

Ward County Human Service Zone Board

Minutes

February 4th, 2020 – 8:00 AM

Room 105 - Ward County Administration Building

PRESENT:

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

Also present was Zone Board secretary, Karen Schultz.

Mrs. Wepler presided over the meeting as Vice Presiding Officer and will do so until such time that a permanent Zone Director is in place.

MOTION:

It was moved by Jim Rostad, seconded by Mac McLeod and unanimously carried by the Board, approval of the Agenda for February 4, 2020.

MOTION:

It was moved by John Fjeldahl, seconded by Alan Walter and unanimously carried by the Board, approval of the minutes for January 7, 2020.

MOTION:

It was moved by Alan Walter, seconded by John Fjeldahl and unanimously carried by the Board to approve the bills for January 21st and February 4th, 2020.

MOTION:

It was moved by Alan Walter, seconded by John Pietsch and unanimously carried by the members of the prior Ward County Social Service Board, approval of the minutes from December 3, 2019.

MOTION:

It was moved by Jim Rostad, seconded by Alan Walter and unanimously carried by the members of the prior Ward County Social Service Board, approval to receive and file the November and December 2019 Budget Recap and Revenue Reports.

Board members had been provided with a copy of the redesign newsletter. Director Bliss highlighted some of the information, indicating 4 Home and Community Based Services social workers are now full time State employees now along with our 2 Child Care Licensors. Two additional employess have acquired State positions with the Economic Assistance Program and will maintain offices within the agency.

Regarding the name change, we are slowly transitioning with new letterhead, business cards, envelopes and how we answer our incoming calls.

In reference to Zone Board members compensation, they will continue to be paid monthly. Board members were provided with a travel expense sheet to be filled out for reimbursement when appropriate to do so. W9 information needs to be gathered for Mac McLeod and Clayton Fegley.

Director Bliss indicated that the terms for the Zone Board members would need to be decided so that they are staggered terms. She was instructed to put that on next month's agenda, asking that the Board members bring their recommendations to that meeting.

There will potentially be a half day training session for all Zone Board members which is to take place after the Zone Director is in place as the Zone Plan is due by June 1st.

As a personnel update, the Zone Board members were informed that we currently have 8 openings within the agency in the following units: 1 Child Protective Service Family Services Specialist (FSS), 3 In Home FSS, 1 Foster Home Licensor with interviews in progress, 1 HSPA IV –Eligibility Supervisor, 1 Eligibility Worker and the 1 CPS Intake Worker position which is being reclassified.

Melissa Bliss excused herself from the meeting so the Board could have discussion regarding any updates to the hiring of the Zone Director position. Karen Schultz informed the Board that she contacted the State regarding what role she would have in the process, if any. She stated that she will need to post the meeting for the interviews as a public notice but otherwise, the POC for the Board is to manage that process as it would be a conflict of interest at this point to do so since she will be supervised directly by the Zone Director that is hired. There was some discussion as to the necessity of another POC since we have someone from the Board designated already, as well as to the necessity of involving our Ward County HR Director.

MOTION:

It was moved by Mac McLeod, seconded by Jim Rostad and passed by the Board to have County HR Director Tammy Terras as the designated person to visit with the State regarding the hiring process of the new Human Service Zone Director. Fjeldahl, Pietsch and Walter all voted no.

Shelly Wepler, Vice Presiding Officer

Date

Karen Schultz, Recording Secretary