

**CASS COUNTY HUMAN SERVICE ZONE BOARD MEETING
JUNE 7, 2021**

MINUTES

With quorum present, Ms. Pearl Mell called the meeting to order at 2:06 p.m.

Present: Brian Hagen, Mary Scherling, Duane Breitling, Jim Kapitan, Chad Peterson
Guest: Robert Wilson, County Administrator; Linda Dorff, Family Services; Sidney Schock, Economic Assistance
Absent: Rick Steen
Presenter: Pearl Mell, Human Service Zone Director
(all present via Teams Meeting)

I. Approval of Minutes

Ms. Mell has listened to the May meeting recording and will add her comments to the May meeting minutes. She will have them available for review and approval at the July Zone Board meeting.

II. Revised Zone Board Transition Schedule

Ms. Mell outlined the following revised calendar for the Zone Board transitional schedule.

- June 7th - Review and finalize list of community members with the Human Service Zone Board
- June 18th - Invite all community members to the informational meeting.
- July 15th - Hold virtual/in-person informational meeting in Commission Conference Room with interested community members.
- July 12-16th - 1:1 meeting with community members interested in the informational meeting, but unable to attend.
- July 15 – 31st - Accept applications for board positions.
- August 2-6th - Review applications and make potential board member recommendations to the Cass County Commissioners for review and approval.
- August 16th - County Commissioners considers board recommendations/potential current Zone Board member resignations.
- August 17-31st - Follow-up new Board Members – Schedule and provide board member orientation Board Chair and Director of Zone Operations.
- September 7th - First Zone Board meeting with new members.
- October – December - Existing Zone Board Member transition phase.

Ms. Mell added additional clarification on the July 15, 2021 meeting. Ms. Mell intends on working with Ms. Hasbargen prior to the July 15th meeting to inform the community members and allow for questions and answers. With current Zone Board members busy schedules, Ms. Mell stated she did not feel it would be necessary to have the Board members attend but everyone is welcome to attend. Ms. Mell wants to assure the timeline offers enough time for applicants to consider and apply as well as enough time to consider the applicants before assigning posts to the board.

There was discussion on using the statutes which outline the responsibilities of the board members as bullet points on roles, responsibilities and duties prepared for the July 15th meeting. Ms. Mell confirmed her intent to have a PowerPoint presentation prepared to help clarify the requirements for the potential future board members. Ms. Mell will also reach out to Ms. Hasbargen and ask how far along the Zone is with the Zone Board manual for training the new members.

III. Updated Meeting Attendees and Invitations

Ms. Mell has updated the list with suggestions from employees and managers within the agency along with suggestions from current Zone Board members and her own research on the community members who would help enhance the Zone Board. Ms. Mell has updated her findings, including background information on any agency listed. There has been work also done to identify a contact person within each agency instead of sending out generic invitations. Ms. Mell asked for any additional agency or person the Board Members would like to add. Mr. Breitling asked if it is possible to provide a list of all who do business with Cass County Human Service Zone. Ms. Mell stated she would send out a list.

Ms. Mell stated she has kept in mind to find a representative for the older adult population served by the Zone. There are also several connections listed for the refugee population, Native American populations, schools, low income, or homeless, and public housing. There has been time spent assuring all the clients served are represented on the board. Ms. Scherling requested an assurance there is not too much weight put on one client group over another one. Ms. Mell agrees and has plans to work with the management team to align the final list of candidates prior to sending it on to the Commission for approvals.

IV. Donated Leave

Ms. Mell apologized for not adding this topic to the agenda but it is required to pass any policies from the Cass County Employee Policy Manual as addendums to the Human Service Zone Employee Policy Manual approval through the Zone Board. The suggested addendum is to adopt the Cass County Leave Donation as an option for the Human Service Zone.

Mr. Hagen asked if there is a cap on the amount of leave which can be donated. Ms. Mell stated the County does not cap the amount of leave which can be donated but the Zone requires there to be a cumulative of 40 hours of leave to remain in the employees account. Adding a statement to the addendum the requires staff to keep 40 hours in their account after donating leave would be a good addition to the addendum to keep the Donated Leave Addendum in line with the other Zone leave policies.

Mr. Kapitan asked for clarification if the Zone employees follow State or County policy. Ms. Mell clarified the Human Service Zone staff are in classified position which is required to follow North Dakota Century Code unless there is no code outlined for the Zone. If there is no Century Code requirement for the Zone than the Zone can use the County Policy. Ms. Mell further clarified that the Cass County Human Service Zone staff are following the uniform policy as a Zone, but there are options available to work with the County policies.

Mr. Breitling made a motion to authorize the Cass County Human Service Zone to allow the addition of the Donated Leave Policy as an addendum to the Employee's Policy Manual.

Rollcall: Mr. Hagen, Yes. Ms. Scherling, Yes. Mr. Breitling, Yes. Mr. Kapitan, Yes. Mr. Peterson, Yes. Ms. Mell, Yes. Motion carried.

Following discussion on Robert's Rules, Ms. Scherling offered the information that North Dakota Association of Counties has an online training available on Robert's Rules.

V. Operational Report

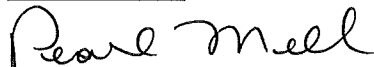
Ms. Mell reported, in response to some of the conversation from the previous board meeting, the department is proposing to conduct listening sessions. The purpose of the sessions is to allow all Eligibility Workers to provide feedback to the Department of Human Services representatives around the redesign process and to provide information to the employees. The Zone Board members are welcome to listen in on these conversations if there is interest.

The Economic Assistance supervisory team will all be meeting with the redesign leaders next Friday to discuss how it is going. At Ms. Stoltz's request, an invitation has been extended to Mr. Peterson as well, in response to his conversations with Ms. Stoltz.

Mr. Wilson asked if Ms. Mell feels she has staff buy-in to the redesign process. Ms. Mell stated she does not feel everyone is onboard at this time. There are staff open to process changes but the ambiguity as to how the process will change is concerning to them. There are Zones who only do process management and some like it and some do not. Across the State, Zones are not yet following the same process and so it is not clear what a hybrid approach to process and case management might look like. It is currently a period of adjustment.

VI. Adjournment

Mr. Breitling made a motion to adjourn the meeting at 3:10p p.m. Ms. Scherling seconded. Motion carried.



Pearl Mell, Zone Director
Cass County Human Services Zone Board



Marla McIntyre, Recorder