

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
October 18, 2022

The Burleigh County Human Service Zone Board convened a regular meeting at 4:00pm in the Tom Baker Room of the City/County Building. Director Chelsea Flory called the meeting to order.

Roll Call of the Members: Gaylynn Becker, Tracy Famias, Jim Hulm, Commissioner Becky Matthews, Leslie Pearcy, and Director Chelsea Flory present in person for roll call. Trevor Vannett in attendance by phone. Senator Dick Dever in-person arrival after roll call. Also present: Tayonne Nachatilo

Approval of the Minutes: A copy of the Board Meeting Minutes from August 16, 2022 was previously emailed to the membership. Motion by Trevor Vannett, second by Commissioner Matthews and unanimously carried to approve the minutes as distributed.

Director's Report: Director Flory provided a brief report on staffing updates, caseload review, unit happenings, areas of focus and other general information regarding the zone's Child Welfare and Economic Assistance Units.

Financial Report: Director Flory referred the membership to the monthly budget reports as distributed.

2023 Board Meeting Dates: The 2023 Regular Board Meeting Date Schedule was presented to the membership. Following discussion, a motion was brought by Trevor Vannett to accept the presented schedule amending the December 19, 2023 meeting to a 3:00pm start time. Motion seconded by Commissioner Matthews and unanimously carried to approve the 2023 Board Meeting schedule.

Public Comment: None

Other Business: Gaylynn Becker's Zone Board Membership Term is set to expire November 30, 2022. Gaylynn confirmed his interest in maintaining his role on the Zone Board for another term. Motion by Commissioner Matthews, seconded by Senator Dever to reappoint Gaylynn Becker to the Burleigh County Human Service Zone Board for another three-year term.

Director Flory provided an additional vacancy update pertaining to our front desk reception. Director Flory also provided an update in regard to potential Human Service Zone spatial changes as Burleigh County moves forward with plans for relocating all Burleigh County services away from the City/County Building and into the Provident Building. Additional discussion took place and Director Flory confirmed that our spatial needs and service delivery needs have been communicated to the committee for this project and she is in support of the most recent proposal

for modifying the Human Service Zone's presence in the Provident Building.

Director Flory confirmed that zone directors will continue to follow, track, and report on activities for the upcoming legislative session. Senator Dever identified Child Welfare to be an area of focus for the session. Commissioner Matthews also noted that the legislative study regarding opportunity for zones to opt-in to state employment has been dropped at this time.

Director Flory also identified additional state positions created for enhanced case managers in an effort to support child welfare services across the state. These position openings were made available in the Burleigh, Cass, Grand Forks, and Ward County areas.

Commissioner Matthews also brought additional discussion regarding mental health and behavioral health needs and concerns throughout communities. Director Flory noted that conversations continue to take place amongst community partners to support continue efforts in this area.

Commissioner Matthews also provided recommendation to identify opportunities for the Zone Board to further assist employees in their efforts to serve clients more successfully through drives and donations. Director Flory noted that foster parents and the Foster Parent Association offer significant support in this area presently, as will our new Family Service Specialist position.

Adjourned: Director Flory called for the meeting to be adjourned.

Next Regular Board Meeting:

Tuesday, December 13, 2022 at 3:30pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Chelsea Flory, Presiding Officer/Zone Director

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
August 16, 2022

The Burleigh County Human Service Zone Board convened a regular meeting at 4:00pm in the Tom Baker Room of the City/County Building. Presiding Officer Flory called the meeting to order.

Oath of Office: Zone Director Chelsea Flory signed her Oath of Office to the Burleigh County Human Service Zone Board.

Roll Call of the Members: Gaylynn Becker, Senator Dick Dever, Commissioner Becky Matthews, Leslie Percy, Trevor Vannett, and Zone Director Chelsea Flory present in person.
Absent: Jim Hulm and Tracy Famias. Also present: Tayonne Nachatilo

Approval of the Minutes: A copy of the Board Meeting Minutes from May 11, 2022 was previously emailed to the membership. Motion by Senator Dever, second by Trevor Vannett and unanimously carried to approve the minutes as distributed.

