

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
December 14, 2021

The Burleigh County Human Service Zone Board convened a regular meeting at 4:00pm in the Tom Baker Room of the City/County Building. Presiding Officer Bailey called the meeting to order.

Roll Call of the Members: Gaylynn Becker, Senator Dick Dever, Tracy Famias, Jim Hulm, Leslie Percy, Trevor Vannett, Commissioner Becky Matthews, and Director Rachel Bailey present in person.

Board Member Introductions: Board Members completed introductions.

Approval of the Minutes: A copy of the Board Meeting Minutes from October 19, 2021 was previously emailed to the membership. Motion by Commissioner Matthews, second by Trevor Vannett and unanimously carried to approve the minutes as distributed.

Oath of Office: Commissioner Matthews presented the oath of office to Senator Dick Dever, Leslie Percy, and Trevor Vannett for swearing-in to the office of the Burleigh County Human Service Zone Board.

Supervisor Updates:

Program Administrator Sharon Dockter shared brief overview of current in-home and parent aid staffing, caseload trends, program services, as well as information regarding community involvement, and community resources.

Program Administrator Nicole Delaplane shared a brief report of foster care staffing, caseload trends, and placement data. Nicole also provided a reminder of the upcoming changes expected early next year as the foster care licensor role transitions to a state unit.

Program Administrator Rhonda Block provided an overview of the recent months' child protection caseloads and trends, as well as information regarding case complexities, and family service and support needs within the community.

EA Call Center Supervisor Gray Lang provided a brief update of call center activities and other related service updates.

Program Administrator Lori Clark provided a staff update and brief program and caseload update for the Economic Assistance Unit, also noting program information pertaining to the public health emergency and pandemic rules.

General Assistance and Burial Policy: Program Administrator Lori Clark identified that the state legislature had initiated the desire for consistency among county General Assistance policies. Through zone committee work across the state, a new uniform policy has been established and has been distributed to the board. Burleigh County will continue to provide burial assistance within the new policy parameters, but other forms of general assistance will continue to be limited due to other existing local resources and policy parameters. Burleigh County's maximum dollar amount of \$2100 for burial assistance has not been changed, however, a standard statewide amount may be negotiated for this statewide policy at a later date.

Motion by Commissioner Matthews, second by Trevor Vannett to approve the General Assistance and Burial Policy as presented with amendments to include language to specify "Burleigh County" Human Service Zone throughout the document where applicable. Roll call vote: Becker yes, Dever yes, Famias yes, Hulm yes, Percy yes, Vannett yes, Matthews yes, Bailey yes; motion unanimously carried.

Other Business: The Human Service Zone On-Call Policy was presented to the membership which would allow for a \$50 per day on-call compensation stipend to be provided to child welfare workers for their on-call service beginning in January 2022 if approved. Jim Hulm entered discussion in consideration for other Burleigh County offices with similar on-call requirements. As this is a newly approved DHS Human Service Zone HR Policy addition, the Burleigh Zone is eligible for participation and the Burleigh County HR Department has confirmed. Motion by Trevor Vannett, second by Leslie Percy to approve the Zone On-Call Policy. Roll call vote: Becker yes, Dever yes, Famias yes, Hulm yes, Percy yes, Vannett yes, Matthews yes, Bailey yes; motion unanimously carried.

Client Concern Policy: This item was completed at the October 19, 2021 Zone Board Meeting and therefore removed from the current agenda.

County Offices/BCHSZ Offices: This item was tabled for the next meeting.

Other Business: Commissioner Matthews addressed the employee bonus opportunity as brought forward by the state Department of Human Services. Matthews acknowledged the constraint that would not allow for our zone's participation in the bonus incentive due to existing Burleigh County policies and framework.

2-Year BCHSZ Strategic Plan: Director Bailey distributed to the membership her 2-Year Strategic Plan for BCHSZ as previously distributed to the Burleigh County Commission.

Public Comment: None

Other Business: Commissioner Matthews addressed the zone team members and board membership to identify that Tracy Famias may assist her in carrying out her board member responsibilities as needed in the future. Matthews will continue to fulfill and maintain the commitments of her board responsibilities as she attends to her personal health and well-being moving forward.

Other Business: Director Bailey spoke briefly to acknowledge some the community efforts and assistance that our zone team members have been a part of outside of and in addition to their primary roles at the zone.

