



## **Official Proceedings of the Buffalo Bridges Human Service Zone Board - February 1, 2022**

At 11:01 a.m., Zone Director, Emeline Burkett called the regular meeting (via Teams Meeting) of the Buffalo Bridges Human Service Zone Board to order. Steve Cichos, Tom Overn, Shawn Olausen, Tracy Johnk, Gayle Nelson and Lisa Johnson was present. Wanda Larson Site Supervisor (Barnes Office), Shannon Larson HR Director, Dana Lindemann FC-IH Supervisor, and Kristen Hasbargen Director of Zone Operations attended.

Kristen Hasbargen attended the meeting to discuss the hiring process for the Zone Director position. She explained there must be equal representation from both the Zone Board and Human Services. After discussion it was decided to post the position internally to Buffalo Bridges HSZ employees. If the position is not filled by Burkett's last day the Zone Board will designate an Interim Director. It was decided that Overn and Johnk will represent the Zone Board hiring committee.

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

Burkett updated the board on recent staff changes. One eligibility worker from the Barnes office retired the end of December, and we are in the process of hiring for this position. After a combined 45 years of service between the Barnes and Stutsman offices the eligibility supervisor from the Jamestown office will be retiring on March 11, 2022. We have submitted a request to fill this position. We have filled the eligibility worker opening at the Jamestown office, this worker will start on February 22, 2022.

Burkett's annual evaluation was presented to the board and will be emailed to them.

In other business Burkett updated the board on the Foster Youth we have been housing. Burkett informed the board we have no placement for this youth. Child Welfare staff and one eligibility worker have been staying with this youth and we are paying a QSP to stay with this youth Monday through Friday from 5:00 pm to 8:30 pm. Staff are getting tired and stressed having to stay with him in addition to working their regular job duties at the office and taking time away from their families.

The March 1, 2022, Zone Board meeting will be held both in person and virtually through Teams. At 12:58 p.m., Johnk made a motion to adjourn the meeting, seconded by Nelson. Motion carried.

ATTEST:

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Emeline Burkett, Zone Director

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Gayle Nelson, Secretary