Director's Report: Director Chelsea Flory provided a brief report on staffing updates, unit happenings, areas of focus, upcoming events, community partnerships, and other general information regarding the zone's Economic Assistance, Child Protection, Foster Care, and In-Home Services Units.

Director Flory also presented a handout and overview of North Dakota's new Children in Need of Services program established to divert youth from the juvenile justice system. Flory also provided an informational flyer outlining North Dakota's Child Protection Intake and reporting process.

Director Flory also facilitated discussion pertaining to the zone's future employee and stakeholder surveys as well as additional considerations which are being identified for supplemental foster parent engagement and collaboration efforts. Flory has recommended proceeding with development of the foster parent survey presently, with recommendations from board members and foster parent association members to be compiled by the time of the next zone board meeting which will allow for survey completion by the end of the year.

Director Flory also facilitated discussion pertaining to agency-wide supervisory training opportunities as well as discussion in regard to local and state-wide foster home availabilities and recruitment efforts. Commissioner Matthews also identified that a plan would be developed with the assistance of Director Flory to assist in coordinating communication and completion of the Zone Director's six-month and one year performance evaluations as required.

Public Comment: None

Other Business: Commissioner Matthews identified that legislative session would be starting in January 2023 and reiterated that zone employee salaries are directed legislatively and are not impacted by Burleigh County decisions. Matthews noted the board's intent to advocate and connect with partners to assist in advocating for state salary increases legislatively in support of our zone employees. Further discussion was brought in regard to progression of the state's compensation and equity study established last legislative session. Flory noted that a vendor has recently been identified to facilitate the study.

Commissioner Matthews also noted that she will be bringing treats to the zone office the day before school starts in August in support of zone staff and in recognition for the end of summer and the start of a new school year. Board members were encouraged to connect with Matthews directly to participate.

Adjourned: Presiding Officer Flory called for the meeting to be adjourned.

Next Regular Board Meeting:

Tuesday, October 18, 2022 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Chelsea Flory, Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
May 11, 2022

The Burleigh County Human Service Zone Board convened a regular meeting at 12:30pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Senator Dick Dever, Tracy Famias, Jim Hulm, Leslie Percy, Trevor Vannett, Commissioner Matthews and Gaylynn Becker present in person.

Also present: Tayonne Nachatilo in person and Rachel Bailey by phone.

Approval of the Minutes: A copy of the Board Meeting Minutes from April 19, 2022 was previously emailed to the membership. Motion by Senator Dever, second by Gaylynn Becker and unanimously carried to approve the minutes as distributed.

Zone Director Hiring Update: Sara Stolt, Chief Operating Officer for the Department of Human Services, recommended candidate Chelsea Flory for the position of Burleigh County Human Service Zone Director. This recommendation was brought forward from the hiring committee consisting of participants from the Burleigh Zone Board and the Department of Human Services.

Motion by Senator Dever to approve the hiring committee's recommendation to proceed with the hiring of Chelsea Flory contingent upon completion of the required background checks, reference checks, and offer negotiations. Motion seconded by Trevor Vannett. Roll Call Vote: Jim Hulm, Yes; Leslie Percy, Yes; Gaylynn Becker, Yes; Senator Dever, Yes; Trevor Vannett, Yes; Tracy Famias, Yes; Commissioner Matthews, Yes. Motion unanimously carried.

Interim Contract Updates: Discussion took place regarding the interim contracts in place for our Interim Director position and economic assistance support. The Interim Director contract for Michelle Masset is written to expire upon employment of the new Zone Director, though discussions for continued mentorship are to be expected. The additional contract for economic assistance support from Rachel Bailey was advised to conclude approximately two weeks after employment of the new Zone Director.

Child Welfare Information Updates: Rhonda Block provided a caseload and unit update for the Child Protective Services Unit. Nicole Delaplane provided a caseload and unit update for the Foster Care Unit. Commissioner Matthews also addressed previous discussions regarding child welfare work from home arrangements. Matthews apologized for any offense or miscommunication from previous statements made in regard to the inclement weather office closing and clarified that no contact from a child or family in need was left unanswered during that time. Matthews also noted that Interim Director Masset currently in the process of arranging for secondary trauma training for child welfare staff.

