

Ward County Human Service Zone Board

Minutes

January 5, 2021 – 8:00 a.m.

Second Floor-Ward County Commissioner's Chambers

PRESENT:

Melissa Bliss, Zone Director
Rich Berg
Mac McLeod
Hiedi Folstad-Miller
John Fjeldahl
John Pietsch
Shelly Wepler

ABSENT: Clayton Fegley

Also present was Karen Schultz, Zone Board Secretary designee.

MOTION:

It was moved by Shelly Wepler, seconded by Mac McLeod and unanimously carried by the Board that the Agenda for January 5, 2021 be approved.

MOTION:

It was moved by Shelly Wepler, seconded by John Pietsch and unanimously carried by the Board that the minutes for the regular board meeting of December 1st and the special board meeting for December 15th, 2020 be approved.

MOTION:

It was moved by John Pietsch, seconded by Mac McLeod and unanimously carried by the Board to receive and file the December, 2020 Expenditures and bills for December 15th and 31st, 2020.

MOTION:

It was moved by Shelly Wepler, seconded by John Fjeldahl and unanimously carried by the Board to receive and file the November, 2020 Budget Recap Expense Report.

MOTION:

It was moved by Shelly Wepler, seconded by John Fjeldahl and unanimously carried by the Board to receive and file the November 2020 Budget Revenue Report.

The November 2020 Foster Care Recruitment and Retention report was reviewed. No action was required.

Director Bliss welcomed the return of Shelly Wepler to another term on the WCHS Zone Board as well as new members, Rich Berg and Hiedi Folstad-Miller. Rich is currently the Director of the Souris Valley United Way and a former 34 year employee of the Dakota Boys and Girls Ranch. Hiedi is a former National Guard member and is currently a clinical social worker and Director of the Minot Vet Center.

A Vice Chairperson of the WCHS Zone Board needed to be selected and Director Bliss called for nominations. Mac McLeod nominated Shelly Wepler, Rich Berg seconded that nomination. No other nominations were made.

MOTION:

It was moved by Rich Berg and seconded by Mac McLeod that nominations cease and that Shelly Wepler be appointed Vice Chairperson of the Ward County Human Service Zone Board for 2021 and this was unanimously carried by the Board.

Shelly Wepler then nominated Mac McLeod as official secretary of the Ward County Human Service Zone Board. No other nominations were made.

MOTION:

It was moved by Rich Berg, seconded by Shelly Wepler and unanimously carried by the Board that Mac McLeod be appointed Secretary of the Ward County Human Service Zone Board for 2021.

Mac McLeod then designated secretarial responsibilities to Karen Schultz, Administrative Staff Officer for Ward County Human Services. Karen will continue to record the Minutes for the Board and then forward them to Mac McLeod for review and approval prior to the next Board meeting and Mac will sign off on the approved minutes going forward.

The Board currently meets the 1st Tuesday of each month beginning at 8:00 am. Discussion was held in regards to amending that schedule and time due to time constraints.

MOTION:

It was moved by Shelly Wepler, seconded by John Fjeldahl and unanimously carried by the Board to move the Ward County Human Service Zone Board meetings to the 3rd Tuesday of each month with a start time of 7:30 am.

Director Bliss informed the Board that the Ward County Human Service Zone Board HR Manual Addendums were sent in to the State who then removed the addendum in regards to tuition reimbursement as well as the addendum in regards to an employee notifying an employer of an arrest or conviction and this will remain at 5 days. All other addendums were approved. The Zone Policy manual has been approved and was sent by email to the Board members yesterday.

Discussion on the Kenmare Office will be tabled until the February meeting to allow more time for discussion.

Director Bliss informed the Board that the Youth Works had proposed a Shelter Care Contract for this year in the amounts of 40 days at \$10,000 or 50 days at \$12,500. Last year an additional contract needed to be put in place as the initial contract of 39 days at \$10,00 had ran out. We are currently budgeted for \$7,000. Melissa is recommending the 50 day contract which would lead to her asking the state to add an additional amount to the budget line item for that specific need.

MOTION:

It was moved by Shelly Wepler, seconded by John Pietsch and unanimously carried by the Board to approve budgeting and entering into a contract with Youth Works for 50 days at \$12,500 for shelter care.

The Board was informed that the workload in the eligibility unit has been increasing and that they are working towards redesign. Policy changes in regards to redesign have been

implemented in the area of child welfare. There is now a centralized CPS intake line which is staffed from 7 am – 5 pm across the state. The new number is 833-958-3500. Ward County staff are all working in the office and no one is currently out on any type of Covid related leave.

The Covid shelter update indicates that there has been a total of 8 placements to date.

The meeting was adjourned at 8:55 a.m.

Melissa Bliss, Ward CHSZ Director

Date

Mac McLeod, Secretary