

CASS HUMAN SERVICE ZONE BOARD MEETING

January 2, 2024

MINUTES

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

Present: Jim Kapitan Rick Steen; Julie Haugen; Carey Fry; Brian Hagen; Dan Madler; Senator Kyle Davison; Gail Bollinger

Absent:

Presenter: Gail Bollinger, Zone Director; Samantha Duitsman, HR and Operations Administrator;

I. **Approval of Minutes**

Mr. Steen made a motion to approve the December 4 Meeting minutes. Mr. Hagen seconded. Motion carried.

II. **Zone Board Member Elections – Vice Chair & Secretary**

Both Mr. Madler and Ms. Haugen's terms were fulfilled at the end of December. Both have requested to serve another term. Additional applications for board members were received and reviewed. It was noted during the December meeting that having a member within the education system would be beneficial. An application was received by Jennifer Sahr, who is the current Assistant Director for Educational Justice in the Fargo Public Schools. Due to her extensive experience within the school district, she would fill an area of need on the Zone Advisory Board.

Mr. Steen made a motion to make a request to the Cass County Commission to appoint Mr. Dan Madler, Ms. Julie Haugen, and Ms. Jennifer Sahr as Cass Human Service Zone Advisory Board members. Mr. Davison seconded. Motion carried.

Chair Bollinger will remain chair of the board as set forth by North Dakota Century Code. Mr. Hagen is current Vice Chair and Ms. Haugen is Secretary. Discussion was open to new appointments for Vice Chair and Secretary. Both were willing to retain their current positions.

Mr. Steen made a motion to retain Mr. Brian Hagen as Vice Chair and Ms. Julie Haugen as Secretary. Mr. Kapitan seconded. Motion carried.

III. **Human Service Zone Policy Addendum**

An updated addendum regarding Compensatory Time was presented. The addendum will provide consistency and communication expectations of Zone team members as well as allow for team members to request a holdover of compensatory hours for a planned family or medical leave.

Mr. Hagen made a motion to adopt the updated addendum. Mr. Madler seconded. Motion carried.

IV. **Director's Report**

The Cass Human Service Zone Monthly Dashboard was reviewed. Each meeting the report will provide personnel updates, as well as Economic Assistance, Family Service, and Adult

Protective Service case metrics. Chair Bollinger shared this is a work in progress as they are still seeking access to the State dashboard.

Support and stabilization of Family Services continues with State partners. Caseloads are down by 51% since the implementation of the support and stabilization plan in August. Onboarding of new team members continues to be supported by partnering Zones and has shown to be very beneficial as they continue to progress through the plan.

Samantha Duitsman, HR and Operations Administrator, with assistance from the Administrative Team, has been working on updating the Cass Human Service Zone Advisory Board Handbook. Chair Bollinger requested one or two volunteers willing to assist in reviewing the handbook through its development. Mr. Steen and Ms. Haugen offered their assistance. Chair Bollinger does plan to share with other Zone Directors once it has been finalized.

Chair Bollinger reported the Zone Directors have started a strategic plan process and included the framework handout in the Board packet.

Carissa Cowley has accepted the position as the Family Services Department Manager. Ms. Cowley has been with the agency for 22 years and brings a wealth of knowledge and experience given the different roles she has held in her time with the Zone.

Chair Bollinger acknowledged Family Service team member Lyndsey Tungseth's efforts in coordinating the delivery of Christmas gifts for children in the custody of Cass Human Service Zone. There were 76 children that received gifts thanks to not only the generous community donors but also eight Cass Human Service Zone team members who sponsored a child or family.

V. Adjournment

Ms. Haugen made a motion to adjourn the meeting at 1:46 p.m. Mr. Davison seconded. Motion carried.



Gail Bollinger, Zone Director
Cass County Human Service Zone



Blair Hodge, Recorder