Economic Assistance Information Updates: Gray Lang provided a service and unit update for the Economic Assistance Call Center also addressing the reported impacts of the holiday office closure on Good Friday. Lang also identified that the agency transitioned last week to a new web-based phone application impacting the call center and staff who work from home. Staff are continuing to familiarize themselves and adjust to workflow capabilities and/or limitations of the new application.

Lori Clark provided a caseload update for the Economic Assistance Unit and also addressing the expected reporting impact that will likely be observed next month due to the LIHEAP program's seasonal run from October to May. Clark also provided updated discussion regarding the Eligibility Re-Design and other expected changes in that regard.

Rachel Bailey advised that she would be reaching out to other zones to determine what partnerships are available moving forward to assist one another in preparation for the Re-Design. Tayonne Nachatilo also advised that the job posting for the Economic Assistance Program Supervisor position has closed and interview scheduling is expected to take place later this week or early next week.

Financial Report: Tayonne Nachatilo distributed the monthly budget reports to the membership and provided a brief update regarding placement costs specific to Youthworks, board member payments, and IT equipment specific to a temporary Long Term Care Unit contract.

Public Comment: None

Other Business: Commissioner Matthews extended a thank you to the Zone Director Hiring Committee participants. Commissioner Matthews also advised that Tracy Famias would be primary contact for the Human Service Zone Board from June 1 to August 1, 2022.

Next Regular Board Meeting:

Tuesday, August 16, 2022 at 4:00pm in the Tom Baker Room of the City/County Building.

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Tayonne Nachatilo,
Business Manager

Commissioner Becky Matthews,
Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
April 19, 2022

The Burleigh County Human Service Zone Board convened a regular meeting at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Gaylynn Becker, Senator Dick Dever, Tracy Famias, Jim Hulm, Commissioner Becky Matthews, Leslie Percy, Trevor Vannett present in person.

Also present: Tayonne Nachatilo and Michelle Masset in person, and Rachel Bailey by phone.

Approval of the Minutes: A copy of the Board Meeting Minutes from April 01, 2022 was previously emailed to the membership. Motion by Senator Dever, second by Tracy Famias and unanimously carried to approve the minutes as distributed.

Interim Director Introduction: Michelle Masset, Interim Director for the Burleigh County Human Service Zone introduced herself to the membership. Michelle is the current Zone Director for South County Human Service Zone serving the areas Emmons, Logan, Kidder, McIntosh, Dickey and LaMoure Counties.

Child Welfare Information Updates: Rhonda Block provided a caseload and unit update for the Child Protective Services Unit. Nicole Delaplane provided a caseload and unit update for the Foster Care Unit. Maggie Ianello introduced herself as the recently hired In-Home Services Supervisor. Maggie also provided a caseload and unit update for the In-Home Services Unit.

Economic Assistance Updates: Gray Lang provided a service and unit update for the Economic Assistance Call Center. Rachel Bailey also addressed recent complaints received from clients or as communicated through DHS and provided feedback regarding those investigations.

Lori Clark provided a caseload and unit update for the Economic Assistance Unit. Lori also addressed the state's expected enhancements to the Self Service Portal to provide for a more user-friendly platform for applicants. February 2023 is the expected implementation date for the Economic Assistance Re-Design, with changes expected to be rolled out gradually. Lori provided the informational updates regarding the expected re-design functions, structure, anticipated implementations, and workgroup organizations. Rachel Bailey will continue to assist in sharing pertinent information and communications to stakeholders.

Financial Report: Tayonne Nachatilo distributed the monthly budget reports to the membership and provided a brief overview of budgeting timelines expected for the zone. Commissioner Matthews also noted that she has asked the Burleigh HR Department to begin tracking their zone-related work hours to better capture indirect cost associations.

Program Service Information: Caseload information was distributed to the membership was reviewed with each earlier supervisory update presentation.

