BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
June 20, 2023

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

Roll Call of the Members: Tracy Famias, Jim Hulm, Senator Dick Dever, Leslie Pearcy, Trevor Vannett, Gaylynn Becker, Commissioner Becky Matthews, and Director Chelsea Flory present in person. Also present: Tayonne Nachatilo

Approval of the Minutes: A copy of the Board Meeting Minutes from April 18, 2023 was previously emailed to the membership. Motion by Commissioner Matthews, second by Jim Hulm and unanimously carried to approve the minutes as distributed.

Confidentiality Agreement: Director Flory reviewed the Child Fatality Review Panel process which occurs in the event of a fatality during an open child protection assessment or zone custody arrangement. This process includes review of results being distributed to the Zone Board, in which the Board is protected under NDCC 50-25.1-11 to receive this type of information. Director Flory noted that in addition to the Fatality Review Panel investigation, an internal review is completed in this type of situation and she recommended that the future process include the case being reviewed with the Zone Board's Vice Chair with any recommendations or discussion for practice and procedure improvements be brought to the Zone Board in summary as needed after that initial review. Director Flory provided the board with an Employee Confidentiality Agreement for review and to sign for record.

Director's Evaluation: Commissioner Matthews reviewed with the membership the annual evaluation form completed in partnership with the state for Director Flory. The membership further discussed their support for Director Flory's efforts, accomplishments, and goals over the past year. Motion by Trevor Vannett, second by Leslie Pearcy and unanimously carried to accept the evaluation as presented.

Director's Report: Director Flory provided a brief report of the Economic Assistance Unit noting significant improvements to the statewide call center response time, staffing updates, and temporary support that has been implemented to support the unit. Discussion also took place regarding additional non-holiday days off that many zones have been recognizing for office closures including Juneteenth, July 3rd, and the day after Thanksgiving. Commissioner Matthews noted that she will stay in communication with Director Flory for ongoing review of these dates. Director Flory reported additional updates regarding upcoming training opportunities for the

Economic Assistance Unit, continuation of redesign efforts, and our collaborative efforts throughout the state on managing economic assistance cases and programs.

Director Flory also provided a brief report on the Child Welfare Unit including onboarding and staffing progress, collaboration efforts and assistance we have received from neighboring zones, program metrics, caseloads, and other program updates. Director Flory noted that the state has sent out a Foster Parent Survey and she is anticipating review of those results to share with the membership at a later date. Director Flory also elaborated on donation and supportive efforts of various community organizations to help support the needs of Burleigh County and the children and families served in our community. Flory also noted that the Haven Hills community event has been scheduled for July 12, 2023 beginning at 5pm.

Financial Report: Tayonne Nachatilo referred the membership to the monthly budget reports and to the 2024 budget proposals as distributed. July 1, 2023 is the expected state approval date for the Zone's Direct Cost budget, which has been developed in collaboration with the state. The Indirect Cost budget was presented at the Burleigh County Budget Committee meetings earlier in the week and will progress through Burleigh County Commission approval process.

Legislative changes impacting these budgets has allowed for the vast majority of formerly indirect costs to shift to direct costs allowing them to be expended, budgeted, and reimbursed through the zone fund for full reimbursement through the state. The Compensation and Equity Study also resulted in equity salary adjustments being approved for July 1, 2023, however, the specific impacts of those increases to our zone have not yet been identified.

Zone Directors have also adopted changes to their Legislatively approved annual salary increase implementation dates for statewide consistency, which Director Flory reviewed with the Burleigh County Commission earlier this month. The Burleigh Zone had historically implemented annual legislative salary changes on January 1st, however, this has been changed to July 1st beginning in 2023. This year's legislative increase will allow for the average of 6% performance-based salary increase as legislatively approved.

Commissioner Matthews identified that the Indirect Cost budget was approved by the Budget Sub-Committee for movement to review by full Committee at the end of July, and for final budget approval in September by the Burleigh County Commission.

Public Comment: None

Other Business: Director Flory identified that it was legislatively approved this session to require a member of legislation on each Zone Board. Director Flory also noted two Burleigh County Zone Board memberships terms expiring in November 2023, which would need to be reappointed by the County Commission if another term is to be considered for either. Flory expects to present the

two terms to the Commission in September as needed for reappointment or for refilling of any vacancies that may occur.

Commissioner Matthews identified that remodeling of the Provident Building is again being considered, and that she will continue to advocate to maintain existing space for existing departments in the building. Matthews also noted that Tracy Famias may assist her in carrying out her Vice-Chair Board Member responsibilities over the next six months as needed in her absence.

Senator Dever noted for the interest of the board that the Human Service-related Interim Committees in formation include the Human Service Committee, Health Care Committee, Health Care Services Committee, and the Health Care Task Force.

Adjourned: Director Flory called for the meeting to be adjourned.

Next Regular Board Meeting:
Tuesday, August 15, 2023 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Chelsea Flory, Presiding Officer/Zone Director

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
APRIL 18, 2023

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

Roll Call of the Members: Gaylynn Becker, Jim Hulm, Commissioner Becky Matthews, and Director Chelsea Flory present in person. Trevor Vannett in attendance via web conference.
Absent: Senator Dick Dever, Tracy Famias, and Leslie Pearcy.
Also present via web conference: Tayonne Nachatilo.

