

**Polk County Human Services Department**  
**Board Meeting Minutes**  
**January 19, 2006**

**Present:** Gary Bergstrom  
Robert Blake  
Larry Jepsen  
David Markert  
Dwayne Rasmussen  
Keith Rediske  
Patricia Schmidt  
Gail Tessman

**Absent:** Janice Grest

**Also:** Phyl Brown  
Kay Confer  
Rick Gates  
Sherry Gjonnes  
Pat Groth  
Rich Kammerud  
Jan Place  
Cal Schladweiler  
Sheri Thompson

**Press:** None

Chairman Larry Jepsen called the meeting to order at 7:06 a.m.

**Approval of Agenda**

Motion to approve the agenda made by Rev. Rediske, seconded by Mr. Rasmussen. All in favor.  
Motion carried.

**Approval of Minutes**

Motion to approve the December 15, 2005 Meeting Minutes made by Dr. Markert, seconded by Ms. Schmidt. All in favor. Motion carried.

**Approval of Vouchers**

Motion to approve the vouchers made by Ms. Tessman, seconded by Dr. Markert. All in favor.  
Motion carried.

**Appointment of Voucher Subcommittee for February 16, 2006 Meeting**

The Voucher Subcommittee for February 16, 2006 will be Mr. Blake, Mr. Rasmussen, and Rev. Rediske.

**Veterans Service Report**

Mr. Gates distributed and reviewed the monthly Veterans Service Office Report. Mr. Gates reported that many of the claims being processed are for the veterans returning home from Iraq. Mr. Gates also summarized a year-end report.

**Recent Activities**

➤ WDVA Meeting on January 11, 2006 related to Information Technology (IT) functions  
Motion to authorize the Chair of the Human Services Board to sign a letter on behalf of this Board addressing the inefficiencies and costliness of the IT proposal made by Dr. Markert, seconded by Ms. Schmidt. All in favor. Motion carried. Mr. Gates will draft the letter.

The Veterans Service Commission consists of three members with staggered terms. Mr. Jepsen's term expires the end of January so an appointment is needed. Mr. Jepsen has expressed an interest

in remaining on the Commission. Mr. Gates will be discussing this with Mr. Blake, Chair of the County Board of Supervisors.

Ms. Confer was directed to refer any veterans needing mental health services to Mr. Gates.

#### Upcoming Activities

- Board of Veterans Affairs (BVA) meeting in Madison February 21-22, 2006

#### Public Comments

Ms. Schmidt thanked Ms. Brown for obtaining free literature from Hazelden for the jail inmates.

Ms. Schmidt also reported that community education departments at other schools have contacted the presenter of *The Dark Side of the Internet* to offer additional sessions.

#### State Income Maintenance Contract

Ms. Place reported that the State Income Maintenance contract this year includes new requirements and/or penalties. For instance, corrective action will be imposed if staff development requirements are not met or if the 30-day processing rule is exceeded. In addition, performance standards for Income Maintenance are being implemented. Effective January 1, 2006 the Economic Support Specialist III is required to increase the quality management reviews from 8 to 14 per month. A fine of \$250.00 per case not completed will be imposed. At times the state may request files. If these files are not sent out within ten business days, the state will impose a \$250.00 fine.

#### Public Participation Policy

The revised *Public Participation Policy* was presented. Extensive discussion ensued on the specifics of the policy. The purpose of the policy is to offer guidelines to employees.

Motion to adopt the *Public Participation Policy* made by Rev. Rediske, second by Ms. Schmidt. Further discussion ensued.

Motion to change the last sentence of point number four to include the word “formal” before “statement or actions being taken” made by Dr. Markert, seconded by Rev. Rediske. A vote was taken – five affirmative votes; three negative votes (Mr. Blake, Mr. Bergstrom, Mr. Rasmussen). Motion carried.

Vote taken on original motion. Six affirmative, two negative (Mr. Blake and Mr. Rasmussen). Motion carried.