Zone Director Position Update: Senator Dever and Tracy Famias are the scoring participants representing the Human Service Zone Board with Tayonne Nachatilo assisting as a non-scoring participant. Four initial interviews have been scheduled throughout this week with the expectation that next steps for finalist interviews or other recommendations to move forward will be determined by the hiring committee early next week. Once a final hiring decision has been determined, a board meeting will need to be called sometime in May for that recommendation to be presented.

Public Comment: Mike Connelly appeared to provide information relating to the local Intergovernmental Meetings which consist of representation from each of the four large local governmental entities including the City, County, Schools, and Parks and Recreation. Connelly extended an invitation to the zone for participation in future meetings.

Other Business:

Commissioner Matthews addressed the board regarding the Child Welfare Unit's current work from home arrangement and noted concerns for this arrangement including recent issues observed during the winter storm office closure last week. Matthews recommended that the board halt the work from home arrangement for the Child Welfare Unit and place a moratorium of no less than one year on work from home opportunities for the Child Welfare Unit. Discussion took place regarding this recommendation and work from home agreements.

Motion by Trevor Vannett to table for three months discussion regarding discontinuation of the Child Welfare Unit's work from home opportunities and to maintain the program as it is during that time. Motion seconded by Gaylynn Becker. Roll Call Vote: Gaylynn Becker, Yes; Senator Dever, No; Tracy Famias, No; Jim Hulm, No; Commission Matthews, No; Leslie Percy, Yes; Trevor Vannett, Yes. Motion failed.

Commissioner Matthews requested Child Welfare staff with existing work from home arrangements review their agreements with their supervisors for additional clarity regarding policy and expectations. Matthews also requested that agreements continue to be monitored.

The membership determined that the regularly scheduled June 21, 2022 board meeting would need to be re-scheduled for a date in May. The new date will be determined once the Hiring Committee has determined appropriate next steps and anticipated timeline for the zone director hiring process so that a recommendation is available to be presented at the re-scheduled May board meeting.

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Tayonne Nachatilo,
Business Manager

Commissioner Becky Matthews,
Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
April 01, 2022

The Burleigh County Human Service Zone Board convened a special meeting at 8:00am in the Fourth Floor Human Service Zone Conference Room at the Provident Life Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Senator Dick Dever, Jim Hulm, Commissioner Becky Matthews, Leslie Percy present in person. Tracy Famias and Trevor Vannett in attendance by phone. Absent: Gaylynn Becker, Also present: Rachel Bailey and Tayonne Nachatilo by phone.

Approval of the Minutes: A copy of the Board Meeting Minutes from March 14, 2022 was previously emailed to the membership. Motion by Commissioner Matthews, second by Leslie Percy and unanimously carried to approve the minutes as distributed.

Steps Moving Forward:

Commissioner Matthews stated that her communications with DHS will continue in an effort to further clarify HR related responsibilities of the zone between county and state entities. Discussion will also consider additional service opportunities during the interim and through the hiring of the new Zone Director.

Commissioner Matthews advised that there are currently four Zone Director applicants, however, qualifications have yet to be reviewed. The job announcement will remain open for another week. Commissioner Matthews also recommended assigning a back-up designee to the interview committee should she be unable to attend all required interviews. Motion by Jim Hulm, second by Trevor Vannett and unanimously carried to approve Senator Dever as a back-up member of the hiring committee if needed.

The membership brought additional discussion regarding the Zone Director interview committee and previously recommended observation of the interviews by Rachel Bailey. Rachel Bailey withdrew herself from observation of the interviews and will instead be made available outside of the interview process if requested. Tayonne Nachatilo will instead participate in the interview process along with the assigned members of the Zone Board and DHS representatives.

Contract for Interim Director, Child Welfare: A Memorandum of Understanding was reviewed assigning Michelle Masset Interim Zone Director for Child Welfare Services. Michelle is the current South Country Human Service Zone Director. An amendment was requested to change

the effective date of this contract to April 1, 2022. Approval was tabled for further contract discussion.

Contract for Eligibility Director, Economic Assistance: A Consulting Agreement was reviewed assigning Rachel Bailey oversight of the Eligibility/Economic Assistance Unit. This agreement also provides for Rachel Bailey's continued assistance as may be required for the Interim Zone Director transition and to assist in the future transition of a permanent hire to the Zone Director position. An amendment was requested to clarify the language pertaining to contract services specific to those social service and child welfare director transitions.

