Three Rivers Human Service Zone Board Meeting Minutes
Held via Conference Call
March 24, 2020 3:00pm

The meeting was called to order by Chairman Edgar Oliveira.

Roll Call
Three Rivers Human Service Zone Board Members Present:
Rosemary Lawson, Jackie Buckley, Edgar Oliveira, Ron Leingang, John Pretty Bear, Myles Stoller and Charlie Steinkuehler.

Zone Staff: Dennis Meier, Three Rivers Human Service Zone Interim Director, Jessica Beck, Carson County office, Vince Gillette Fort Yates office, Brenda Peterson and Jenny Wetsch Mandan office.

Approval of Agenda
Moved by John seconded by Charlie to approve the agenda as presented. All voting aye: Myles, Charlie, Ron, Edgar, Jackie, John and Rosemary. Motion carried.

Approval of Minutes from Previous Meeting
Moved by Charlie seconded by John to approve the minutes as presented. All voting aye: Rosemary, John, Jackie. Edgar, Ron, Charlie, Myles. Motion carried.

Review and Approval of February 2020 Bills
Moved by Myles seconded by Ron to approve the February bills. All voting aye: Myles, Charlie, Ron, Edgar, Jackie, John and Rosemary. Motion carried.

Budget Review
Dennis reported that we are less than 1% over budget. It is due to the temporary staff appointment.

Zone program statistics

- Brenda reported that there is a slight dip in applications. There have been calls received with the COVID 19 pandemic. This is especially for SNAP. At this time there is no way to tell what the effect of COVID 19 will be. The office is equipped as of now for the application process.
- Jenny reported there was an increase in reports of child protection cases for February. Jenny stated, TRHSZ may continue to see an increase in child protection reports due to the COVID 19 pandemic.
- Dennis Provide stats on foster care, in-home, parent aide and foster home licensing.

Emergency Temp Request (Support Unit)
Dennis requested the current office assistant emergency temp approval be extended to the end of April. Currently, this emergency temp is assisting in Sioux County 4 days a week and on occasion in Mandan. Moved by Charlie seconded by Rosemary to extend the temp position until the end of April. All voting aye: Myles, Charlie, Ron, Edgar, Jackie, John and Rosemary. Motion carried.

Emergency Temp Request 2nd Position
Recently, an office assistant retired in the Mandan office. The State DHS office denied the request to refill this position. At the present time there is only 2 staff working the front desk in the Mandan office. One of the positions was recently hired in late February. She is working hard to learn the position. There were originally three office assistants covering the front desk in the Mandan office. Moved by Ron seconded by Myles to hire an emergency temporary staff person for up to 40 hours per week. All voting aye: Myles, Charlie, Ron, Edgar, Jackie, John and Rosemary. Motion carried.

Other:

Three Rivers Zone Director Position
Edgar reported on the director position. The position will hopefully be filled in April. It has been stalled because of the COVID 19 pandemic.

Dennis reported on the Three Rivers Zone Courthouse Closures
All courthouses are closed to the public. There are no face to face visits being conducted at this time. Clients are asked to call in for assistance. Assistance can be done via email, FAX or mail. All the offices have drop boxes. Child welfare cases and visitations have been done over the telephone or via Zoom. Some meetings are done by Skype.

As of March 24, 2020 18 TRHSZ employees are working from home. At this time, there are TRHSZ employees who can work from home but have chosen to come to the office to work.

Next Meeting: April 16, 2020 – 10 AM, Mandan

Moved by John seconded by Myles to adjourn the meeting.

Respectfully Submitted,

Jackie Buckley

Three Rivers Zone Board Secretary