

CASS HUMAN SERVICE ZONE BOARD MEETING

May 6, 2024

MINUTES

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

Present: Commissioner Jim Kapitan; Julie Haugen; Dan Madler; Carey Fry (via Teams); Rick Steen; Brian Hagen; Gail Bollinger
Absent: Senator Kyle Davison; Jen Sahr;
Presenter: Gail Bollinger, Zone Director; Samantha Duitsman, HR and Operations Administrator; Shelly Tang, Accounting/Budget Specialist; Chelsey Niklas, Adult Protective Services; Lyndsey Olson, Adult Protective Services

I. **Approval of Minutes**

Mr. Steen made a motion to approve the April 8, 2024 Meeting minutes. Ms. Haugen seconded. Motion carried.

II. **Program Spotlight: Administration**

Shelly Tang, Accounting/Budget Specialist, spoke of the Zone's budget process. She is currently working on a budget recalculation that will be submitted to the State at the end of May. This will be used to make any adjustments to the payment the Zone will receive in July. Ms. Tang reported preparations will begin this week for the 2025 budget. Payment is also made to the County for any indirect costs the Zone accrues. Chair Bollinger has been working with the Finance Office to have any costs accrued solely by the Zone billed directly to the Zone as a direct cost versus the State reimbursing the County for indirect costs.

Samantha Duitsman, HR and Operations Administrator provided a handout that included follow-up information from last month's meeting relating to Economic Assistance and recruitment as well as challenges faced within the Zone's Human Resources. One of those challenges includes pay inequity between Team Members that complete an Underfill status within the first one to two years of employment with the Zone and those being hired with the necessary qualifications already met at the time of hire. Those completing an Underfill status are reclassified to the five percent of the minimum of the next salary range, but someone that meets the minimum requirements at the time they apply could be offered up to the midpoint of the same salary range even though they have no direct program experience. Because these are written in Administrative Law, it is something that needs to be addressed within legislation.

Ms. Duitsman also mentioned she met with Cass County Human Resources about the possibility of customizing UKG, the timekeeping and payroll system used by County employees and HR. One of the topics brought up was the possibility to input the Zone's pay scale since it is different from the County's and confusing for Zone Team Members when they are reviewing their information.

III. **Operational Report**

Chelsey Niklas and Lyndsey Olson, Adult Protective Services (APS) explained the state funding for securing guardianships has been depleted. These funds were used to pay attorney fees to petition the court for guardianship. This will cause a major impact for

elderly and disabled individuals who require the support of someone making decisions on their behalf. If funding is approved, it would not be accessible until July 2025.

Ms. Olson explained the APS Unit will work to set up community support and services to assist their clients until funding is available again. They will also continue to apply for guardianship knowing their clients will be wait-listed, but it will show the need for and importance of having that funding available.

Family members may apply to be guardians, but it is a tedious process. They go through numerous background checks, must complete online training, and court procedure is also involved. Individuals willing to provide guardianship for family members can only do so for two members as anything more would be considered a professional guardian and there is much more training and knowledge required.

IV. Adjournment

Mr. Steen made a motion to adjourn the meeting at 1:56 p.m. Commissioner Kapitan seconded. Motion carried.



Gail Bollinger, Zone Director
Cass Human Service Zone



Blair Hodge, Recorder