



Official Proceedings of the Buffalo Bridges Human Service Zone Board – February 22, 2022

At 11:02 a.m., Zone Director, Emeline Burkett called the special 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, attended.

The purpose of the meeting was to determine the home base of the Zone Director. Burkett presented the board with excerpts from the zone plan that state the Zone Director is housed within the Jamestown office. The excerpts also include the supervision roles between the Barnes and Stutsman offices. Barnes has a site supervisor in their office and Stutsman will not have a supervisor of such if the Director is not housed in Stutsman. Other items to consider that were brought to the boards attention were: The budgeting is done face to face with the Stutsman County Auditor, Human Resource Director and the Buffalo Bridges Administrative Officer, the Director works closely with the Administrative Officer on hiring, policy, and many day-to-day requirements, the Stutsman County State's Attorney is involved in major personnel issues and may require in person meetings to address the issues. Larson pointed out that the expectation was that the home base be in Stutsman as when positions open, they are filled in the county where the position was vacated. Larson also pointed out that we would run into staff issues without the supervision of the director in Jamestown and there is already a site supervisor in Barnes that currently handles staff issues in Barnes. Johnk made a motion the follow the zone plan requiring the Director to be housed in Jamestown. Johnson seconded the motion. Roll was taken, all in favor. Motion carried.

At 11:25 a.m., Overn made a motion to adjourn the meeting, seconded by Nelson. Motion carried.

ATTEST:

Emeline Burkett, Zone Director

Gayle Nelson, Secretary