



Official Proceedings of the Buffalo Bridges Human Service Zone Board – August 2, 2022

At 11:01 a.m., Zone Director, Mandi Freije called the regular meeting (via Teams Meeting) of the Buffalo Bridges Human Service Zone Board to order. Steve Cichos, Shawn Olauson, Gayle Nelson, Tracy Johnk, Lisa Johnson, and Tom Overn was present. Wanda Larson Site Supervisor (Barnes Office). Libby Wynne Child Welfare CPS Supervisor, Jessica Alonge Auditor/COO, Shannon Davis HR Director, and Warren Abrahamson News Dakota attended.

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

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

Libby Wynne Child Welfare CPS Supervisor updated the board on staff changes within the unit. She also discussed the caseload explaining caseloads tend to be lower in the summer months and begins to increase in October. Wynne informed the board there is typically 12 open cases at a time. She also told the board we help out other zones as we can to work towards collaboration. Along with Captain Gross she is working towards getting a satellite center in Jamestown to help eliminate travel for workers, families and the LEC.

Freije informed the board she applied for a retention bonus grant for Direct Care Associates and was approved. A contract was developed for a bonus of \$2100.00 and agreement to work for the zone for one year, if not fulfilled this bonus is subject to payback. This contract was presented to the Direct Care Associate and signed. The bonus will be paid with August payroll.

Freije updated the board on staff changes. Both CPS positions that were open in have been filled. One is in the Jamestown office and the other in the Valley City office. The opening for a CPS In Home worker position in the Valley City office has been reposted. Potentially there will be an intern working at the Valley City office. A new eligibility worker will begin employment on August 8<sup>th</sup> at the Jamestown office.

Freije discussed office space needed for the zone. The CHINS worker and the CPS Intake workers will work both remotely and in office. An office space will be needed for these workers when they work in office. Freije attended the Barnes Commission meeting to discuss the office movement situation in Barnes County. No decision has been made of where the Barnes Human Service Zones staff office will be moved. Freije asked to be put on the September Barnes Commission meeting agenda to discuss the office movement.

In other business, Freije informed the board that we are now fully on NDGOV email, Teams and Office 365, our Stutsman county email accounts will be discontinued on August 31.

The October 4, 2022, Zone Board meeting will be held both in person and virtually through Teams.

At 12:00 p.m., Nelson made a motion to adjourn the meeting, seconded by Olauson. Motion carried.

ATTEST:

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Mandi Freije, Zone Director

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Gayle Nelson, Secretary