

# Ward County Human Service Zone Board

## Minutes

June 2nd , 2020 – 8:00 AM

Second Floor-Ward County Commissioner Chambers

### **PRESENT:**

Melissa Bliss –Zone Director  
Clayton Fegley  
Mac McLeod-present by phone  
John Fjeldahl  
John Pietsch  
Jim Rostad  
Alan Walter  
Shelly Weppler

Also present was Zone Board secretary, Karen Schultz.

### **MOTION:**

It was moved by Shelly Weppler, seconded by John Fjeldahl and unanimously carried by the Board, approval of the Agenda for June 2nd, 2020.

### **MOTION:**

It was moved by Alan Walter, seconded by John Pietsch and unanimously carried by the Board, approval of the minutes for the regular board meeting of May 5th, 2020.

### **MOTION:**

It was moved by Jim Rostad, seconded by Shelly Weppler and unanimously carried by the Board to receive and file the bills for June 2, 2020.

The question was again brought up about the reasoning behind purchasing ink and toner from Monster Ink. Jason Blowers, IT Dept Head, attested to the fact that there is significant savings by doing so with a company that has been reputable. The Board also inquired as to the background check fees that are now being paid and why those are no longer being conducted without a fee by our local Sheriff's Dept. HR Dept Head, Tammy Terras, responded to that, indicating that it is in the best interest of the agency as well as the Sheriff's Dept to have those checks completed by an outside entity.

### **MOTION:**

It was moved by Shelly Weppler, seconded by Jim Rostad and unanimously carried by the Board to receive and file the April 2020 Budget Recap Expense Report.

### **MOTION:**

It was moved by Alan Walter, seconded by John Fjeldahl and unanimously carried by the Board to receive and file the April 2020 Budget Revenue Report.

Director Bliss updated the Board in regards to the Covid-19 reopening plan for the agency. A number of employees are back in the office with the exception of those with underlying health conditions. All employees will be back working in the office by the end of June. Eligibility workers will not be conducting face-to-face interviews except in a circumstance where it is needed. There is a vacant office which would be used for those emergency meetings. PPE is available to all employees as needed. Child welfare home visits are being conducted outside

when possible. Visitation rooms inside the office are being sanitized between the visits that take place here.

In regards to the emergency shelter which was recently implemented during the pandemic, as of this date it has not been used and the State will decide if it will be ongoing and who would manage it.

Melissa indicated she has submitted the draft of the Ward County Human Service Zone plan to the State who in turn has until December 31<sup>st</sup> of this year to approve it .

A brief personnel update indicated the vacancies of 2 In Home and 1 CPS Family Service Specialists, 1 CPS intake position, 1 Administrative Assistant and 2 Eligibility Workers.

Mtg Adjourned at 8:54

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Melissa Bliss, Ward CHSZ Director

Date

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Karen Schultz, Recording Secretary