

# CASS HUMAN SERVICE ZONE BOARD MEETING

November 6, 2023

## MINUTES

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

**Present:** Commissioner Tony Grindberg; Rick Steen; Julie Haugen; Carey Fry; Vice Chair Brian Hagen; Dan Madler; Senator Kyle Davison; Chair Gail Bollinger

**Absent:** Michelle Kommer

**Presenter:** Gail Bollinger, Zone Director; Kristen Hasbargen, Director of Zone Operations; Jason Coffey, Human Services Zone Accounting Manager

### I. **Approval of Minutes**

Mr. Steen made a motion to approve the September 5, 2023 Meeting minutes. Ms. Haugen seconded. Motion carried.

### II. **Special Guests from ND Health & Human Services: Kristen Hasbargen and Jason Coffey**

Jason Coffey, Human Services Zone Accounting Manager, previously met with Chair Bollinger and members of the Cass County Finance Office to discuss indirect and direct costs associated with the Zone. He explained there has been miscommunication across the State as it relates to these costs, and his department is now in the process of providing a more solid definition of what costs the host county and State are responsible for.

Mr. Coffey stated many of the previous indirect costs paid by the host counties are now being determined as direct and are payable by the State. Indirect costs funded by the host county as defined by House Bill 1046 at the 2023 Legislative Session include building maintenance, payroll administration, legal representation, etc. The host County is eligible to receive a 25% reimbursement for all indirect costs.

Each county will be provided with a County Wide Cost Allocation plan developed by Abacus Cost Services. The plans are completed using information gathered from the county's Auditor/Finance Office and are provided at no charge. Once the plan is completed, it will be provided to the Zone Director and a copy will be sent to the county. The Department of Health and Human Services will use the plans to request federal reimbursement. Counties could utilize the plans to apply for Federal grants that require a cost allocation plan.

Mr. Coffey clarified reimbursement is formed in arrears. The State is currently working on reimbursements for 2022 and are pushing to get those completed by early to mid-December.

### III. **Review of the SNAP Management Evaluation and Response**

Due to time, this was not discussed in detail. The evaluation and Chair Bollinger's response were provided in the Board Packet for review.

### IV. **Director's Report**

Chair Bollinger announced Blair Hodge has accepted the position of Human Resources Generalist (previously known as the Executive Staff Officer) that was vacated by Samantha Duitsman in August. Ms. Hodge has been with the Zone for just over nine years.

Kristen Hasbargen, Director of Zone Operations, was pleased with the progress being made with the Stabilization Plan. Chair Bollinger added that ten zones have been assisting with cases since mid-August. Three contiguous zones have aided the onboarding process of five new Child Protection team members. Chair Bollinger explained significant headway has been made since August, with over 200 cases being closed.

Economic Assistance applications are now being processed state-wide versus by regions to assist in leveling out the workload.

Chair Bollinger and Samantha Duitsman, HR and Operations Administrator, are working on creating a handbook for Cass Human Service Zone Advisory Board members.

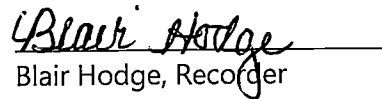
A group of Zone team members began their work with Jason Matthews of JM Strategies to develop an alignment plan for the Vision and Values developed earlier this year. There are no leadership members partaking in this process. Once developed, the group will present their project to this Board.

**V. Adjournment**

Mr. Steen made a motion to adjourn the meeting at 2:01 p.m. Senator Davison seconded. Motion carried.



Gail Bollinger, Zone Director  
Cass County Human Service Zone



Blair Hodge, Recorder