Adjourned: Presiding Officer Bailey called for the meeting to be adjourned.

Next Regular Board Meeting:

Tuesday, February 15, 2022 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Rachel Bailey, Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
October 19, 2021

The Burleigh County Human Service Zone Board convened a regular meeting at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Oath of Office: Zone Director Rachel Bailey signed her Oath of Office to the Burleigh County Human Service Zone Board.

Roll Call of the Members: Gaylynn Becker, Tracy Famias, Jim Hulm, Commissioner Becky Matthews, Senator Erin Oban, and Rachel Bailey present in person. Absent: Leslie Pearcy

Approval of the Minutes: A copy of the Board Meeting Minutes from August 17, 2021 and August 24, 2021 were previously emailed to the membership. Motion by Senator Oban, second by Tracy Famias and unanimously carried to approve the minutes as distributed.

Zone Director Introduction: Zone Director Rachel Bailey introduced herself to the membership providing a brief overview of her background and work experiences.

Board Member Introductions: Board members also provided brief introductions of themselves and their background as it relates to their role on the Human Service Zone Board.

Supervisor Updates: Program Administrator Lori Clark provided a brief update on the Economic Assistance Unit regarding current case trends, upcoming November Open Enrollment, and Redesign Updates. EA Call Center Supervisor Gray Lang provided an update and overview of call center trends, statistics, and operating procedures also discussion opportunities for potential enhancements.

Program Administrator Rhonda Block provided a brief update regarding Child Protection Intake and Assessment Services caseloads, processes, placement, and safety challenges. Program Administrator Nicole Delaplane provided a brief discussion regarding Foster Care program caseloads and foster family support opportunities.

Work from Home (Telecommute) Discussion: Director Bailey discussed the current Telecommute Policies and Adjusted Work Schedule opportunities seeking to provide additional appreciation and flexibility to staff. With support from the Board, Director Bailey will move forward working with supervisors to develop and implement additional hybrid, telecommute, scheduling opportunities and applicable parameters for various work units.

Zone General Assistant & Burial Policy: Agenda item not discussed.

Client Concern Policy: A new Client Concern Policy developed for Zones was distributed to the board for review.

Client/Consumer Survey: Motion by Rachel Bailey, second by Gaylynn Becker to table discussion of this item to the next scheduled meeting. Motion carried. Senator Oban supported the motion, but also noted her preference in ensuring that this item be addressed in the very near future.

Zone Board Expectations & Workshop Discussion: The next regular Board Meeting scheduled for December 21, 2021 will be moved to December 14, 2021. The Zone Board Workshop will be scheduled this day from 1pm-4pm, with the regular Board Meeting agenda expected to be at 4pm. Director Bailey also distributed sample board member expectations and bylaws for future consideration.

2022 Board Meeting Dates: Proposed board meeting dates for 2022 were distributed to the membership for the regular meeting rotations scheduled for the third Tuesday of every other month. Motion by Commissioner Matthews to approve the proposed dates with a change to the December meeting to the second Tuesday of the month. Motion seconded by Tracy Famias and unanimously approved.

Public Comment: None

Other Business: Board Member Terms: Commissioner Matthews and Senator Oban's terms both expire November 30, 2021. Senator Oban will consider reappointment and the board will revisit this term at a later date. Motion by Senator Oban, second by Jim Hulm to reappoint Commissioner Matthews to the Burleigh County Human Service Zone Board for an additional three-year term.

Business Manager Tayonne Nachatilo announced that she will be relocating back to Eastern Montana and transitioning her role back into a fully-remote capacity now that Director Bailey has been hired.

Adjourned: Director Bailey called for the meeting to be adjourned at 6:01pm.

Materials Distributed to the Board: Agenda; Board Member Terms; August 17, 2021 Board Meeting Minutes; August 24, 2021 Board Meeting Minutes; ND Human Service Zone Client Complaint Policy; Zone Board Expectations & Bylaws Draft; 2022 Board Meeting Date Proposals.

Next Regular Board Meeting:

Tuesday, December 14, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
August 24, 2021

The Burleigh County Human Service Zone Board convened a special meeting at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Tracy Famias, Jim Hulm, Senator Erin Oban, and Commissioner Becky Matthews present in person. Absent: Gaylynn Becker

Zone Director Hiring Recommendation: Sara Stolt, Chief Operating Officer for the Department of Human Services, recommended candidate Rachel Bailey for the position of Burleigh County Human Service Zone Director. This recommendation comes unanimously from the Hiring Committee consisting of participants from DHS and the Burleigh Zone. A contingent offer pending Zone Board approval and background processing has been made to and accepted by this candidate. Present members of the hiring committee relayed additional support for the hiring of this candidate.

