



## **Official Proceedings of the Buffalo Bridges Human Service Zone Board – November 1, 2022**

At 11:04 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, Gayle Nelson, Tracy Johnk, Shawn Olauson, Tom Overn, and Lisa Johnson was present. Kayla Grounds Parent Aide, Jennifer Koller Eligibility Worker, Warren Abrahamson News Dakota, and Desiree Rent Help attended.

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

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

Kayla Grounds the Parent Aide was introduced to the board. Grounds has been with the agency for one year. She was an eligibility worker for eight months and as a parent aide for four months. Grounds assists with visitations, transportation and educating parents. Grounds said she enjoys working with the families.

Jennifer Koller an Eligibility Worker was introduced to the board. Koller told the board she has been with the agency for six months mainly working on health care and Liheap. She has been learning SNAP but with the redesign she will be working solely on health care.

Freije talked to the board about the general assistance funds we provide to the Salvation Army. The Salvation Army distributes the money to individuals in need. Each year we give the Salvation Army funds and refer clients who need general assistance to the Salvation Army. This will be reviewed and discussed at the December board meeting.

Freije informed the board that her annual evaluation is complete and will be sent to the board with the final comments included. Nelson will stop at the agency to sign this evaluation.

In other business, Freije told the board the day after Thanksgiving holiday will be updated in the zone policy. She also updated the board on the new copier/printer and scanners that has been purchased for the office in Barnes.

The December 6, 2022, Zone Board meeting will be held both in person and virtually through Teams.

At 11:30 a.m., Johnk made a motion to adjourn the meeting, seconded by Nelson. Motion carried.

ATTEST:

---

Mandi Freije, Zone Director

---

Gayle Nelson, Secretary