

CASS COUNTY HUMAN SERVICE ZONE BOARD MEETING
September 7, 2021

MINUTES

With quorum present, Ms. Kim Jacobson called the meeting to order at 2:01 p.m.

Present: Brian Hagen, Mary Scherling, Duane Breitling, Jim Kapitan, Chad Peterson, Rick Steen.
Guest: Robert Wilson, County Administrator; Linda Dorff, Family Services; and Sidney Schock, Economic Assistance; Kristen Hasbargen, Lynn Flieth, Interim Human Service Zone Director
Absent:
Presenter: Kim Jacobson, Interim Human Service Zone Director
(all present via Teams Meeting)

I. Approval of Minutes

Minutes from August meeting were reviewed. No questions, or corrections requested.

Mr. Steen made a motion to approve the August 02, 2021 Board minutes. Mr. Breitling seconded it. Motion carried.

Mr. Breitling made a motion to delegate Ms. Jacobson to sign August minutes in the absence of Ms. Pearl Mell. Mr. Steen seconded it. Motion carried.

II. Discussion on Zone Board Transitioning

In August, there was an Application Review Committee appointed to review the thirteen (13) applications submitted for the open Zone Board seats. The Committee narrowed the applicants to seven (7). The final seven applicants are being brought to the Zone Board to review and decide the final number of members to reside on the board. The applicants will then be brought to the next Commission meeting September 20, 2021.

There was discussion on staggering the terms of the incoming Board Members and the final number of acceptable members appointed to the board. Staggering terms are required to avoid having all new members at one time. Several board members agreed they are in favor of having no more than 7-8 members total. Ms. Jacobson confirmed, of those appointed to the board can include no more than a total of 2 commissioners and no less than 1 commissioner.

Ms. Jacobson stated there is also a consideration to have a Legislature member on the Board.

Mr. Wilson reminded the Zone Board Members they have a full schedule on September 20, 2021 and so to add a Zone Board meeting that same day would mean the day would start an hour early. Mr. Peterson suggested they should have the Commissioners discuss the candidates on the 20th but decide on the members in the October 4th Commissioner meeting.

III. Zone Director Succession Planning Update

Mr. Wilson reported it was decided to allow the Interim Directors to spend time in with the Human Service Zone so they can assist in defining the needs in the next Zone Director. To better understand the position and needs will allow for a more successful hiring process. They are working with the team who assisted the Burleigh Zone in finding their Director. The process worked well in that Zone so it is expected to work well for the Cass County Zone.

Mr. Steen asked what has been done so far. Mr. Wilson stated he and Ms. Stoick have been working with Ms. Robin Thoreson, a Talent Acquisition Manager, who is refining the job ad and placement of the job ad so the response is successful. There is not a specific timeline to complete the posting but the goal is to complete this as efficiently and expeditiously as possible.

Ms. Scherling asked what is hoped to gain by waiting. Mr. Wilson stated in speaking with the Interim Directors they have noticed areas which would allow the department to work more efficiently. Ms. Jacobson also stated the question has been asked if an Administrator or a Social worker would be better for the Director position. With Ms. Jacobson's background as an Administrator and Ms. Flieth's background as a Social Worker this gives the Zone an opportunity to see which background would work better for the Cass County Zone.

Ms. Flieth added that all the change has been a challenge. To be diligent in finding the next Director will help assure for the support of the clients.

IV. Zone Board October Meeting Date

The North Dakota Association County Conference in Bismarck being held on October 4, 2021. This meeting which can only be attended live and it coincides with the Zone Board meeting. Ms. Jacobson asked if there was a desire to change the meeting time or to try and leave the meeting at the same time.

It was suggested that October 20, 2021 may be a good option for the next Zone Board Meeting. No date was finalized. Ms. Jacobson stated she would send out more information on the next meeting date.

V. Guidance for 2022 Pay Increases

Ms. Jacobson reviewed the Legislative 2022 salary increase of 1.5% with a \$100 minimum. Recommended performance-based increase guidelines are as follows:

list of 4 items

- Unacceptable performance--no increase
- Performance is Developing--1%
- Performance achieves standards--2%
- Performance exceeds standards--3%

A performance evaluation tool will be put into place before the end of the year to assure each employee is evaluated on accordance to the guidelines sent out from the Legislature.

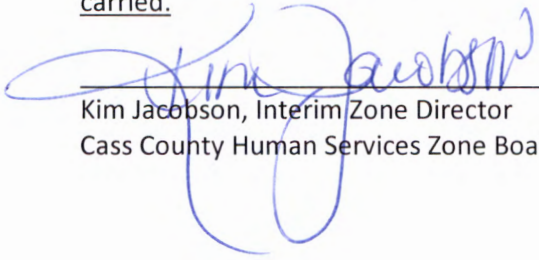
Mr. Steen summarized the budget philosophy and noted it implies majority of the employees do not meet the standard in order to keep the average increase at 1.5%. Ms. Flieth stated the intent was for those who really exceed or are not performing should be the exception to the rule.

VI. Operating Reports

Ms. Jacobson asked for any questions. Mr. Hagen asked if there is anything on the report which concerns Ms. Jacobson. Ms. Jacobson stated she sees a high level of turnover which can affect the stress level of the employees and the overall culture. There is an Interim Human Service Committee which will be looking into the turnover across the state. They have only met once but the hope is to help identify issues to work on.

VII. Adjournment

Mr. Steen made a motion to adjourn the meeting at 3:06p.m. Mr. Kapitan seconded. Motion carried.



Kim Jacobson, Interim Zone Director
Cass County Human Services Zone Board

Black Hodge (on behalf of Marla)
Marla McIntyre, Recorder