Zone tenant for that reason.

Mr. Henderson anticipates mid-May to have the majority of Zone employees moved to the new structure, barring any setbacks.

III. Director's Report

There were 22 Zone employees that met career milestones in 2022. Mr. Hagen and Robert Wilson, County Administrator, were present for the ceremony where employees received their awards.

Planning for phase one of the Annex Building updates has been confirmed. Updates will include painting in the main office areas and changing to LED lights with dimmer switches for all the offices. A badge scanner will also be put on the outer most doors of the west side main entrance to prevent members of the community entering that area outside of business hours.

Chair Bollinger has been attending legislative hearings on bills of interest at the Capitol. An overview was provided of bills of interest for Human Service Zones. She reports the compensation and equity study should be completed soon and that has been the biggest barrier for retention and recruitment of employees within the Zone. Timeliness in the process continues to be an issue as well. It can take up to three months before a new employee can start their employment. Commissioner Grindberg suggested speaking with local legislators during crossover to have further discussion regarding CHSZ's concerns and share impact.

Ms. Collins reported employees leaving the Zone are equal to the number being hired. There are still over 20 positions vacant throughout the Zone. Recent reasons for leaving employment were provided on Ms. Collins' report.

IV. Program Updates

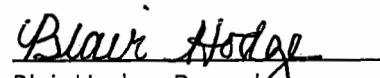
Economic Assistance redesign will go live on Monday, February 13, 2023.

Due to time, no other Program Updates were provided.

V. Adjournment

Mr. Steen made a motion to adjourn the meeting at 1:58 p.m. Ms. Kommer seconded. Motion carried.


Gail Bollinger, Zone Director
Cass County Human Service Zone


Blair Hodge, Recorder