



Official Proceedings of the Buffalo Bridges Human Service Zone Board - April 5, 2022

At 11:00 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. Mandi Freije, Zone Director, Wanda Larson Site Supervisor (Barnes Office), Sean Ryan EW Program Manager, and Shannon Larson HR Director attended.

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

Shannon Larson went over the hiring process for the Zone Director, explaining applicants go through the state who then rate the applicants, go through the questions, and grade them. This is how the rating on the certificate is determined. The state sets up the interview process and compiles the information on how the interview team graded the applicants. The hiring team then has a discussion and selects the candidate for the position. Ultimately the state has the final say and determines the salary.

Burkett introduced the incoming zone director, Mandi Freije to the board and made a motion to appoint her as the incoming zone director. This motion was seconded by Overn, roll taken, all in favor. Motion carried.

The fund balance for 2021 was reviewed and Burkett explained that \$500,000 of the balance can be carried over to the next formula payment and the state will deduct any amount over \$500,000.

Burkett introduced the new Eligibility Program Manager, Sean Ryan to the board. Ryan has been an eligibility worker housed in Barnes for 4 years and will now be housed in Stutsman.

Burkett explained to the board that she would be willing to come back as a temporary employee to assist with the budget and a few other things. This position needs to be requested by the board and approved through the FTE (Hiring Committee). Overn made a motion to approve the temporary position, seconded by Johnk. Roll taken, all in favor. Motion carried.

The June 7, 2022, Zone Board meeting will be held both in person and virtually through Teams. At 11:45 a.m., Overn made a motion to adjourn the meeting, seconded by Nelson. Motion carried.

ATTEST:

Emeline Burkett, Zone Director

Gayle Nelson, Secretary