Approval of the Minutes: A copy of the Board Meeting Minutes from February 21, 2023 was previously emailed to the membership. Motion by Commissioner Matthews, second by Trevor Vannett and unanimously carried to approve the minutes as distributed.

Director's Report: Director Flory provided a report on the Economic Assistance Unit regarding the goals of the program Re-Design which went live February 2023, strategic planning efforts to combat backlog, staffing updates, as well as temporary support efforts and training opportunities to assist in statewide call center efficiency. Director Flory noted that SB2139 regarding Indigent Burials will establish a statewide standardized payment rate for such approved services. It was also noted that the Public Health Emergency for eligibility programs will conclude May 10, 2023.

Director Flory provided a report on the Child Welfare Units, noting that the Burleigh Zone has been approved for an additional Child Protection Worker and an additional Child Protection Supervisor position due to existing caseloads and supervisory capacities. Both new positions are in the process of being advertised and filled. Director Flory also provided a brief update on the staffing and services of Burleigh's In-Home and Parent Aide Units. Director Flory also noted that the Burleigh Zone has been approved for an additional Foster Care Supervisor position due to existing caseloads and supervisory capacities. This new position is also in the process of being advertised and filled. Director Flory also provided additional detail to the caseload and current staffing needs of the Foster Care Unit including collaboration efforts with other zones for support. Director Flory also noted ongoing training, consultation and collaborative efforts with local partners focused on prevention efforts for child welfare services in our community.

Financial Report: Tayonne Nachatilo referred the membership to the monthly budget reports recently distributed also noting upcoming efforts to coordinate with state and county processes in preparation for 2024 zone budgeting. Director Flory noted a Burleigh County finance meeting scheduled for next week which may include conversations regarding the Human Service Zone's space. Commissioner Matthews stated that this Commission workshop is expected to review

owned properties, financial planning, and strategic planning for the county, and also noted that educational conversations have been had to assist county personnel in better understanding the financial relationship between the Human Service Zone, State, and Burleigh County obligations.

Public Comment: Mike Connelly presented to the board regarding a private effort to impact the foster care needs in the county. If fully implemented, Haven Hills anticipates providing services such as housing facilities and other community shared services to serve up to 40 children. Connelly will provide additional information at a later date in regard to an event being planned for July 12, 2023 in support of the Haven Hills initiative.

Other Business: Trevor Vannett provided an update to the board regarding legislative amendment which has removed a 1 million dollar fiscal placeholder for the Compensation and Equity Study. Vannett also noted that a SB 2012 amendment has added the requirement for membership of a Human Service Zone Board to include at least one member of the legislative assembly. Director Flory noted that efforts continue in support of compensation and equity efforts.

Adjourned: Director Flory called for the meeting to be adjourned.

Next Regular Board Meeting:
Tuesday, June 20, 2023 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Chelsea Flory, Presiding Officer/Zone Director

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
February 21, 2023

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

Roll Call of the Members: Trevor Vannett, Tracie Famias, Leslie Pearcy, Commissioner Becky Matthews, Gaylynn Becker, and Director Chelsea Flory present in person.
Absent: Senator Dick Dever and Jim Hulm.

Approval of the Minutes: A copy of the Board Meeting Minutes from October 18, 2022 was previously emailed to the membership. Motion by Trevor Vannett, second by Gaylynn Becker and unanimously carried to approve the minutes as distributed.

Director's 6-Month Evaluation: The membership reviewed Director Flory's 6-month performance evaluation which was completed for December 2022 and made available for board approval at this meeting. Commissioner Matthews discussed the evaluation process as well as additional feedback received. Motion by Trevor Vannett, second by Commissioner Matthews and unanimously carried to approve the Director's evaluation as distributed.

Director's Report: Director Flory provided a report on the Economic Assistance Unit updates regarding the program redesign including work-groups, training, process and contact changes and overall readiness preparation. Director Flory's report also noted EBT card vendor changes, call center updates, program staffing and other general unit updates.

Director Flory also provided a report on the Child Welfare Unit including the Zone's new Child Welfare Manager position, program metrics, caseload and other program staffing updates. Flory's report also included transportation and placement efforts, community partner collaborations, and other areas of program focus for discussion.

Director Flory reported that building renovations and anticipated changes to the Provident Building are not being pursued further by Burleigh County at this time.

Director Flory reported continued statewide efforts and briefly highlighted some of the legislative session bills which may relate to zone programs or community clients being served. Flory also noted the ongoing efforts of the Compensation and Equity Study of the ND Legislature which will continue to focus on compensation and equity across all state departments as well as zones encompassing salary, benefits, and as well as cost of living.

Director Flory also reported that in partnership with the Department of Human Services Employee Retention Bonuses were able to be provided to Burleigh County Human Service Zone staff at the end of 2022. These retention bonuses were provided with funds available from our current budget excess at the end of the year which became available as a result of turnover throughout the year. Eligible staff received an opportunity to opt-in to the bonus agreement which required a one year employment retention obligation.

Financial Report: Monthly budget reports were distributed to the membership. Director Flory also noted that county year end is expected to conclude in March.

Public Comment: None

Other Business:

Adjourned: Director Flory called for the meeting to be adjourned.

Next Regular Board Meeting:
Tuesday, April 18, 2023 at 4:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Chelsea Flory, Presiding Officer/Zone Director