



Administration

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MEMO

TO: County Commission

FROM: Robert W. Wilson

Date: November 3, 2023

Subject: Consider Appointment of Colleen Lanners as County Cemetery Sexton

Mr. Jeff Baer has served as the Cass County Cemetery Sexton since 1991. He recently notified the County that he intends to transition out of this role. Mr. Baer and I had several conversations about the skillset needed in this role and who would likely be a good fit.

Ms. Colleen Lanners first reached out to Cass County in response to the request for interested individuals to serve on the County Cemetery Board. Ms. Lanners is a current funeral director with a background in social work – and we considered her for the board position representing local funeral home directors. After learning Ms. Lanners might consider an appointment as County Sexton I asked the Commission to hold off on her appointment.

In following up with Ms. Lanners I understand she is interested in the position, and after an opportunity to discuss the role with both her and Mr. Baer, I believe the three of us agree Ms. Lanners has the right skillset and background for this role.

At the Commission meeting on November 6th, I will ask the Board to consider appointing Ms. Lanners as the next Cass County Cemetery Sexton, effective immediately. Because of the uniqueness of this role and the lack of a formal job description, I will also suggest the Commission continue the appointment of Mr. Baer in the sexton role for three months to allow for an overlap and time for Ms. Lanners to gain familiarity with the position.

SUGGESTED MOTION: Appoint Ms. Colleen Lanners to the position of Cass County Cemetery Sexton effective November 6, 2023 and authorize a budget adjustment in the total amount of \$1,679.34 in Accounts 101-2102-4011005, 101-2102-4012001, and 101-2102-4012005 to cover the cost of two appointed cemetery sextons for a period of three months.



Application for Boards and Commissions

Cass County Government ~ Commission Office ~ 211 9th Street S, Fargo, ND 58103 ~ 701-241-5609

Board of Commission you are applying for: Cass County Cemetery Board

Resume.docx

58.77KB

| | | | | | | | |
|--------------------|---------------|--------------|-----------------|-------------------------------|-------------|---------------------|-------------|
| Name: First | Middle | Last | County | Legislative District # | | | |
| Colleen | Ann | Lanners | Cass | 45-01 | | | |
| Address | City | State | Zip Code | Telephone #1 | Type | Telephone #2 | Type |
| | Fargo | ND | 58102 | | Cell | | Home |

| | | | | | | |
|--------------------------------------|---------------------------------|---------------------------------|----------------|-------------|--------------|------------|
| Employer Name | Occupation/Title | Email Address | Address | City | State | Zip |
| Korsmo Funeral and Cremation Service | Funeral Director/Office Manager | wecare@korsmofuneralservice.com | 409 8th St S | Moorhead | MN | 56560 |

| | | | | | |
|------------------------|-----------------------|-----------------|----------------------------|---|------------------------------|
| Education Level | Name of School | Location | # of Years Attended | Did you Graduated ? | Major Course of Study |
| College | University of ND | Grand Forks, ND | 1992-1997 | <input checked="" type="radio"/> Yes <input type="radio"/> No | Social Work |
| College | University of MN | Minneapolis | 2000-2002 | <input checked="" type="radio"/> Yes <input type="radio"/> No | Mortuary Science |
| | | | | <input type="radio"/> Yes <input type="radio"/> No | |

| | | | |
|-------------------------------------|--------------------|---------------------|-------------------|
| Memberships in Organizations | Office held | Date Started | Date Ended |
| BSA Troop 214 | Treasurer | 9/20/2020 | 2/20/2021 |

Volunteer Activities

☐ Past ☒ Present Pontoppidan Lutheran Church, Fargo - care for lawn/flowerbeds

☐ Past ☐ Present

Your special skills and qualifications

Advance care planner - assist with completing living wills
Licensed Funeral Director (MN and ND)
Licensed Social Worker (MN and ND)

References (List three persons, not related to you, whom you have known for at least one year)

| | | | | |
|-----------------|----------------------|---------------------|------------------------------|--------------------------------|
| Name | Address | Phone Number | # of years Acquainted | How are you Acquainted? |
| Kristen Fischer | Fargo, ND 58102 | | 25 | friends/former coworkers |
| Ken Norman | , Moorhead, MN 56560 | | 20 | friends |
| Shawn Nygaard | Moorhead, MN 56560 | | 20 | Mortuary classmate/employer |

I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my qualifications and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishings the same to you. I understand anything contained in this application may be a public record and/or subject to an open records request under North Dakota law.

Signature

Colleen A Lanners

Date 9/12/2023

COLLEEN A. LANNERS

[REDACTED], Fargo, ND 58102 · [REDACTED]
[REDACTED]

Licensed for 26 years as a Social Worker and 21 years as a Funeral Director. Excellent organizational, verbal, and written communication skills. Extensive experience working with individuals and families providing support and interventions.

EXPERIENCE

NOVEMBER 2022 – CURRENT

FUNERAL DIRECTOR/OFFICE MANAGER, KORSMO FUNERAL AND CREMATION SERVICE
MOORHEAD, MN

Responsibilities include:

- Process death certificates, funeral contracts, disposition permits.
- Assist with funeral services, visitations, and burials.
- Process incoming and outgoing bills and make payments/deposits.
- Answer phones and assist families with questions and concerns.
- Assist families with making final arrangements for their loved one.

MAY 2012 – SEPTEMBER 2022

SOCIAL WORKER, SANFORD HEALTH
FARGO, ND

Working both as a Clinic and Inpatient Social Worker with primarily Cardiac patients.

Responsibilities included:

- Complete psychosocial assessments both outpatient and inpatient.
- Support patients throughout their continuum of care.
- Collaborate with interdisciplinary team and community support agencies.
- Address social determinants that negatively impact health concerns.
- Advocate for, empower and support patients and families.
- Connect patients and families to community resources and provide education/information regarding options.
- Facilitate transition planning.
- Assist with completing and notarizing Healthcare Directives.

AUGUST 2002 – MAY 2012

FUNERAL DIRECTOR, KORSMO FUNERAL SERVICE
MOORHEAD, MN

Responsibilities included:

- Assisting families with making final funeral arrangements for their loved one.
- Collaborated with local churches and faith communities.
- Directed and conducted visitations, funerals, and burials.
- Removed individuals from place of death, embalmed and cosmetized deceased.
- Processed death certificates and funeral contracts.

AUGUST 1997 – DECEMBER 2000

SOCIAL WORKER, MERITCARE

FARGO, ND

Worked on the Internal Medicine and Pediatric floors with various populations and diagnoses.

Responsibilities included:

Completed psychosocial assessments.

Collaborated with interdisciplinary team and community support agencies.

Addressed social determinants that negatively impact health concerns.

Advocated for, empowered and supported patients and families.

Connected patients and families to community resources and provide education/information regarding options.

Facilitated transition planning.

Provided on-call crisis intervention throughout the MeritCare Health System.

EDUCATION

JULY 2002

BACHELOR OF SCIENCE, MORTUARY SCIENCE

UNIVERSITY OF MINNESOTA, MINNEAPOLIS, MN

Recipient of Robert Slater Scholarship

AUGUST 1997

BACHELOR OF SCIENCE, SOCIAL WORK

GERONTOLOGY MINOR

UNIVERSITY OF NORTH DAKOTA, GRAND FORKS, ND

SKILLS AND LICENSURES

- Advanced Care Planner for Sanford
- MN Funeral Director – License # 3667
- ND LBSW – License # 3039
- MN LSW – License # 25191
- ND Funeral Director – License # 1227

ACTIVITIES

Volunteer at Pontoppidan Lutheran Church, Fargo