

**Three Rivers Human Service Zone (TRHSZ)**  
**Inaugural Meeting Agenda**  
**Three Rivers Human Service Zone 1<sup>st</sup> Floor Conference Room**  
**Mandan Office**  
**10 AM - January 23, 2020**

**Meeting Call to Order:** Dennis called the meeting to order

**Roll Call:**

- **Zone Board Attendees:** Ron Leingang, Morton County Representative, Jackie Buckley, Morton County Representative, Edgar Oliveira, Morton County Representative, Rosemary Lawson, Morton County Representative, Myles Stoller, Grant County Representative, Charlie Steinkuehler, Grant County Representative, Ken Snider, Sioux County Representative, John PrettyBear, Standing Rock Tribal Representative, Kim Boehm
- **Other Attendees:** Dennis Meier, Three Rivers Interim Director, Vince Gillette, Sioux County Office, Jessica Beck, Grant County Office; Lloyd Nantt, Services Manager for NRG, Amber Schriock, NRG Representative, Brenda Peterson, Morton County Supervisor , Wendy Bent, Morton County Human Resources, Jodi Leier, Account Technician and Notary Public.

**Dennis – Add ‘Approval of Agenda’ to the template.**

**Oath of Office:**

- Individual Board Members Signature and Notarization of Oath of Office
  - Each member signed their Oath, Jodi verified identity and notarized each Oath.

**Election of Officers:**

- Chair and Vice-Chair Designation (through appointment of Zone Director) (**Board Action Required**)
  - Interim Director cannot serve as Chair. Must temporarily name a Chair and Vice-Chair and Secretary designation.

Ken nominated Charlie and Charlie declined the nomination. Edgar volunteered to be the Chair. A motion was made by Charlie to appoint Edgar as Chair, and seconded by Ken. All voted in favor. Motion carried.

Ken volunteered for Vice Chair. A motion was made by Charlie to appoint Ken as Vice-Chair, and seconded by Ron. All voted in favor. Motion Carried

- Appointment of Secretary (**Board Action Required**)
  - Jackie volunteered to be the secretary. A motion was made by Ken appoint Jackie as Secretary, and seconded by Edgar. All voted in favor. Motion passed.

#### **Review and Approval of January 2020 Bills:**

- Monthly bills were discussed and sent around for review and Board Approval. There was discussion on the process for approval of the bills. It was recommended that a cover sheet be added to all the bills; each bill would be listed on the cover sheet and only the cover sheet would require approval by all Board members and not each individual bill.
- Some Sioux County bills were submitted that were from 2019. These were returned to Vince to take back and go through Sioux County Commission for approval due to being prior to 1/1/2020.

A motion was made by Myles to approve the bills, and seconded by John. All voted in favor. The motion carried.

#### **NRG Update on Microsoft Office 365 (Lloyd Nantt and Amber Schriock)**

- NRG will prepare an estimate of costs to change to Microsoft Office 365 and a plan of action to move forward.
  - NRG handed out a Statement of Work for M365 Three Rivers Migration and a Summary of Work: Consolidate all data for Three Rivers and provide access to appropriate groups utilizing DNIT provided M365 product. Timelines may shift due to multiple agencies collaborating.
  - Cost Estimate as follows:
    - \$10,400 for Services
    - \$ 2,105.14 for License
  - Estimate of costs to plan and implementation of the structure, TEAMS, SharePoint site and data structure is 80 hrs. Will only charge exact costs up to 80 hrs. If less than 80 hours, Zone will only be billed for the hours worked. If more than 80 hours, Zone will only be billed 80 hours..
    - Initial Yearly Cost is \$10,400.00 plus \$25,261.00 for a total of \$35,661.00.
    - The cost for each year thereafter is \$25,261.00.
  - Baseline training would be provided by NRG.

A motion was made by Ken to move forward with the process of planning and implementation of Office 365, and seconded by Charlie. All voted in favor. Motion carried.

