BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
DECEMBER 16, 2025

The Burleigh County Human Service Zone Board convened a regular meeting at 3:00pm in the Tom Baker Room of the City/County Building. Director Chelsea Flory called the meeting to order.

Roll Call of the Members: Commissioner Steve Bakken, Keli Berglund, Tracy Famias, Jim Hulm, and Director Chelsea Flory present in person. Absent: Senator Dick Dever and Trevor Vannett.
Also present: Tayonne Nachatilo

Approval of the Minutes: A copy of the Board Meeting Minutes from June 17, 2025 and September 16, 2025 were previously emailed to the membership. Motion by Commissioner Bakken, second by Keli Berglund and unanimously carried to approve the minutes as distributed.

Public Comment: None

2026 Board Meeting Dates: The schedule of Human Service Board Meeting dates for 2026 was distributed to the membership, maintaining the regular recurring schedule of meetings occurring at 3:00pm on the third Tuesday of each quarterly month in the Tom Baker Room of the City/County Building.

Director's Report:
Director Flory provided a brief update to the membership regarding Economic Assistance Program updates and unit happenings including observations from the state's recent quality assurance visit completed regarding the SNAP program. Flory also provided status updates regarding the Burleigh Zone's outreach efforts within the community and provided additional information regarding the impacts observed and efforts maintained throughout the federal shutdown period effecting the SNAP program.

Directory Flory provided a brief update to the membership regarding Child Welfare program updates, staffing updates, community outreach, and program redesign efforts. Flory also provided additional information regarding areas of program and partnership efforts including collaborative work with Casey Family Programs, ICWA (Indian Child Welfare Act) partners, ND Behavioral Health Division System of Care grant, and other community collaborations.

Director Flory maintained that the zone continues to navigate through changes relating to the Provident Life Building's remodel progress as well as the potential for upcoming organizational changes as the zone pursues seeking approval for additional positions for caseload and program support.

Other Business: None

Adjourned: Director Flory called for the meeting to be adjourned at 3:23pm.

Next Regular Board Meeting:
Tuesday, March 17, 2026 at 3:00pm 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
September 16, 2025

The Burleigh County Human Service Zone Board convened a regular meeting at 3:00pm 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, Senator Dick Dever, Jim Hulm, and Director Chelsea Flory present in person. Also present: Tayonne Nachatilo
Absent: Commissioner Steve Bakken Keli Berglund, Tracy Famias, and Trevor Vannett

Approval of the Minutes: Membership quorum was not present to complete approval of the Board Meeting Minutes from June 17, 2025.

Director's Report: Economic Assistance Program Manager Gray Lang presented to the membership providing updates to staffing and team functions, leadership and training initiatives, community outreach initiatives, program development efforts including quality and compliance reviews, as well as other general program updates.

Child Welfare Program Manager Jeremy Smith presented to the membership providing updates to case management program re-design efforts, staffing and training updates, program and caseload statistics, as well as a review of program standards and quality improvement initiatives in addition to other general program and service updates.

Director Flory provided general zone updates relating to the Provident Life Building's remodel progress and the zone's ongoing efforts to maintain client service delivery and address spatial needs throughout the transition process.

Public Comment: None

Other Business: Director Flory informed the membership of a constituent grievance recently received by Commissioner Bakken, providing the membership with advanced notice that a special meeting may be required in the event that the grievance would be escalated to that level of review in accordance with zone policy.

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

Next Regular Board Meeting:
Tuesday, December 16, 2025 at 3:00pm 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
JUNE 17, 2025

The Burleigh County Human Service Zone Board convened a regular meeting at 3:00pm 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, Keli Berglund, Senator Dick Dever, Tracy Famias, Jim Hulm, Trevor Vannett, and Director Chelsea Flory present in person. Absent: Commissioner Steve Bakken Also present: Tayonne Nachatilo

Approval of the Minutes: A copy of the Human Service Zone Board meeting minutes from March 18, 2025 was previously emailed to the membership. Motion by Keli Berglund, second by Jim Hulm and unanimously carried to approve the minutes as distributed.

Director's Evaluation: Director Flory presented her annual performance evaluation as previously distributed to the membership upon completion in collaboration with Human Service Zone Board and Department of Health and Human Services representatives. Director Flory provided a brief overview of the evaluation and the membership provided additional feedback in support of Flory's efforts. Motion by Trevor Vannett, second by Senator Dever and unanimously carried to approve the performance evaluation as distributed.

Zone Policy Addendums: The Burleigh County Human Service Zone Addendum to the Human Service Zones Human Resource Policies was previously emailed to the membership for review of policy and procedural updates. Motion by Gaylynn Becker, second by Senator Dever and unanimously carried to approve the Addendum as distributed.