Motion by Senator Oban, second by Jim Hulm to support the recommendation of proceeding with the hiring of Rachel Bailey as Zone Director. Roll call Vote: Famias yes, Hulm yes, Oban yes, Matthews yes; motion carried.

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Materials Distributed to the Board: Agenda.

Next Regular Board Meeting:

Tuesday, October 19, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
August 17, 2021

The Burleigh County Human Service Zone Board convened a regular meeting at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Tracy Famias, Jim Hulm, Senator Erin Oban, Commissioner Becky Matthews present in person. Absent: Gaylynn Becker

Approval of the Minutes: A copy of the Board Meeting Minutes from was June 29, 2021 previously emailed to the membership. Motion by Senator Oban, second by Tracy Famias and unanimously carried to approve the minutes as distributed.

Zone Director Hiring Update: Tracy Famias, Commissioner Matthews, and Tayonne Nachatilo have participated in the Zone Director hiring process. First round interviews have been completed for six candidates, and secondary interviews will be scheduled for selected finalists. A special board meeting will need to be called at a later date for the Hiring Committee to present a hiring recommendation to the board.

Supervisor Updates: Lori Clark presented a unit update regarding Economic Assistance. The unit is currently fully staffed. Lori also provided brief program updates regarding the conversion of LIHEAP into the Spaces system, public SNAP projections, open enrollment timelines, and various other upcoming program updates and changes. Planning for the statewide Eligibility Redesign is currently in progress with an estimated rollout date of March 1, 2022. Primary objectives of this Redesign include improved efficiencies and customer service while evening out caseloads across the state.

Commissioner Matthews noted recent discussion with Burleigh County HR regarding the observed increase in Covid concerns. At this time, Burleigh County does not anticipate office closures but acknowledges the potential strain that may be put on staff again dealing with potential increased absences and illnesses.

Nicole Delaplane presented a unit update regarding Foster Care services. The unit will soon be fully staffed with one vacancy in process to be filled. Foster Home Licensing is the next program that will begin redesign efforts but is still in the beginning preparation stages at this time. Burleigh County currently has about 70 homes licensed, and the need for licensed homes and additional recruitment efforts is a statewide concern.

Sharon Dockter presented a unit update regarding In-Home and Parent Aide Services. Staffing in these programs have remained stable. There are no statewide In-Home efforts to report at this time, however, statewide monthly technical assistance calls have been recently reintegrated to include all

case managers instead of foster care only, which has been very beneficial to staff overall. The state has also begun implementing audit reviews regarding the new Safety Framework practice model, which our office has not yet been a part of.

Tayonne Nachatilo presented a unit update on behalf of Child Protection Services and the law changes that went into effect for August 1, 2021 as a result of legislative changes to support the new Safety Framework Practice Model and language changes for CPS determinations. The unit is currently fully staffed as of August 16th. This unit was one of the first to have gone through a full redesign effort so there are no additional redesign changes to report at this time.

Zone Board Expectations: Board member expectations do not currently exist for Burleigh County or Zone Boards. The membership would like to adopt a set of general guidelines to operate under going forward when anticipating that this board's membership will grow to six members with the onboarding of a Zone Director, and then to seven with the onboarding of another community partner at that time. Establishment of these guidelines will be tabled until a Zone Director is available to participate, with the expectation that existing board members begin to identify and gather their own ideas and recommendations.

Other Business: Commissioner Matthews recommended the Board continue to reach out to the Zone Director regarding any concerns or complaints received from the public to gather information that may be relevant.

Senator Oban reminded the membership of the board's prior commitment to proceed with establishing a client-based survey once a Zone Director is available to do so.

Commissioner Matthews also recommended securing the Burleigh County's State's Attorney to present to the membership regarding open meeting and open records requirements.

Public Comment: None

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Materials Distributed to the Board: Agenda; June 29, 2021 Board Meeting Minutes, Eligibility Redesign Update, Child Abuse and Neglect Law Updates.

Next Regular Board Meeting:

Tuesday, October 19, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
June 29, 2021

The Burleigh County Human Service Zone Board convened a special meeting at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Gaylynn Becker, Tracy Famias, Jim Hulm, Senator Erin Oban, Commissioner Becky Matthews present in person.