Discussion also confirmed that oversight of administrative personnel and functions would remain with Business Manager, Tayonne Nachatilo, at this time.

Contract Approvals: Senator Dever motioned to approve the Memorandum of Understanding for Michelle Masset as amended with an effective date of April 1, 2022. Motion seconded by Jim Hulm. Roll Call Vote: Senator Dever, Yes; Tracy Famias, Yes; Jim Hulm, Yes; Leslie Percy, Yes; Trevor Vannett, Yes; Commissioner Matthews, Yes. Motion carried.

Trevor Vannett motioned to approve the contract for Rachel Bailey as amended with language to support and clarify the scope of social service duties pertaining to the transition of the interim and zone director position. Motion seconded by Leslie Percy. Roll Call Vote: Senator Dever, Yes; Tracy Famias, Yes; Jim Hulm, Yes; Leslie Percy, Yes; Trevor Vannett, Yes; Commissioner Matthews, Yes. Motion carried.

Other Business: The next regular board meeting is scheduled for April 19, 2022. Commissioner Matthews will entertain any agenda item recommendations in advance.

Tayonne Nachatilo will provide communication to employees and stakeholders regarding the leadership transitions approved today.

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Tayonne Nachatilo, Business Manager

Commissioner Becky Matthews,
Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
March 14, 2022

The Burleigh County Human Service Zone Board convened a special meeting at 3:30pm in the Tom Baker Room of the City/County Building. Presiding Officer Bailey called the meeting to order.

Roll Call of the Members: Tracy Famias, Jim Hulm, Commissioner Becky Matthews, Leslie Percy, Trevor Vannett, and Director Rachel Bailey present in person. Absent: Gaylynn Becker, Senator Dick Dever.

Approval of the Minutes: A copy of the Board Meeting Minutes from February 15, 2022 and February 24, 2022 were previously emailed to the membership. Motion by Commissioner Matthews, second by Tracy Famias and unanimously carried to approve both minutes as distributed.

Steps Moving Forward: Commissioner Matthews advised that the survey distributions discussed at previous meetings would be put on hold until a new director is hired. Director Bailey addressed staff training opportunities and confirmed that Active Shooter Training was completed last week, and CPR and First Aid training is still in process for planning and scheduling. Director Bailey will work to get these trainings arranged before she leaves the zone but will provide contact information to the zone for those trainings if they are not able to be completed by that time. Director Bailey also recapped additional trainings that have been made available to staff most recently.

State Representation & Guidance: Discussion took place regarding the opportunity to proceed with advertising and hiring for the upcoming Zone Director position vacancy. Discussion was also held regarding interim zone director opportunities. It was suggested that Rachel Bailey maintain interim oversight over the Economic Assistant Unit temporarily until a new Zone Director is hired. Bailey's contract may also extend after the hiring of a new Zone Director to assist with the transition. Burleigh County HR Director and Burleigh County State's Attorney are working currently to establish a contract for this proposal.

Sara Stolt, COO for the Department of Human Services (DHS) confirmed the Department's support for this arrangement and confirmed that another individual will need to be named as Interim Director with oversight of the Child Welfare Services and legal custodian of children in custody of the zone. An individual has yet to be identified for this role but DHS leadership will continue assist the zone in identifying and considering individuals with the capacity to fulfill this interim role.

Sara Stolt advised that the department's Talent Acquisition Manger will again be able to assist in sourcing candidates for the Zone Director position and would be able to assist in writing the job announcement.

Commissioner Matthews also noted that DHS is looking at providing zones with some guidance later this year to assist staff in understanding where they fall within the state, county, and zone hybrid structure. Commissioner Matthews also distributed a reminder to zone staff which referenced the FAQs and website information established by DHS at the start of zone transitions.

Motion by Director Bailey to assign two Human Service Zone Board Members to the interview panel for the hiring of the Zone Director position. Second by Commissioner Matthews for discussion. Discussion recommended that Commissioner Matthews and Tracy Famias participate as interview panelists. Motion unanimously carried.

