



## **Official Proceedings of the Buffalo Bridges Human Service Zone Board - May 3, 2022**

At 11:01 a.m., Zone Director, Mandi Freije called the regular meeting (via Teams Meeting) of the Buffalo Bridges Human Service Zone Board to order. Steve Cichos, Tom Overn, Shawn Olausen, Gayle Nelson, and Lisa Johnson was present. Absent was Tracy Johnk. Wanda Larson Site Supervisor (Barnes Office), and Shannon Larson HR Director attended.

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

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

Freije updated the board on the eligibility redesign. She met with the state on April 20 for a readiness meeting to go over what will be needed in preparation and compliance. Headsets will be needed for all eligibility staff and either laptops or webcams for the staff who do not have laptops at this time. Freije also informed the board that we will have to move over to the ND Office 365 program. Josh Smaage is assisting with this process of switching staff over to ND Gov email addresses. Freije is checking with the state to see if there is funding available for the necessary equipment.

Freije updated the board on zone positions and open positions. A child welfare worker from Barnes took Mandi's previous position and we will request permission to fill the position this worker vacated. There is a child welfare worker housed in Stutsman who would like to be housed in Barnes, the state said this can be done if it fits the zone as a whole. Freije told the board interviews will be done on April 5 for the eligibility worker position that is open in Barnes, and we will be scheduling interviews for the eligibility worker position that is open in Stutsman.

Freije informed the board that we have met with the state twice to go over the budget build. We have completed and submitted the draft budget. The state will come to the office on May 17 to go over the 2022 budget recalculation.

In other business the on-call policy and procedure were discussed and reviewed. We needed to create a procedure to add to the addendums. Beginning June 9, 2022, workers will be reimbursed \$50 per day when they are on-call.

The July 5, 2022, Zone Board meeting will be held both in person and virtually through Teams.

At 11:37 a.m., Overn made a motion to adjourn the meeting, seconded by Johnson. Motion carried.

ATTEST:

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Emeline Burkett, Zone Director

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Gayle Nelson, Secretary