Approval of the Minutes: A copy of the Board Meeting Minutes from was June 15, 2021 previously emailed to the membership. Motion by Senator Oban, second by Gaylynn Becker and unanimously carried to approve the minutes as distributed.

Survey Follow-Up & Leadership Recommendations: Commissioner Matthews acknowledged that some staff felt negatively following the release of the June 2021 Team Member Survey Results but hopes the zone can continue to move forward in a unified manner. Commissioner Matthews reviewed the Supervisor/Staff Feedback Summary handout prepared from supervisory discussions following the June 2021 Surveys. Board discussion took place in review of the summary results which identified unit needs and recommendations as well as director recommendations from both the Economic Assistance and Child Welfare workgroups. Commissioner Matthews also noted that she will be drafting an email to be sent out to Zone Team Members as well as the Department of Human Service to ensure proper utilization of a chain of command framework for communications as a result of the feedback received.

Motion by Senator Oban, second by Jim Hulm to post the permanent Zone Director position as soon as possible, for the duration of three weeks, with the advertisement to be updated by Burleigh County and DHS HR to reflect the feedback received in addition to prior job requirements. Roll call vote: Becker yes, Famias yes, Hulm yes, Oban yes, Matthews yes; motion unanimously carried.

Consideration and further discussion of an additional Child Welfare Supervisor position will be tabled until the hiring of the director has occurred, or new information is presented.

Public Comment: The Board noted their preference for continuing survey distributions on a regular basis for ongoing monitoring and development moving forward. Commissioner Matthews also noted that the next survey planned for development will be for clients and foster parents. The Board also thanked those Team Members and Community Partners who participated in the June surveys by providing such valuable feedback.

Lori Clark also noted that Economic Assistance Unit has historically had the policy in place for staff to direct communications to their supervisor or lead worker first for guidance, so there has not been much breakdown in that chain of communication flow for this unit. The unit has also worked closely with the state to ensure zone supervisors are included in communications sent to zone staff to ensure all parties are consistently informed.

Commissioner Matthews closed by reiterating that our main goal here is in taking care of and serving the children, families, and individuals that are vulnerable in our community.

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Materials Distributed to the Board: Agenda; June 15, 2021 Board Meeting Minutes, Supervisor/Staff Feedback Summary handout.

Next Regular Board Meeting:

Tuesday, August 17, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
June 15, 2021

The Burleigh County Human Service Zone Board convened at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Gaylynn Becker, Tracy Famias, Senator Erin Oban, and Commissioner Becky Matthews present in person. Absent: Jim Hulm

Approval of the Minutes: A copy of the Board Meeting Minutes from May 17, 2021 was previously emailed to the membership. Motion by Senator Oban, second by Tracy Famias and unanimously carried to approve the minutes as distributed.

Zone Budget Proposals: 2022 Zone Budget proposals for the General Fund and Human Service Zone Fund were distributed to the board for review. The Zone Fund proposal has been completed in coordination with and submitted to DHS for approval, and the General Fund proposal has been submitted to Burleigh County for Budget Committee review and County Commission approval. Both 2022 budgets are reimbursed through separate DHS formula payment mechanisms for indirect and direct costs respectively.

Office Re-Opening: Commissioner Matthews identified that the two agency units, economic assistance and child welfare, operate significantly differently in their program roles and service to the community. Adequate office space is another consideration for office re-opening as the zone would like to reallocate space to eliminate current shared offices in child welfare, provide adequate shared office space for state staff utilizing the zone building, and provide additional space and phone capability for clients.

Economic Assistance has been predominately working from home since the start of the pandemic. This unit has been observed operating very well within this format and if continued, would continue operating in a hybrid fashion to maintain in-office staff on a scheduled rotation to serve clients in the office as needed.

Currently, child protection staff are primarily working from home, Foster Care staff are primarily working from the office, and In-Home staff are partially working from home. Commissioner Matthews identified her experience in a home-visiting capacity and confirmed that being back in the office has been beneficial for sharing of resources and maintaining supportive communications. Commissioner Matthews also recommended reallocating office space to ensure productive space is available for staff as a result of some of the survey responses received from staff.