Next step – Sign the quote and NRG will work with NDIT as well as representatives from each Zone office to work out the details.

### **Zone Board Expectations Regarding Zone Program Stats:**

- Discussion regarding the sharing of program stats administered by the zone programs.
  - Dennis explained information and statistics Morton County provided to their Board each month.

It was decided to continue to provide relevant information for the Board.

### **Update Regarding Zone Positions:**

- Update regarding JDQ's for prior county director positions
  - Dennis reported he made minor changes to the JDQs and informed the board the State is reevaluating the idea to have a Child Welfare Tribal Liaison due to Standing Rock declaring a State of Emergency for the Tribal Child Welfare Needs. Vince provided details of the need for TRHSZ to assist the Child Welfare needs. The State and Standing Rock are working on an MOU. There are 32 children in North Dakota who the tribe has custody that this would affect. Until the MOU is signed, the State has not given approval of this JDQ.
  - Dennis informed the Board a JDQ was also created for Jessica's position and shared what the anticipated duties would be with the Board.
    - Vince brought up the fact that Jessica may be needed to assist with the need outlined in the MOU. This will need to be discussed further with the State.
  - Department approved filling of a Family Service Support Specialist in the Grant County Office.

### **GA Burial Policies:**

- Future plans for developing a zone policy for GA burials
  - Dennis informed the member that currently, each County continues to follow their own GA policy for Burials. However, as the Zone Plan is developed, we need to develop a plan for the Zone and include a GA burial policy we all follow.

### **Emergency Temp Request (Support Unit):**

- Support staff resigned and Dennis is requesting an Emergency Temp.
  - John made a motion to move forward with hiring an Emergency Support Staff Temp and Charlie seconded. All voted in favor. Motion carried.

**Approval to Fill Office Assistant III Position in Mandan Office:**

- Rosemary made a motion to move forward with filing the vacant Office Assistance III position and Ken seconded. All voted in favor. Motion carried.

**Approval to Fill Vacant Family Service Specialist Position in Carson Office:**

- A motion was made by Charlie to fill the vacant Family Service Specialist Position in the Carson Office, and seconded by Ron. All voted in favor. The motion carried

**Host County Support for Non Host Counties:**

- Discussion regarding needed support in Grant and Sioux Counties
  - Wendy was seeking input from non-host counties as to how they feel about the support that staff received from the host county during the switch over.
    - Sioux County staff felt they were not being kept whole. Several Sioux County staff declined Health Insurance coverage as they felt they couldn't afford it. It was decided to pursue an equity wage increase for staff in Sioux and Grant. Wendy, Dennis, Vince, and Jessica are to develop a plan for equity pay for lower paid staff, to present to the Board.

**DHS Guidance to Zone Board:**

- **Fiscal Process (see handout) Board Action Required**
- Hiring Process of Human Service Zone Director
  - Update from Board Hiring Contact
    - Potential Employees for the job cannot be involved in any discussions.
    - Question as to whether we open the position internally or both internally and externally. Wendy explained that it is important when hiring to look for the best and most qualified person. A motion was made by Ken to open the position both internally and externally and Ron seconded. All voted in favor. The motion carried

- The State sets the interview process. Myles and Edgar received questionnaire. Wendy will check with the State as to how the Interview Panel will be defined. Ken from Sioux County Office, Myles from Grant County Office and Ron, Jackie and Edgar from Morton County Office are all willing to serve on the interview panel if the State does not designate who the interviewer's will be. In addition, 2 members from the State will participate on the panel.
- Mitigation of Conflict of Interest for Hiring Process
  - Interim Zone Director
  - Administrative Support to the Zone Board during Zone Director Hiring Process.
- Next Steps
  - None mentioned

Ron moved to adjourn the meeting and Charlie seconded. All voted in favor. Motion Carried.

**Next Meeting:** February 20, 2020 – 10 AM, Mandan