Additional discussion also confirmed that primary goals and objectives for the position remain consistent with prior goals. It was also recommended that Rachel Bailey participate in the Zone Director hiring process as a non-scoring observer of the interviews.

Other Business: Another special meeting will need to be called for the purpose of approving Rachel Bailey's interim contract as well as naming an Interim Zone Director for the Child Welfare role.

Tracy Famias will also continue to assist Commissioner Matthews intermittently as primary contact for upcoming board communications as needed.

Adjourned: Presiding Officer Bailey called for the meeting to be adjourned.

Next Regular Board Meeting:

Tuesday, April 19, 2022 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Commissioner Becky Matthews,
Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
February 24, 2022

The Burleigh County Human Service Zone Board convened a special meeting at 4:30pm in the Tom Baker Room of the City/County Building. Presiding Officer Bailey called the meeting to order.

Roll Call of the Members: Gaylynn Becker, Senator Dick Dever, Commissioner Becky Matthews, and Director Rachel Bailey present in person. Tracy Famias and Leslie Percy, in attendance by phone. Absent: Jim Hulm, Trevor Vannett

Confidentiality Refresher: Director Bailey provided the board with a brief reminder of the confidentiality requirements of the board in reference to zone policies and the membership's oath of office.

Director's Evaluation: Commissioner Matthews previously distributed to the membership the completed 6-month evaluation form for Director Rachel Bailey. Commissioner Matthews facilitated completion of the evaluation with input from the state, long-term zone board members, staff, and the Director. Commissioner Matthews briefly reviewed areas of the evaluation, identified an overall evaluation score of "Achieving" for the Director, and sought board approval. Motion by Gaylynn Becker, second by Senator Dever to accept the evaluation as presented. Roll Call Vote: Gaylynn Becker, yes; Senator Dever, yes; Tracy Famias, yes; Commissioner Matthews, yes; Leslie Percy, yes. Director Bailey abstained from voting. Motion carried.

Other Business: Director Bailey announced her decision to resign from her position effective March 31, 2022. Director Bailey and Commissioner Matthews both confirmed that they will be working with the state to develop a transition plan and the board will look at scheduling a special meeting in advance of the next regularly scheduled board in April meeting as needed in regard to this transition.

Adjourned: Presiding Officer Bailey adjourned the meeting.

Next Regular Board Meeting:

Tuesday, April 19, 2022 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Rachel Bailey, Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
February 15, 2022

The Burleigh County Human Service Zone Board convened a regular meeting at 4:00pm in the Tom Baker Room of the City/County Building. Presiding Officer Bailey called the meeting to order.

Roll Call of the Members: Gaylynn Becker, Senator Dick Dever, Tracy Famias, Jim Hulm, Commissioner Becky Matthews, Leslie Percy, Trevor Vannett, and Director Rachel Bailey present in person.

Approval of the Minutes: A copy of the Board Meeting Minutes from December 14, 2021 was previously emailed to the membership. Motion by Trevor Vannett, second by Senator Dever and unanimously carried to approve the minutes as distributed. A copy of the meeting minutes from the December 14, 2021 training workshop was also previously emailed to the membership. Director Bailey motioned for approval of the training meeting minutes with an amendment to include herself on the roll call as present. Motion seconded by Trevor Vannett. Commissioner Matthews abstained from voting due to her absence from the training. Motion unanimously carried by participating voting members to approve the minutes as amended.

Supervisor Updates:

Program Administrator Rhonda Block identified one position opening in the Child Protection unit that is currently being advertised. Rhonda also provided a brief caseload update for the Child Protection unit.

Program Administrator Nicole Delaplane identified that we are in the process of hiring for a ninth Foster Care case manager position that was recently approved for the zone. Nicole also noted that transition plans continue to be developed for the transition of the Foster Care Licensing role to the state unit as of April 1. Nicole also provided a brief caseload update and identified our continued need for foster homes for teenage youth.

Program Administrator Sharon Dockter provided a brief caseload update for in-home case management and parent aide services.

Program Administrator Lori Clark provided a brief update on the continued rising of caseloads for various programs within the Economic Assistance Unit. Lori also provided an update on the public health emergency extension through April 2022, as well as brief updates on the statewide Eligibility Re-Design efforts, and the 1915i program.

