



Official Proceedings of the Buffalo Bridges Human Service Zone Board – June 6, 2023

At 11:02 a.m., Zone Director, Mandi Freije called the regular meeting (via Teams Meeting) of the Buffalo Bridges Human Service Zone Board to order. Zone Board Members Steve Cichos, Gayle Nelson, Allison Swenson, Tom Overn, and Shawn Olauson were present. Absent was Tracy Johnk. Michaela Barthel Eligibility Worker, Alyssa Baumann Child Welfare Worker, Jessica Alonge, Wanda Larson, and Shannon Davis were also present.

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

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

Alyssa Baumann, a Foster Care/In-Home Case Manager in the Child Welfare Unit was introduced to the board. Baumann has worked for Buffalo Bridges HSZ since May of 2021. Baumann enjoys her job but stated it is challenging. Baumann stated getting to know the families and helping them is a gift and enjoys being part of the team.

Michaela Barthel, Eligibility Worker was introduced to the board. Barthel has been with the zone since September of 2020. Barthel told the board she is a Health Care worker but has worked with of all the programs.

Freije updated the board on new hires. She told the board we have an Eligibility Supervisor position open from an FTE received from Cass that they were unable to fill. This position was posted internally and an offer for this position will be made this week. We also hired two new eligibility workers in May. One of these eligibility worker positions came from an FTE we received from Cass County.

Freije went over the 2023 budget recalculation. The recalculation has been completed. Freije also talked about the 2024 budget which has also been completed but not approved at this time. Once it has been approved Freije will send it to the board. In July of 2024 indirect expenses will be moved to direct expenses. Equity and legislative raises were also discussed. Freije is waiting on the numbers for these raise amounts that will take place in July 2023.

In other business, Freije updated the board on the work groups that she is participating in. The zone board meeting for July was discussed. It was decided to move the meeting from July 11<sup>th</sup> to July 10<sup>th</sup> due to scheduling conflicts. In person zone board meetings were also discussed. Nelson suggested we do a couple in person meetings a year, one in the Spring and one in the fall. One would be held in Stutsman County and the other one would be held in Barnes County.

The August 1, 2023, Zone Board meeting will be held both in person and virtually through Teams.

At 11:42 a.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