



Official Proceedings of the Buffalo Bridges Human Service Zone Board – March 5, 2024

At 11:05 a.m., Zone Director, Mandi Freije called the regular meeting (In person and via Teams Meeting) of the Buffalo Bridges Human Service Zone Board to order. Zone Board Members, Allison Swenson, Tracy Johnk, Jerry Bergquist, Cole Conley, Gayle Nelson, and Shawn Olauson were present. Also, present was Wanda Larson, and Jessica Alonge.

Johnk made a motion, seconded by Conley, to approve the presented minutes. Roll call vote taken. Motion carried.

Olauson made a motion to approve the presented vouchers, seconded by Overn. Roll call vote taken. Motion carried.

Freije showed the board the HSS Inside page on SharePoint that is set as staff's homepage. Freije explained to the board that Buffalo Bridges is in the process of migrating all child welfare documents to a library within this site. This will give the ability statewide to view files. Once the documents are migrated over to SharePoint these documents will need to be named, dated, and tagged. There is a deadline of April 1, 2024, to have the AASK documents completed in SharePoint, Administrative Staff, Support Staff and Child Welfare workers will be working on getting this done.

Freije told the board that supervisors will be taking a training course called Manager Essential Training starting in April, there are four sessions in the training. This training will cover teamwork, accountability, how to have difficult conversations with staff and when to utilize progressive discipline. Freije also told the board she took a training provided by NDACCO that and supervisors will be viewing the recording of this training

Freije updated the board on complex foster care youths and will continue to update the board on these youths.

In other business, Freije talked about the call center who has recently added seven new hires and are advertising for more staff. Freije updated the board on the food pantry, letting the board know that the food pantry serves an average of 40 families per month. We have formed a pantry committee that meets once a month to discuss food drives and some schools have agreed to do a food drive as well as the Kiwanis.

The April 2, 2024, Zone Board meeting will be held both in person and virtually through Teams.

At 12:13 p.m., Overn made a motion to adjourn the meeting, seconded by Nelson. Motion carried.

ATTEST:

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Mandi Freije, Zone Director

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Gayle Nelson, Secretary