

CASS HUMAN SERVICE ZONE BOARD MEETING

July 10, 2023

MINUTES

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

Present: Commissioner Tony Grindberg; Rick Steen; Julie Haugen; Carey Fry; Vice Chair Brian Hagen; Chair Gail Bollinger
Absent: Dan Madler; Michelle Kommer
Presenter: Gail Bollinger, Zone Director; Shaina Huovinen, Economic Assistance Department Manager

I. **Approval of Minutes**

Commissioner Grindberg made a motion to approve the May 15, 2023 Meeting minutes. Mr. Steen seconded. Motion carried.

II. **Recommendation for Board Appointment**

Commissioner Grindberg and Chair Bollinger met with Senator Kyle Davison, who expressed interest in serving the Cass Human Service Zone Board.

Commissioner Grindberg made a motion to appoint Senator Kyle Davison to the Cass Human Service Zone Board, pending the County Commissioner's approval. Mr. Steen seconded. Motion carried.

Chair Bollinger asked Commissioner Grindberg to present this at the next Commissioner Meeting. Commissioner Grindberg agreed and asked that Robert Wilson, County Administrator, add that item to the next Commission Meeting agenda.

III. **Program Spotlight: Economic Assistance**

Shaina Huovinen, Economic Assistance Department Manager, presented and reviewed an overview of the programs offered through Economic Assistance. She explained how household dynamics and family interactions impact an individual's or family's eligibility for benefits. Vice Chair Hagen had met with Ms. Huovinen and Ms. Bollinger prior to this meeting and expressed how there are many "what ifs" when it comes to determining benefits. Ms. Huovinen explained the job requires prudent judgement in many areas and clients are required to provide physical proof of what they claim on their application or risk the chance of their application being pended or denied.

IV. **Director's Report**

Chair Bollinger briefly discussed her Director's Report for the month. Anyone that is interested in participating in the entrance and exit conference for a review related to the SNAP Management Evaluation and Civil Rights, please let her know so she can forward on the information.

The packet provided the outcome from the visioning process with JM Strategies. The Zone will be focusing on aligning with the new Vision and Values that were developed from those meetings.

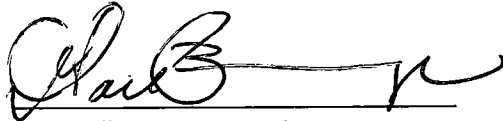
Chair Bollinger acknowledged the retirements of Charlene Schlosser-Groth, Leslie Johnson, and Lisa Johnson. Together, they have provided 77 years of service to the community in the Family Service Department.

Annual merit increases for Zone team members will be effective July 1, 2023. Chair Bollinger reports the Zone is still waiting on additional guidance for equity increases. Equity increases will be applied before the merit increase.

Chair Bollinger reports recruitment continues in all departments. She reports a good rhythm in posting open positions and quicker turnaround in many areas of the recruiting process once a position closes than in the past. Recruitment bonuses are being offered for Family Service positions that are difficult to fill. Chair Bollinger shared she is currently serving on the FTE Committee.

V. Adjournment

Ms. Haugen made a motion to adjourn the meeting at 2:01 p.m. Ms. Fry seconded. Motion carried.



Gail Bollinger, Zone Director
Cass County Human Service Zone



Blair Hodge, Recorder