Since the start of the pandemic, productivity continues to be monitored and has continued to identify efficiencies throughout the work-from-home model for the economic assistance unit. It was also noted that child welfare operations have been more challenging to thoroughly support programs and supervision within a work-from-home model.

Office re-opening recommendations were tabled for further comment and survey review.

Survey Reviews & Recommendations: Completed survey responses were distributed to the Board from the Economic Assistance staff survey, Child Welfare staff survey, and Community Partner survey. Responses were reviewed and discussed identifying areas of positive feedback as well as areas of opportunity.

Recommendations for leadership hiring progression and office re-opening were tabled to allow for public comment.

Public Comment: Eligibility Worker, Jennifer Shaff, presented to the board in support of continued work from home arrangements. Economic Assistance Program Administrator, Lori Clark, also presented to the board in support of continued work from home arrangements in reference to the productivity observed, the teamwork which has supported the model, and the mindfulness of continued social distancing.

Office Re-Opening Continued: Motion by Senator Oban, second by Gaylynn Becker and unanimously carried to approve for the lobby be re-opened on or as close to July 1, 2021 as possible and to allow the hybrid model for economic assistance be maintained with ongoing monitoring to ensure continued efficiencies of the model.

Motion by Commissioner Matthews, second by Senator Oban and unanimously carried to approve for child welfare staff to return to the office at the time of lobby re-opening or as close to that date as possible pending logistical needs.

Survey Reviews & Recommendations Continued: Senator Oban recommended survey results be shared with staff and for supervisors to obtain and share feedback from their staff. Commissioner Matthews recommended this feedback include specifications as to what zone members are seeking in a director and that she and the Interim Director meet with supervisors throughout the month to review the feedback requested prior to another Zone Board Meeting being scheduled for the purpose of moving forward with leadership, hiring, and RFP decisions. Commissioner Matthews will confirm room availability and move forward with scheduling another special meeting for the week of June 28, 2021.

Other Business: None

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Materials Distributed to the Board: Agenda; May 17, 2021 Board Meeting Minutes, 2022 Zone Budget proposals, Economic Assistance Staff Survey, Child Welfare Staff Survey, and Stakeholder Survey Responses.

Next Regular Board Meeting:

Tuesday, August 17, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
May 17, 2021

The Burleigh County Human Service Zone Board convened a special meeting at 3:45pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Senator Erin Oban, Commissioner Becky Matthews, Jim Hulm, and Tracy Famias present in person. Absent: Gaylynn Becker

Approval of the Minutes: A copy of the Board Meeting Minutes from May 10, 2021 was previously emailed to the membership. Motion by Senator Oban, second by Tracy Famias and unanimously carried to approve the minutes as distributed.

Interim Zone Director Hiring: Sara Stolt, Chief Operating Officer for the Department of Human Services presented a timeline of events and progression of the Zone Director hiring beginning in January 2020. It was identified that initial progression and direction of hiring efforts were based on prior identified needs, which may or may not be as relevant currently. Ms. Stolt also identified support and efforts that Burleigh County Human Service Zone has received through DHS Child & Family Services involvement over the last year and noted that there is opportunity at this time to build additional child welfare leadership into the agency structure.

The board brought discussion regarding employee and stakeholder surveys to identify current needs providing the board with the current information needed to proceed with decision making regarding BCHSZ leadership and structure.

Motion by Senator Oban, second by Tracy Famias to maintain Tayonne Nachatilo as interim director, and to conduct an employee survey and a stakeholder survey to determine the need for a full-time child welfare manager position and the need for an RFP. Roll call vote: Hulm yes, Oban yes, Matthews yes, Famias yes; motion carried.

The board brought discussion regarding survey coordination. Commissioner Matthews volunteered to assist coordination of the surveys and review appropriate parameters regarding open meeting and other requirements for board member involvement.

Motion by Senator Oban, second by Jim Hulm to finalize surveys by June 1, 2021, distribute on June 2, 2021 with a return date of June 7-8, 2021, and for further discussion of the summary collection to be reviewed by the board at the June 15, 2021 regular meeting. Roll call vote: Oban yes, Hulm yes, Famias yes, Matthews yes; motion carried.

Motion by Senator Oban, second by Tracy Famias to rescind the previous contract offer to Mr. Nygard and for the Department or Interview Committee to provide Mr. Nygard with a statement confirming that no propriety information provided to the zone will be utilized. Role call vote: Oban yes, Famias yes, Hulm yes, Matthews yes; motion carried. Commissioner Matthews will coordinate with the HR Department and Mr. Nygard to inform him of today's meeting decisions.

