

RSR Human Service Zone Board Meeting

RSR Human Service Zone Board met at 1:00 pm on Tuesday, November 25, 2025. This meeting was held at by teleconference over TEAMS.

The Board members present were Connie Gilbert, Valerie Nelson, Brenda Wyckoff, Wayne Ulven, Alisa Mitskog, Becky Devries and Lynn Flieth. Also present was Tia Bopp, Sargent County Auditor.

The meeting was called to order at 1:00 pm by Lynn Flieth, Director. A motion to approve the minutes of September meeting by Wayne Ulven; seconded by Becky DeVries. All in favor. Motion carried

Monthly Expenditures – Valerie Nelson made a motion, seconded by Connie Gilbert, to approve the summary of October bills. Motion carried. A motion was made by Becky Devries to approve the November 2025 bills; seconded by Wayne Ulven. Motion Carried.

Financial report – October 2025 Updated revenues and expenditures Year to Date were reviewed. Due to mid-year changes in the accounting system, percentages were not available. It is anticipated the year end budget will be under. Brenda Wyckoff made a motion, seconded by Becky Devries, to approve October financial report. All in favor. Motion carried.

Items for Review – Discussion – Decision:

a. Agency Updates

- **Personnel Update:** The Director provided updates to 3 vacancies (including 2 anticipated retirements). Hiring to fill those positions is underway, with 2 individuals starting December 1, 2025, to cross-train with those who are retiring in January. The 3rd position will be filled January 5, 2026.
- **Community Engagement Activities:** Meetings with schools routinely continues; meeting with rural schools is scheduled for December 3rd in Wyndmere. Mandated Reporter training held in October.
- **SNAP ME Review/Corrective Action Plan:** The director reviewed the corrective action plan submitted in response to findings. Case reviews and corrections, as well as verification of training of staff and issues were resolved surrounding after-hours drop boxes and signage. No other significant findings.

b. Federal Shut Down Information/Impacts: The Director discussed with those present examples of impacts to families, supportive funding provided through the agency, and efforts to coordinate the delivery of pantry boxes to local communities.

c. Misc:

- **Commissioner updates:** Additional holiday office closures: November 28, December 24, 25 and 26, 2025.

Date of the next meeting: Tuesday, December 23, 2025. Meeting adjourned at 1:50 pm.

Chair