

# Ward County Human Service Zone Board

## Minutes

January 7<sup>th</sup>, 2020 – 8:00 AM  
Ward County Commissioner's Chambers

### **PRESENT:**

Melissa Bliss – Interim Presiding Officer  
Clayton Fegley  
John Fjeldahl  
Mac McLeod  
John Pietsch  
Jim Rostad  
Alan Walter  
Shelly Wepler

Also present were recording secretary, Karen Schultz; Ward County Auditor, Devra Smestad and Account Budget Specialist, Connie Zieske.

### **MOTION:**

It was moved by John Pietsch, seconded by Shelly Wepler and unanimously carried by the Board approval of the Agenda for January 7, 2020 with the moving of item #1 down to item #4 and the addition of an item becoming #3 as Human Service Zone Template. The addition of Key Roles and Fiscal Duties was also added under the discussion of Time and Place for meetings of the WCHSZ Board.

### **MOTION:**

It was moved by Shelly Wepler, seconded by Jim Rostad and unanimously carried by the Board to appoint Karen Schultz as the Ward County Human Service Zone Board secretary.

Melissa Bliss indicated that a Vice Presiding Officer would need to be selected. The VPO would act on behalf of the Presiding Officer in their absence. Jim Rostad nominated Shelly Wepler as Vice Presiding Officer and John Pietsch nominated Alan Walter for Vice Presiding Officer. A written vote was taken and by a 4-3 outcome, Shelly Wepler was elected as Vice Presiding Officer of the Ward County Human Service Zone Board for 2020.

Melissa also brought forth that the decision to choose the time and place of the remaining meetings of 2020 for the Human Service Zone Board needed to be made.

### **MOTION:**

It was moved by Alan Walter and seconded by John Fjeldahl to keep the meetings as is for the remainder of the year. There was then additional discussion to change the format of the meetings due to seating space and the timing of the meeting prior to the Ward County Commission meeting. Alan Walter then withdrew his motion.

### **MOTION:**

It was moved by Shelly Wepler, seconded by Mac McLeod and unanimously carried by the Board to meet the first Tuesday of each month at 8:00 am in Meeting Room 105 of the Ward County Administration Building.

Melissa presented handouts to the Zone Board members which outlined key roles and fiscal duties of the Human Service Zone Board and highlighted areas of those roles and laws pertaining to them. The WCHSZ Board will supervise the Ward County Human Service Zone Director. Financial claims will not be brought forth for approval by the Commission but rather for awareness so the Zone is within spending authority and the budget as the Dept. of Human Services authorizes those expenses. The Zone budget does not include indirect costs which are now the responsibility of the County. Per Devra Smestad, \$130,000 has been allocated for those costs and a separate fund has been created for that. Reimbursement for indirect costs incurred in 2018, will cover the indirect expenses with total reimbursement at \$439,736 from the State. The Human Service Zone indirect reimbursement will come to the County in two separate payments and will go into the General Fund in a separate line item.

Ward County Human Services continues to send an Eligibility Worker to an office in Kenmare twice a month as a service to that community. The rent at this time is \$75 per month and the worker is present two days per month. On an average, 3-5 people enter the office on the day that a worker is present. There currently is not any WiFi connection and therefore, cases cannot be worked but paperwork can be collected. With the restructuring of offices across the state, Kenmare residents could now apply for services in a closer community if they would choose to do so.

**MOTION:**

It was moved by Shelly Wepler, seconded by Alan Walter and unanimously carried by the Board to continue to provide services in the Kenmare Office at this time.

As a personnel update, the Zone Board members were informed that a resignation was just received from the full time FSS Foster Home Licensor and that position has been submitted to the State for approval. Two FSS – CPS positions remain open with interviews to be taking place soon. The Eligibility Worker position has been approved but not yet advertised.

The Human Service Zone Plan Template was provided for review and needs to be submitted to the Dept. of Human Services by June 1<sup>st</sup>. Melissa indicated that this will be discussed at the Director’s Meeting .

Melissa Bliss excused herself from the meeting so that discussion could take place regarding the hiring process of the Human Service Zone Director. A form had been submitted to POC, Mac McLeod and this was gone over by the Board and filled out in accordance to their discussion.

**MOTION:**

It was moved by John Fjeldahl, seconded by Alan Walter and unanimously carried by the Board to approve the form as filled out and to send it to the State for advertisement within the week.

\_\_\_\_\_  
\_\_\_\_\_  
Melissa Bliss, Interim Presiding Officer

Date

\_\_\_\_\_

Karen Schultz, Recording Secretary