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Materials Distributed to the Board: Agenda; May 10, 2021 Board Meeting Minutes.

Next Regular Board Meeting:

Tuesday, June 15, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
May 10, 2021

The Burleigh County Human Service Zone Board convened a special meeting at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Senator Erin Oban, Commissioner Becky Matthews, Jim Hulm, and Tracy Famias present in person. Absent: Gaylynn Becker

Approval of the Minutes: A copy of the Board Meeting Minutes from April 05, 2021 was previously emailed to the membership. Motion by Senator Oban, second by Jim Hulm and unanimously carried to approve the minutes as distributed.

Interim Zone Director Hiring: The Board reviewed the contract proposed by Allen Nygard following the April 5, 2021 board recommendation to pursue this candidate. Salary parameters and potential counteroffers were reviewed to propose aligning this contract within allowable parameters.

Sara Stolt, Chief Operating Officer for the Department of Human Services presented to the board information regarding merit system requirements, salary ranges for this position classification, as well as current salary ranges for existing zone directors. Ms. Stolt also provided information regarding the state's process for RFP procurement, and clarification to the state's required parameters regarding the hiring for this position.

The board proceeded with further discussion regarding potential offer negotiations as well as contingent leadership options or RFP options for the board to consider. My Nygard also presented to the board regarding his proposed contract and services.

The board requested that another special meeting to be called to further review this hiring discussion, for additional RFP funding options to be identified, and for prior candidates to also be contacted to fully consider all available options.

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Materials Distributed to the Board: Agenda; April 05, 2021 Board Meeting Minutes.

Next Regular Board Meeting:

Tuesday, June 15, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
April 5, 2021

The Burleigh County Human Service Zone Board convened a special meeting at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Senator Erin Oban, Commissioner Becky Matthews, Jim Hulm, and Gaylynn Becker present in person. Absent: Tracy Famias

Approval of the Minutes: A copy of the Board Meeting Minutes from March 16, 2021 was previously emailed to the membership. Motion by Jim Hulm, second by Gaylynn Becker and unanimously carried to approve the minutes as distributed.

Zone Director Hiring Recommendation: Sara Stolt, Chief Operating Officer for the Department of Human Services presented the Hiring Committee's recommendation for Allen Nygard to contract with Burleigh County as Interim Zone Director for up to twelve months. The Department recommends this candidate with consideration toward his background strengths to focus on culture, team building, and values.

Motion by Gaylynn Becker, second by Senator Oban and unanimously carried to approve offering a contract to Allen Nygard to serve as Interim Zone Director, pending completion of the necessary background checks.

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Materials Distributed to the Board: Agenda; March 16, 2021 Board Meeting Minutes.

Next Board Meeting:

Tuesday, April 20, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
March 16, 2021

The Burleigh County Human Service Zone Board convened a special meeting at 4:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Matthews called the meeting to order.

Roll Call of the Members: Senator Erin Oban, Jim Hulm, and Commissioner Becky Matthews present in person. Gaylynn Becker in attendance by phone following roll call. Absent: Tracy Famias

Approval of the Minutes: A copy of the Board Meeting Minutes from January 15, 2021 was previously emailed to the membership. Motion by Senator Oban, second by Jim Hulm and unanimously carried to approve the minutes as distributed.

Approval of the Agenda: Motion by Jim Hulm, second by Senator Oban and unanimously carried to approve the agenda as presented.

Program Supervisor Introductions: BCHSZ Program Supervisors introduced themselves to the membership and provided a brief introduction and overview of the programs they supervise. Lori Clark appeared as program administrator for the Eligibility Unit, Rhonda Block appeared as program administrator for Child Protective Services, Nicole Delaplane appeared as program administrator for Foster Care and Foster Home Licensing, and Sharon Dockter appeared as program administrator for the In-Home and Parent Aide programs.

Public Comment: None

Legislative Update: The membership was provided with handouts pertaining to legislative bill updates and tracking information for bills relating to or impacting human services. A brief overview was provided to the membership for discussion.

Interim Director Update: Six preliminary interviews have been completed and two finalist interviews will be held on March 24, 2021. A special meeting may need to be scheduled at that time to secure the Zone Board's approval of the final hiring recommendation.

