

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
JUNE 18, 2024

The Burleigh County Human Service Zone Board convened a regular meeting at 3:00pm in the Tom Baker Room of the City/County Building. Director Chelsea Flory called the meeting to order.

Roll Call of the Members: Gaylynn Becker, Senator Dick Dever, Tracy Famias, Jim Hulm, Leslie Percy, Trevor Vannett, and Director Chelsea Flory present in person. Absent: Commissioner Steve Bakken. Also present: Tayonne Nachatilo

Approval of the Minutes: A copy of the Board Meeting Minutes from March 19, 2024 was previously emailed to the membership. Motion by Jim Hulm, second by Trevor Vannett and unanimously carried to approve the minutes as distributed.

Director's Evaluation: Director Flory presented her annual performance evaluation as previously distributed to the membership upon completion by Tracy Famias and Commissioner Bakken on behalf of the Human Service Zone Board and in collaboration with the Department of Health and Human Services leadership specific to fiscal, human resources, and zone operations. Flory provided a brief overview of goals set for the next review period. The membership further discussed their support for Director Flory's efforts over the past year. Motion by Leslie Percy, second by Gaylynn Becker and unanimously carried to approve the evaluation as distributed.

Director's Report: Director Flory presented the opportunity for the zone's program managers to continue addressing the board membership directly at future board meetings as was done in March. With support from the membership, these presentations will continue.

Director Flory provided a brief report on the Economic Assistance Unit including "March Madness" and continued efforts to eliminate program backlog, operational and staffing strategies to address workflow needs along with current program statistics. Flory also addressed the client service Self Service Portal in regard to recent on-site client testing for process improvements and end-user functionality. Flory then reiterated the intent for EBT card issuance to be facilitated again at local zone offices under a hybrid model to still allow for vendor issuance and mailing of EBT cards in addition. Flory also noted the current Summer EBT program available to school-aged children eligible for free and reduced price meals during the summer months

Director Flory provided a brief report on the Child Welfare Unit including general staffing updates, caseload statistics, process, program and training efforts. Flory noted that the Department of Health and Human Services is now beginning an 18-month commitment toward a case management program redesign effort to maintain continuity between foster care and in-home case management

services. Flory highlighted efforts in collaboration with ICWA and the Native American Training Institute to better serve the population group. Flory also provided an update regarding the zone's efforts and intent to pursue Medicaid billable Targeted Case Management services practices.

Financial Report: Director Flory referred to the financial report as distributed to identify the zone's 2024 annual budget and recalculated budget.

Public Comment: None

Other Business: Director Flory discussed board meeting structure recommendations and reiterated the intent for zone program managers to provide presentation to the membership at future meetings, in addition to the potential for the agency's program partners to present on collaboration efforts. No other recommendations were presented.

Adjourned: Director Flory called for the meeting to be adjourned.

Next Regular Board Meeting:

Tuesday, September 17, 2024 at 3:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Chelsea Flory, Presiding Officer/Zone Director

BURLEIGH COUNTY HUMAN SERVICE ZONE BOARD
MEETING MINUTES
MARCH 19, 2024

The Burleigh County Human Service Zone Board convened a regular meeting at 3:00pm in the Tom Baker Room of the City/County Building. Vice Presiding Officer Tracy Famias called the meeting to order.

Oath of Office: Commissioner Bakken was presented with and signed his oath of office as presented by Burleigh County Auditor Splonskowski.

Roll Call of the Members: Gaylynn Becker, Senator Dick Dever, Jim Hulm, Leslie Percy, Trevor Vannett, Tracy Famias, and Commissioner Steve Bakken present in person.

Absent: Director Chelsea Flory Also present: Tayonne Nachatilo

Approval of the Minutes: A copy of the Board Meeting Minutes from December 19, 2023 was previously emailed to the membership. Motion by Gaylynn Becker, second by Commissioner Bakken and unanimously carried to approve the minutes as amended for the spelling correction of Commissioner Bakken's name on line four.

Director's Report: Economic Assistance Program Manager Gray Lang presented to the membership, providing staffing updates and information regarding upcoming changes to the operating structure, program assignments, and processing activities of the statewide unit. Lang also provided information regarding caseload statistics, workforce efforts, programmatic measurements, and other general program updates.

Child Welfare Program Manager Jeremy Smith presented to the membership providing general updates regarding staffing, caseload and program statistics, training efforts, and other community and collaborative efforts. Smith also provided information regarding programmatic measurement efforts, unit and workforce goals, and other general program updates.

Public Comment: None

Other Business: None

Adjourned: Vice Presiding Office Tracy Famias called for the meeting to be adjourned.

Next Regular Board Meeting:

Tuesday, June 18, 2024 at 3:00pm in the Tom Baker Room of the City/County Building.

Tayonne Nachatilo, Business Manager

Chelsea Flory, Presiding Officer/Zone Director