EA Call Center Supervisor Gray Lang provided a brief update of call center activities and discussion regarding service availability and capacity.

Zone/County/State Differences: Commissioner Matthews reviewed a comparison of policy and benefit differentiations for zone employees due to the zone's hybrid affiliation with the county and the state. Zone employees are considered county employees, however, abide by state/zone policy manuals and HR requirements.

Employee Bonus Discussion: Discussion was held regarding the policies, background, and the previously made decision for the Burleigh County Human Service Zone not to provide employee bonuses at the end of the 2021 year. In 2021 not all zones elected to provided bonus options, including Burleigh County.

BCHSZ eligibility worker Jackee Vleet presented to the board regarding her concerns for compensation, equity, high caseloads, and the difficulties operating in the hybrid environment as a zone employee with both state and county affiliations.

Client Surveys: Director Bailey presented survey drafts for BCHSZ clients and foster parents. Leslie Percy will submit suggestions for refining the focus of the foster parent survey to reflect questions differently than the client survey. All survey feedback and suggestions should be sent to Director Bailey by February 23 for survey distribution on March 1.

Zone Director Evaluation: Commissioner Matthews facilitated completion of the Zone Director's six-month evaluation and summarized a brief review for the membership. An annual evaluation will also be completed each December for the Director and going forward Commissioner Matthews will assist with continued informal six-month reviews as well. An overall evaluation score of "Achieving" was recommended.

Commissioner Matthews also sought discussion and recommended consideration of an RFP to contract services in support of the staff through leadership transitions and ongoing zone development changes. Commissioner Matthews has reached out to DHS to further inquire into an RFP option, recommends accessing county EAP opportunities for additional support, and recommends another staff survey be facilitated later in the year to better gauge the specific focus of an RFP contract from the staff's perspective.

Commissioner Matthews will distribute a copy of the Director's evaluation for the membership review prior to seeking approval at the next scheduled board meeting.

Staff Training: Upcoming trainings for zone includes Active Shooter Training on March 8, with CPR and First Aid expected to be scheduled for April. Motivational Interviewing Training facilitated by the state will be upcoming and is expected to be held in both Bismarck and Fargo. Our child welfare unit has received seven stipends for the ND Family Based Services Conference in Fargo at the end of March and plans to send a total of twelve staff to the conference. Another training will be made available for

supervisors at the University of Mary. Telephone specific de-escalation training is also being sought for our economic assistance unit staff and call center.

Board Member Roles and Responsibilities: Director Bailey distributed a final draft of the board's expectations policy and relayed the final changes that were made after a review by the Burleigh County State's Attorney. Motion by Jim Hulm, second by Trevor Vannett and unanimously carried to approve the Burleigh County Human Service Zone Board Expectations as presented.

County/Zone Offices: Burleigh County is moving forward with preparations to begin evaluating potential plans and processes for moving county offices out of the City/County Building and into the Provident Building. As planning and discussions evolve, changes and/or a relocation of zone space will need to be considered as well.

Year End Financial Report: Business Manager Tayonne Nachatilo provided a brief review of 2021 year end expenditures.

Other Business: Director Bailey presented an updated Burleigh County Human Service Zone Plan for review. Revisions were made to reflect staff and structure changes, asset acquisition, policy implementations, board member changes, and other needed updates. Director Bailey recommended approval of the updated Zone Plan for submission to DHS, and will confirm with the state if the plan also requires County Commission approval. Motion by Director Bailey, second by Trevor Vannett and unanimously carried to approve the updated Burleigh County Human Service Zone Plan.

Public Comment: None

Other Business: Director Bailey reviewed concerns from the staff regarding their inability to attend Foster Parent Association Meetings in an effort to network and build relationships. Director Bailey will meet with Leslie Percy as the Regional Foster Parent Association President to further discuss these concerns and opportunities.

Adjourned: Presiding Officer Bailey called for the meeting to be adjourned.

Next Regular Board Meeting:

Tuesday, April 19, 2022 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Rachel Bailey, Presiding Officer