#### Visual WISSIS

Ms. Groth reported seeking approval from the Finance Committee for purchase of the scheduling and billing modules of the Visual WISSIS system, as well as an upgrade to the existing system. The Finance Committee approved the expenditure from the 2005 budget.

The vendor has until Tuesday, February 24, 2006 to have the new features in place.

#### Economic Support Layoff

Discussion ensued on the layoff status of one of the Economic Support Specialists. The Human Resources Department has requested that we retain the employee until issues are worked out with the position this employee has requested to bump in to.

Staff were instructed to proceed with the layoff. Human Resources will be notified.

### **Management Attendance at Board Meeting**

Mr. Kammerud reported that the Management Staff have inquired about the necessity of their presence at all Human Services Board Meetings. Comments were given by the Human Services Board Members, Mr. Kammerud, and the Management Staff. It was agreed that the presence of the Management Staff is beneficial. If the agenda does not include items which involve certain Management Staff members, it is appropriate for those staff members to not attend the Board Meeting.

It was also suggested that perhaps the agenda be arranged in such a way that items needing input from members of Management Staff would be grouped together, to allow them to come to the meeting later or leave the meeting early.

### **Centralization of the MA Transportation Program**

Ms. Place reported the state is attempting to centralize the MA Transportation Program. Ms. Place provided an overview of the proposal. It was noted that such a program would be quite difficult in a rural area. Not all counties are willing to participate in the program. Mr. Kammerud reported additional meetings will be held on this topic. At this time, there are no penalties if we choose not to participate.

Motion to support Polk County Human Services to not participate in the program made by Dr. Markert, seconded by Mr. Blake. All in favor. Motion carried.

### **Long Term Care Reform RFP**

Mr. Kammerud reviewed information sent to Board Members on this topic. The proposed is a family care type program, implemented in phases, and integrated with acute and primary care. Governor Doyle will be meeting with the collaborative partners this afternoon. It is anticipated he will be making an award of the requested funds for this project.

### **Meth Coalition Funding**

As reported in the *Director's Report*, Mr. Kammerud noted that we did not receive the grant. However, a presentation of others funds may be presented in the near future.

The state is also going to provide training to counties on the Matrix Model.

Mr. Jepsen reported on a program developed by the Extension Office, being offered on May 3, 2006.

### **Adult Development Center**

Mr. Jepsen reported that as a member of the ADC Board, he is limited in what he can say on this topic.

The issue for the Human Services Department is that the Department was not notified of the problem and, to date, still have not received the information requested. According to the Allowable Cost Policy, organizations that the Human Services Department contracts with are required to notify the Department of such offenses. If this does not occur, it is the responsibility of our Fiscal Manager to contact the state, which has been done.

The possibility of breach of contract was raised. This could also put the Department in jeopardy with the state. Mr. Blake suggested this be brought to the attention of the Corporation Counsel.

**Position Updates**

None.

**Monthly Statistics**

Monthly statistics were mailed to Board Members with the agenda. No questions raised.

**Director's Report**

Mr. Kammerud noted the attached article written by Gregg Westigaard.

**Board and Staff Comments**

Mr. Jepsen and Ms. Tessman will be absent from the February Board Meeting.

Ms. Confer reported having received some household items, as requested.

The current/updated proposal from the Salvation Army for the jail building will be presented to the Property Committee on January 31, 2006.

Mr. Jepsen reported the house in Osceola owned by Polk County will probably be put up for sale if there is not a use for it.

**Closed Session**

Motion to convene into closed session made by Dr. Markert, seconded by Mr. Rasmussen. All in favor. Motion carried.

Motion to reconvene into open session made by Mr. Blake, seconded by Dr. Markert. All in favor. Motion carried.

**Adjournment**

Motion to adjourn the meeting at 10:30 a.m. made by Mr. Rasmussen, seconded by Mr. Blake. All in favor. Motion carried.

Respectfully submitted,

Rev. Keith Rediske  
Secretary