

Three Rivers Human Service Zone Board Meeting Minutes
Three Rivers Human Service Zone 1st Floor Conference Room Mandan Office
10:00 AM – September 17, 2020

Meeting Call to Order: Chairman Dennis Meier

Roll Call:

Morton County Representatives: Rosemary Lawson, Jackie Buckley, Ron Leingang, Edgar Olivera

Grant County Representatives: Myles Stoller

Sioux County Representatives: Ken Snider, John Pretty Bear

Staff Attending: Vince Gillette, Brenda Peterson, Jenny Wetsch, Brenda McAllister, Jodi Leier, Jessica Beck

NRG - Amber Schriock

Approval of Agenda:

- Moved by Myles seconded by Edgar to approve the agenda.

Approval of Minutes from August 20, 2020:

- Moved by Edgar seconded by Rosemary to approve the minutes for the August 20, 2020 meeting. Motion carried.

Review and Approval of September 2020 Bills:

- Moved by Edgar seconded by Ken to approve the bills for September 2020. All members voted aye. Motion carried.

Budget Review

- 66% of the salary line item has been spent. Should be enough money in the budget until the end of the year.
- 2.5% under budget as of September 17, 2020

Zone Program Stats:

Brenda McAllister

- Case load is increasing
- Appointments every day
- 17 new pending SNAP, 9 TANF
- 4E – 41 cases

Vince Gillette

- The Tribe will remain closed until October 11, 2020
- The Tribe has hired a new Director for Standing Rock Child Protection
- The Fort Yates office remains closed to the public
- COVID cases on the reservation continues to rise

Jessica Beck

- Case load is up a little bit
- More cases expected in October because of LHEAP applications will be coming in

Brenda Peterson

- New applications for the month 247 which is an increase of 10 from August
- 94 cases closed
- 93 Reviews
- Reviews will increase in October

Jenny Wetsch for Natalie Anderson – Child Welfare

- 87 August case load
- 56 in foster care
- 31 in home foster care
- A new worker will start on October 1
- Foster Care Closet – this program was started by some parents. Donations are taken to be given to foster parents that need them. This is a problem because storage space is very limited in most offices.

Jenny Wetsch – Child Protective Services

- 68 total reports for August
- None for the Fort Yates and Carson offices
- 12 Physical or sexual abuse
- 66 Neglect cases

Office 365 Update – Amber Schriock

- There is funding in place to pay for it
- Wondering if Three Rivers Zone can be a pilot for Office 365
- The file structure needs to be coordinated
- There will be no cost to the zones
- \$31.40/user cost
- Training will be set up. Everyone's computer will be set up the same way.
- Most zones are not using Office 365 currently
- Amber will continue to check on it and will keep us updated.

Emergency Temp Requests (Support Unit):

- Ashton Holzer has 271 hours left and Mary Graner has 38 hours left.
- DHS will not allow any replacements
- Moved by Edgar seconded by Ron to authorize Dennis to keep Mary and Ashton on staff until hours are used up. Motion carried on a roll call vote with all members present voting aye.

Zone Plan Update:

- Dennis has received the draft plan from the state office
- There need to be some corrections
- 8 items need further clarification
 - Proposed staff and their qualifications
 - Breakdown of caseloads/worker
 - Pattern for the zone- adequate plan and supervising staff in a regional trade area
 - What is the Zone board makeup?
 - Method of resolution – how to resolve disagreements between the 3 counties
 - Explain the staggered terms of board members

- General assistance appeals and how long they will take
- Fiscal administration in the zone – Dennis will work with Dawn Rhone on this item

HR Zone Policy Addendums – Some items need to be addressed – this will be addressed at the October meeting

- Length of breaks
- Christmas Eve Holiday
- Office hours
- Floating Holiday
- Wendy stated that we are very closed to state policy

COVID 19 Update

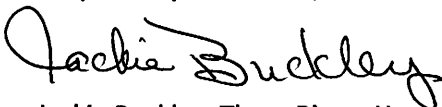
- PPE is available for staff – which includes masks, gloves, hand sanitizer and face shields
- Concern with staff that have children in school
 - How will this be handled if staff have to work from home
 - Try to keep everyone safe
 - Taking every precaution
- Need to protect staff and clients
- The Morton County Courthouse currently has 3 hot spots
 - Limiting contact
 - Cleaning has taken place
 - Limiting visitors
 - Providing spacing needs between staff
- Topic was brought up about requiring all staff to wear a mask
 - Staff wear a mask when with a client
 - Masks are worn when a 6-foot distance cannot be maintained
 - Talked about a mask mandate in the courthouse
 - At this time the county commission has not instituted a mask mandate

Other:

Moved by Edgar seconded by Ron to adjourn the meeting. Motion carried.

Next Meeting: October 15, 2020— 10 AM, Mandan

Respectfully Submitted,



Jackie Buckley, Three Rivers Human Service Zone Board Secretary