Director's Report: Director Flory provided a brief update on the Economic Assistance unit providing the membership with informational updates regarding LIHEAP and TANF programming. Flory also highlighted internal team events, community engagements, and continued review of prior redesign efforts and implementations. Trevor Vannett identified community concerns for case processing and EBT Card assistance availability, followed by brief discussion of those operations.

Child Protective Services Supervisor Kayla Kershaw presented to the membership a brief overview of the zone's child protective services processes and safety framework practice model procedures.

Director Flory provided the membership with additional child welfare discussion regarding caseloads, staffing, performance measurements, other informational program updates and active community collaboration efforts.

Financial Report: Business Manager Tayonne Nachatilo referred to the financial report as distributed in reference to the zone's 2025 annual budget revisions and the zone's 2026 annual budget.

Public Comment: None

Other Business: None

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

Next Regular Board Meeting:
Tuesday, September 16, 2025 at 3:00pm 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
MARCH 18, 2025

The Burleigh County Human Service Zone Board convened a regular meeting at 3:00pm in the Tom Baker Room of the City/County Building. Director Chelsea Flory called the meeting to order.

Roll Call of the Members: Present: Gaylynn Becker, Keli Berglund, Tracy Famias, Jim Hulm, and Director Chelsea Flory. Absent: Commissioner Steve Bakken, Senator Dick Dever, and Trevor Vannett. Also present: Tayonne Nachatilo

Approval of the Minutes: A copy of the Board Meeting Minutes from December 17, 2024 and January 07, 2025 were previously emailed to the membership. Motion by Jum Hulm, second by Tracy Famias and unanimously carried to approve both minutes as distributed.

Director's Report:
Economic Assistance Program Manager Gray Lang presented to the membership providing information regarding the department's upcoming Spring Symposium as well as program efforts and updates relating to SNAP, Medicaid, LIHEAP, and TANF services. Lang also highlighted the unit's local outreach efforts being implemented with the state penitentiary. Director Flory provided additional updates relating to the unit's statewide call center team specifically relating to staffing and capacities.

Director Flory presented to the membership on the Standards of Administration relating to programmatic performance standards developed by the Department of Health and Human Services for Human Service Zones. These Standards of Administration measures include Child Welfare programming, Economic Assistance programming, and Administrative Operations.

Child Welfare Program Manager Jeremy Smith presented to the membership regarding statewide efforts toward Case Management Re-Design including policy and procedural reviews. Smith provided caseload, staffing, and general program updates relating to child welfare services within the Burleigh County Human Service Zone as well as program information relating to licensing and placement programs available through the state. Smith also identified various community partnership efforts and highlighted the state's Dandelion Award recognition program which has recognized a number of Burleigh County Human Service Zone team members since the program's inception in 2023.

Director Flory provided general updates relating to the current legislative session and bills relevant to human services.

Public Comment: Bismarck City Commissioner Mike Connelly presented to the membership regarding the Metropolitan Planning Organization's steering committee developed in relation to the sales tax

measure recently passed by the voters providing a funding source for public transportation services. The steering committee will be meeting with the Human Relations Committee on May 8, 2025 and is requesting public comment regarding the needs and opportunities of public transportation services.

Other Business: None

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

Next Regular Board Meeting:
Tuesday, June 17, 2025 at 3:00pm 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
January 07, 2025

The Burleigh County Human Service Zone Board convened a special meeting at 4:00pm. This virtual meeting was held via Microsoft Teams web conferencing. Director Flory called the meeting to order.

Roll Call of the Members: Keli Berglund, Senator Dick Dever, Trevor Vannett, Gaylynn Becker, Tracy Famias, Jim Hulm, and Director Chelsea Flory in attendance. Absent: Commissioner Steve Bakken
Also present: Tayonne Nachatilo

Director Flory delegated Vice-Chair Tracy Famias to serve as acting chair during executive session proceedings.

Motion by Trevor Vannett, second by Gaylynn Becker and unanimously carried to enter into executive session pursuant to NDCC § 4-04-19.2(1) and in regard to General Assistance Appeal.

Vice-Chair Famias reconvened the meeting in open session. Motion by Trevor Vannett, second by Gaylynn Becker to grant the General Assistance Appeal as presented during executive session.
Roll Call Vote following discussion: Trevor Vannett, Yes; Gaylynn Becker, Yes; Tracy Famias, Yes; Jim Hulm, Yes; Chelsea Flory, No; Keli Berglund, Yes; Senator Dever, Yes. Motion carried.

Meeting Adjourned 5:06pm.

Tayonne Nachatilo, Business Manager

Chelsea Flory, Presiding Officer/Zone Director