

Ward County Human Service Zone Board

Minutes

January 17, 2023

Second Floor-Ward County Commissioner's Chambers

PRESENT:

Kristi Frederick
Shelly Wepler
Mac McLeod
Matt Ruby by phone
Jason Olson by phone

ABSENT:

Rich Berg
Heidi Folstad-Miller

Also present was Karen Schultz, Zone Board Secretary designee.

Meeting was brought to order by Director Kristi Frederick.

Director Frederick welcomed returning Board Members and also new Board Member, Jason Olson.

MOTION:

It was moved by Mac McLeod, seconded by Shelly Wepler and unanimously carried by the Board that the Agenda for January 17, 2023 be approved as presented.

MOTION:

It was moved by Shelly Wepler, seconded by Matt Ruby, and unanimously carried by the Board that the minutes for the regular board meeting of December 20th, 2022, be approved.

MOTION:

It was moved by Shelly Wepler, seconded by Mac McLeod, and unanimously carried by the Board to receive and file the December 2022 Expenditures, bills for December 29th, 2022 and January 17th, 2023, Budget Recap and Budget Revenue for December 2022 and the FC R & R Report.

Director Frederick called for nominations for Vice Chair of the Ward CHS Zone Board for 2023.

Board Member Mac McLeod nominated Shelly Wepler for Vice Chair of the Ward County Human Service Zone Board for 2023. This nomination was seconded by Matt Ruby. Hearing no further nominations the nominations ceased. All members voice voted unanimously in favor of Shelly Wepler being elected as Vice Chairperson of the Ward County Human Service Zone Board for the year 2023.

Director Frederick called for nominations for Secretary of the Ward CHS Zone Board for 2023.

Board Member Matt Ruby nominated Rich Berg be appointed Secretary of the Ward CHS Zone Board for 2023. This nomination was seconded by Shelly Wepler. All members voice voted unanimously in favor of Rich Berg being elected as Secretary of the Ward County Human Service Zone Board for the year 2023.

MOTION:

It was moved by Shelly Wepler, seconded by Mac McLeod and unanimously carried by the Board to designate secretarial responsibilities to Karen Schultz, Administrative Staff Officer for Ward County Human Services.

The schedule for meeting dates for 2023 was presented to the Board, to continue with the third Tuesday of every month beginning at 7:45 am.

MOTION:

It was moved by Shelly Wepler, seconded by Mac McLeod and unanimously carried by the Board to approve the Ward County Human Service Zone Board meeting schedule for 2023, as presented. Karen will email the Board Members with the schedule for 2023.

An update in regards to personnel indicated that all vacancies are advertised. Two Minot State University students in the Social Work program are beginning their internships with the agency this month. They will rotate through the Child Welfare Units for this internship with hopes that they may be onboarded into full time employees with the agency upon their graduation in May.

Alert Media should be fully implemented in February for staff safety support. There are 4 meetings scheduled for January in order to develop and implement an action plan for the use of this device on work cell phones.

The 2023 Zone Plan update is due to the State on February 1, 2023. There is a modified process which will require significantly less information that needs to be updated. Dir. Frederick will present the plan back to the Board once it is sent to the State for approval.

Director Frederick discussed with the Board, the vision and goals for the agency. Some key points brought up in conversation with the Management Team indicated a need for greater collaboration and communication, attempt to become fully staffed, cross training and ways to boost morale.

There was discussion around building community support for clients with a major issue being transportation for families needing non-medical transport assistance. Director Frederick also spoke about the requirements of face-to-face contacts and meeting those in a timely manner. She discussed the requirements of the Child Welfare Units as outlined in policy. The ratio of worker to child/family is increasing due to lack of staff and making it harder to meet those guidelines. Ward County’s numbers drive the State data and we are at 92%. If the percentage is lower than 95% as a State, money is given back to the Federal Government by the State.

Dir. Frederick spoke of her goals for the agency to include team building, focusing on filling vacancies and utilizing MSU to collaborate with and develop interns into options for hiring.

Shelly Wepler expressed appreciation for Kristi reporting updates to the Board and encouraged her to reach out for any assistance if needed.

Mtg Adjourned at 8:16.

Kristi Frederick, Ward CHSZ Director

Date

Rich Berg, Secretary