

**CASS COUNTY SOCIAL SERVICES BOARD MEETING  
July 22, 2019**

**MINUTES**

With quorum present, Commissioner Peterson called the meeting to order at 1:03 p.m.

**Present:** Chad Peterson, Glenn Ellingsberg, Vern Bennett, Duane Breitling, Rick Steen, Mary Scherling

**Absent:** Brian Hagen

**Presenter:** Chip Ammerman, Director; Mike Montplaisir, County Auditor

**I. Zonal Plan Development**

Mr. Ammerman stated the zone development template would be available from the state on August 1, 2019. In preparation for the plan, a draft plan was created and will be revised as needed, so the plan can be submitted as soon as possible after the template is released. The information available at this time indicates the plan would have three parts: make-up of the Social Services Board, including names of individuals who will be members of the Board; overview of the Zone services, including staff and caseloads; and the hiring of the Zone director. The Board members received documents associated with each of these areas which was reviewed during the meeting.

During discussion of the Social Service Zonal Board, it was stated no more than 15 members should be on the Board and it should include representatives from all counties included in the zone. Additionally, a commission and legislative representative were required. The Zone Director will be the President of the Social Service Board, and elected positions will include a Vice President, Secretary or other officers as needed. Commissioner Peterson stated he believed the current make-up of the Board would be sufficient, with adding a few legislative representatives such as Judy Lee and others. There was discussion on whether it would be advantageous to add individuals who were not as familiar with Social Services. Mr. Ammerman stated he believed specific names of individuals would be required for the Zone Plan. He will discuss with Mr. Peterson, once the template is available, to identify those who will be asked to sit on the Social Service Board. Mr. Montplaisir suggested the make-up of the Social Service Board may need to be modified in the future, due to potential growth with adding other counties to the Zone, so recommended not filling all 15 spots available.

Mr. Montplaisir stated in the future, indirect costs for Social Services will be paid for by the Cass County General Fund, which includes the legal team. The existing Social Welfare Fund will be replaced by the Human Service Zone account, which will be the pass through account for state funds. The County Commission will need to approve the Social Service Budget due to the financial statements required to be completed for the county. The Department of Human Services will also need to approve the Zone budget going forward.

Mr. Ammerman presented the draft Zone plan, which included the organizational chart with a description of the demographics of Cass County, including the population and land mass. It's estimated the population growth of 2500-3500 each year will continue. Mr. Peterson stated it might be beneficial to add building square footage to the plan, so the State is aware how much office space is used for the purpose of Social Services. The plan describes the position

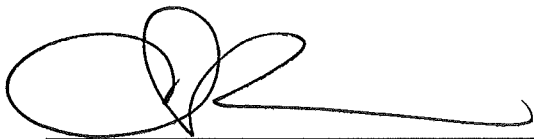
responsibilities of the Agency Director and provides an overview of the Division Manager positions, which are unique to Cass County due to the size of staff in the agency. Each division within the Agency was reviewed, to include the current staff, positional authority, caseloads, and any staff within that division who may become a state employee. Due to the size of Cass County and caseloads, specialization has occurred with programs to be the most efficient as possible providing client services.

The last section reviewed was the request to add additional staff, which was approved by the Social Service Board at the July 1, 2019 Board Meeting. Mr. Ammerman stated that additional staff requests need to be submitted to the state by July 31, 2019. The approved proposal was sent in prior to the deadline. Mr. Ammerman shared there has been little conversation with the state regarding those positions who will be transitioning from county to state employees. The timelines for this to occur and the relationship between existing county employees and transitioning state employees needs to be established, such as supervision and oversight of the agency culture. Additionally, Mr. Montplaisir shared changes in how staff use the motor pool fleet vehicles will need to be made. Current county employees who will be transitioning to the state will no longer be able to use the county fleet vehicles. Instead, they will need to reserve a vehicle from the state fleet. There are a lot of details yet to be worked through and additional information will be provided when available.

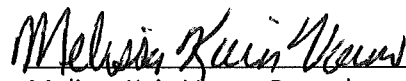
Mr. Ammerman briefly reviewed the job benchmark and job description of the Social Service Director position. The state merit system process will need to be used for the recruitment and hiring of the Zone Director position. The Social Service Board is charged with overseeing this process, with a recommendation to the County Commission to offer employment, in consultation with the State Department of Human Services. The Zone Director position will need to be hired by April 2020. Mr. Peterson recommended the job description be sent to Ms. Stoick, Human Resources Director, to review for consistency purposes.

**II. Adjournment**

Mr. Steen made a motion to adjourn the meeting at 1:43 p.m. Mr. Breitling seconded it. Meeting adjourned.



Chad Peterson, Chair  
Cass County Social Services Board



Melissa Kain Varno, Recorder