Schedule Future Meetings: Motion by Gaylynn Becker, second by Senator Oban and unanimously carried to approve a regular meeting schedule consisting of the third Tuesday of every other month at 4:00pm beginning in April 2021.

Other Business: None

Adjourned: Vice Presiding Officer Matthews called for the meeting to be adjourned.

Materials Distributed to the Board: Agenda; January 15, 2021 Board Meeting Minutes; Legislative Handouts.

Next Board Meeting:

Tuesday, April 20, 2021 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
January 15, 2021

The Burleigh County Human Service Zone Board convened a special meeting at 4:00pm in the Tom Baker Room of the City/County Building.

Vice Presiding Officer Matthews called the meeting to order.

OATH OF OFFICE:

Commissioner Becky Matthews presented the oath of office to Gaylynn Becker for swearing in to the office of the Burleigh County Human Service Zone Board.

ROLL CALL OF MEMBERS:

Senator Oban asked Interim Director Nachatilo for a roll call of the members: Senator Oban, Tracy Famias, Gaylynn Becker, and Commissioner Matthews present. Jim Hulm absent.

APPROVAL OF THE MINUTES:

A copy of the Board Meeting Minutes from September 9, 2020, November 30, 2020, and December 29, 2020 were previously emailed to the membership. Motion by Senator Oban, second by Tracy Famias and unanimously carried to approve the minutes as distributed.

APPROVAL OF ZONE PLAN:

The membership reviewed and discussed the Zone Plan as distributed. Recommended amendments include providing instruction for client grievances to be submitted in writing and for resolution to be provided to the client in writing with documentations retained in the client's case file, and also for Appendices A, B, C, and D of the Zone plan to be distributed to the board. Motion by Senator Oban, second by Gaylynn Becker to approve the Zone Plan as amended.

INTERIM STATUS UPDATE:

An Interim Status Update was previously emailed to the membership by Burleigh County HR Director Binder. Commissioner Matthews summarized noting that DHS and Burleigh County HR individuals have met to compile profiles and other information regarding the Long-Term Interim Director position. Commissioner Matthews also identified that DHS Talent Acquisition Manager, Robin Thorstenson has begun the process of contacting and vetting local candidates. Any recommendations from the Board on potential candidates to serve in this capacity should be referred to Pam Binder or Robin Thorstenson. Commissioner Matthews will be requesting weekly updates from DHS and Burleigh County HR throughout the recruitment and selection process and will provide those updates to the membership as received.

BOARD MEETING SCHEDULE:

Discussion took place regarding regular board meeting schedules and standardized agendas. Discussion also took place regarding potential for identification of service, client, and departmental needs and possible survey options for stakeholders as well as employees. Future meetings may request written updates from supervisors regarding updates and changes to programming or stakeholder feedback within those programs. Senator Oban also requested designated time be placed on all future agendas for public comment.

A special meeting will need to be called for the hiring of an Interim Director as needed. Commissioner Matthews proposed scheduling a meeting in March, pending room and schedule availability, to allow program supervisors to present for introductions and a brief overview of their programs and services, and to welcome public comment from the community. If an Interim Director is not hired by that time, a future meeting will be set for introductions with that individual and for agency goal review with that individual.

OTHER BUSINESS:

Senator Oban requested establishing Zone Board Membership for the interview committee for the Interim Director position. Motion by Senator Oban, second by Tracy Famias, and unanimously approved for Tracy Famias and Gaylynn Becker to serve on the interview committee.

Commissioner Matthews also noted that she will continue providing information to the membership as it is received regarding legislative updates and other relevant Human Service Zone information. Information shared amongst the board is subject to open records laws. Human Service Zone Board membership training is still expected to be presented by the Department of Human Services in the future. Discussion also took place regarding legislative and historical changes to zone and zone board establishment.

Community member Mike Connelly provided a written proposal to the membership regarding his experience and capacity to assist the Human Service Zone. Members were requested to review the proposal for further discussion at the next scheduled board meeting.

ADJOURNED:

Commissioner Matthews called for the meeting to be adjourned. Motion by Gaylynn Becker, second by Tracy Famias and carried.

MATERIALS DISTRIBUTED TO THE BOARD: Agenda, 09/09/20, 11/30/20, and 12/29/20 Board Meeting Minutes; Burleigh County Human Service Zone Plan, Community Member Proposal.

Tayonne Nachatilo, Business Manager

Becky Matthews, Vice Presiding Officer