

***Polk County Human Services Department  
Board Meeting Minutes  
July 19, 2007***

***Present:*** Bryan Beseler  
Robert Blake  
John Gyllen  
Julie Hildebrand

David Markert  
Kenneth Olson  
Keith Rediske

***Absent:*** Larry Jepsen

***Also:*** Phyl Brown  
Kay Confer  
Rick Gates  
Sherry Gjonnes

Rich Kammerud  
Pat Kirkwood  
Jan Place  
Cal Schladweiler

***Press:*** None

Chairman Keith Rediske called the meeting to order at 8:08 a.m.

***Verification of Meeting Notice***

As requested, Ms. Brown reported the meeting was properly noticed.

***Approval of Agenda***

Motion to approve the agenda made by Dr. Markert, seconded by Mr. Olson. All in favor. Motion carried.

***Approval of Minutes***

Motion to approve the June 21, 2007 Meeting Minutes made by Dr. Markert, seconded by Mr. Olson. All in favor. Motion carried.

***Approval of Vouchers***

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

***Appointment of Voucher Subcommittee for August 16, 2007***

The Voucher Subcommittee for August 16, 2007 will be Mr. Blake, Mr. Jepsen, and Mr. Olson.

***Veterans Service Report***

Mr. Gates distributed and reviewed the monthly Veterans Service Report.

Recent Activities:

- CVSO Conference in Milwaukee; Mr. Gates reported 48 County Veterans Service Officers from Wisconsin were nationally accredited, including Mr. Gates.

Upcoming Activities:

- A. L. Conference, Green Bay, July 20, 2007
- NW-CVSO, Eau Claire, July 27, 2007
- County Fair, July 26-28, 2007

The Veterans Services Office 2008 Staffing Plan was distributed and reviewed.

Motion to approve the plan, as presented, and to forward the proposed 2008 Staffing Plan on to the Personnel Committee made by Mr. Blake, seconded by Mr. Gyllen. All in favor. Motion carried.

**Public Comments** – *An opportunity for the public to provide input and feedback on the 2008 Human Services Department budget. The Board will accept comments between 8:30 a.m. and 9:30 a.m. The Board will deliberate on the budget or any other agenda items during any part of this hour, when no citizens are requesting to make comments. The Board requests that each person limit their comments to five minutes. Written comments are also accepted.*

None.

**Contingency Fund**

Rev. Rediske reported the funding for the Mental Health and Chemical Dependency Coordinator position for the remainder of 2007 was approved by the County Board of Supervisors; however, the contingency fund risk was not approved.

No action required.

**Role of Management Staff in Human Services Board Meetings**

Rev. Rediske facilitated the discussion, with feedback from both board and staff members. The Board noted that the opinions and input of management staff is desired and important, noting that issues should first be brought to Mr. Kammerud when appropriate. Management staff will continue to attend the Human Services Board Meetings.

No action required.

**Children's Waiver Program**

Ms. Gjønnes provided information on this program. The program is intended for children with severe emotional problems and are in foster or treatment foster homes.

Ms. Gjonnes will present a new job description for the position that is administering this program at the next Human Services Board Meeting.

No action required.

**ADRC/Aging Department**

Mr. Kammerud reported Kari Flom, Aging Director, and Rich have been attending meetings with surrounding counties to explore a regional ADRC. The Aging and Human Services Boards will be the decision-makers on whether Polk County participates in a regional ADRC.

Motion to direct Mr. Kammerud to continue participation in meetings related to the development of a regional ADRC made by Mr. Blake, seconded by Dr. Markert. All in favor. Motion carried.

**Long Term Care Reform Planning Council**

Mr. Kammerud presented a proposed resolution requesting the County Board of Supervisors appoint a representative to participate in the decision-making process about the care management organization.

Motion to approve the resolution as written and to forward the resolution to the County Board of Supervisors made by Ms. Hildebrand, seconded by Mr. Beseler. It was noted there is no county funding involved in this resolution. All in favor. The motion was unanimously carried.

The resolution was distributed for signature.

**2008 Staffing Plans**

Mr. Kammerud distributed information on new positions being requested for 2008 and the information was reviewed.

Mr. Kammerud distributed the 2008 Staffing Plan, which included the new positions. Discussion ensued.

Motion to approve the Staffing Plan as presented and to forward the 2008 Human Services Staffing Plan to the Personnel Committee made by Mr. Blake, seconded by Dr. Markert. Further discussion ensued. All in favor. Motion unanimously carried.

It was requested that a new organizational chart be included in the 2008 Human Services Staffing Plan to include the proposed new positions.

**Preliminary 2008 Budget Discussion**

Ms. Kirkwood distributed and reviewed the 2008 Human Services Preliminary Budget.

No action required at this time.

**Promotion of the Human Services Department**

No action required.

**Position Updates**

Mr. Kammerud provided position updates:

- Beth Sleep, CPS Social Worker, resigned; effective June 27, 2007.
- Many applications for the vacant CPS Social Worker position have been received; interviews will be scheduled in the near future.
- Interviews were held for the vacant hours of the Registered Nurse position; no viable candidates were noted.
- Dave Sarow, Juvenile Justice Intake Social Worker is retiring, effective August 10, 2007.
- The vacant Juvenile Justice Intake Social Worker position has been posted.

No action required.

**Monthly Statistics**

The Monthly Statistical Report was distributed and reviewed. An updated Monthly Statistical Report was distributed.

No action required.

**Board and Staff Comments**

Comments were offered.

**Next Meeting**

The next meeting of the Human Services Board will be on August 16, 2007 at 8:00 a.m. in the Lower Level Conference Room of the Government Center. The agenda will include the Children's Waiver Position Description.

No action required.

**Adjournment**

Motion to adjourn the meeting at 11:11 a.m. made by Mr. Blake, seconded by Mr. Olson. All in favor. Motion carried.

Respectfully submitted,

Bryan Beseler  
Secretary