

***Polk County Human Services Department
Board Meeting Minutes
June 15, 2006***

Present: Bryan Beseler
Robert Blake
Janice Grest
John Gyllen
Julie Hildebrand
David Markert
Kenneth Olson
Keith Rediske

Absent: Larry Jepsen

Also: Phyl Brown
Kay Confer
Sherry Gjonnes
Rich Kammerud
Pat Kirkwood
Jan Place
Cal Schladweiler
Gail Wassberg

Press: None

Chair Keith Rediske called the meeting to order at 8:00 a.m.

Approval of Agenda

Motion to approve the agenda made by Mr. Blake, seconded by Ms. Grest. All in favor. Motion carried.

Approval of Minutes

Motion to approve the May 22, 2006 Meeting Minutes made by Mr. Beseler, seconded by Mr. Blake. All in favor. Motion carried.

Approval of Vouchers

Motion to approve the vouchers made by Mr. Blake, seconded by Ms. Grest. All in favor. Motion carried.

Appointment of Voucher Subcommittee for July 20, 2006 Meeting

The Voucher Subcommittee for July 20, 2006 will be Mr. Gyllen, Mr. Jepsen, and Dr. Markert. Ms. Hildebrand is not available to serve on the subcommittee in July and August.

Veterans Service Report

Due to Mr. Gates' absence, Ms. Wassberg distributed and reviewed the monthly Veterans Service Office Report.

Recent Activities

- Executive Meeting, Hayward, June 5, 2006

- Northwest County Veterans Service Officer ((NWCVSO) Meeting, Hurley, June 9, 2006
- Bureau of Veterans Affairs (BVA) Meeting, King, June 15-26, 2006

Public Comments

None.

Mental Health and Chemical Dependency Services

This item was deferred until the arrival of staff at 8:30 a.m. Upon staff's arrival, individuals were introduced and program information provided. The programs include:

- Community Support Program (CSP)
- Substance Abuse Programs
- Outpatient Mental Health Therapy
- Emergency Services
- Three-Party Commitments
- Jail Services
- Wraparound Services
- Psychiatric Services/Medication Management
- Case Management Services

Financial Report

Ms. Kirkwood reviewed the First Quarter Financial Report, which had been mailed to Board Members with the agenda.

Accounts Receivable Write-Offs

Ms. Kirkwood presented information related to writing off several accounts from the years 2001 to 2003 on which no current address information was available and, thus, could not be collected.

<u>Account Number</u>	<u>Amount</u>	<u>Notes</u>
904	\$2.00	Copay
1248	\$50.00	TEAM participation
2889	\$20.00	No show charge
2901	\$20.00	No show charge
2907	\$40.00	No show charges
2974	\$20.00	No show charge
3121	\$25.00	TEAM participation
3575	\$60.00	No show charges
3624	\$20.00	No show charges

Motion to accept the recommendation of writing off these accounts made by Ms. Grest, seconded by Ms. Hildebrand. All in favor. Motion carried.

It was noted that attempts to collect all other delinquent accounts will be made, including tax intercept.

2005 Annual Report/Human Services Department

The *2005 Annual Report* for the Human Services Department had been mailed to Board Members.

Motion to approve the *2005 Annual Report* for the Human Services Department and to forward the report on to the County Board of Supervisors made by Mr. Blake, seconded by Mr. Olson. All in favor. Motion carried.

2007 Staffing Plans

The *2007 Staffing Plans* for the Human Services Department had been mailed to Board Members. Mr. Kammerud reported there are no changes to the Staffing Plans from 2006.

A brief discussion ensued on where the Department may have staff shortage areas, i.e., support staff, Child Protective Services, Mental Health/Chemical Dependency, and related liabilities. Ms. Place and Mr. Kammerud talked about the possibility of hiring a temporary position during the energy assistance program, if funds through the program were available. Dr. Markert suggested developing an assessment approach to tracking staffing needs.

Ms. Kirkwood indicated the personnel costs included updated health insurance information and end-of-the-year salaries.

Motion to approve the *2007 Staffing Plans* made by Mr. Blake, seconded by Ms. Grest. Motion unanimously approved and carried.

Mr. Kammerud referenced an article in the *Wisconsin Counties* magazine, which focuses on county vs. state funds. Copies of the article will be mailed to the Citizen Board Members, as they do not receive the magazine.

Position Updates

Mr. Kammerud reviewed information related to changes in staff and current vacant positions.

Monthly Statistics

The statistical report was distributed.

Director's Report

None given.

WCHSA Conference Report

None given.

Board and Staff Comments

None given.

Closed Session

Motion to move into closed session at 10:20 a.m. made by Ms. Grest, seconded by Mr. Blake. Roll call was taken: Bryan Beseler, yes; Robert Blake, yes; Janice Grest, yes; John Gyllen, not present, left the meeting at 9:15 a.m.; Julie Hildebrand, yes; Larry Jepsen, absent from meeting; David Markert, yes; Kenneth Olson, yes; Keith Rediske, yes. All in favor. Motion carried.

Chair Rediske requested the others present during the closed session be listed in the meeting minutes – Jeff Fuge, Corporation Counsel; Malia Malone, Assistant Corporation Counsel; Mindy Dale, Attorney.

At 11:55 a.m. it was noted by Corporation Counsel, Jeff Fuge, that the meeting may not have been completely closed, as the door appears to have been inadvertently propped open approximately 2½ inches.

Motion to adopt the proposed Performance Goal letter, as discussed, made by Dr. Markert, seconded by Mr. Blake. Motion unanimously approved and carried.

Motion to return to open session made by Ms. Grest, seconded by Ms. Hildebrand. Motion unanimously approved and carried.

The Human Services Board gave Chair Rediske the discretion to schedule a special meeting.

Adjournment

Motion to adjourn the meeting at 12:05 p.m. made by Ms. Grest, seconded by Mr. Olson. All in favor. Motion carried.

Respectfully submitted,

Bryan Beseler
Secretary