

***Polk County Human Services Department
Board Meeting Minutes
January 18, 2007***

Present: Bryan Beseler
Robert Blake
Janice Grest
Julie Hildebrand

Larry Jepsen
David Markert
Kenneth Olson
Keith Rediske

Absent: John Gyllen

Also: Phyl Brown
Rick Gates
Sherry Gjonnes

Rich Kammerud
Pat Kirkwood

Press: None

Chairman Keith Rediske called the meeting to order at 8:04 a.m.

Verification of Meeting Notice

As requested, Ms. Brown reported the agenda for this meeting was sent to the County Clerk's office for the appropriate posting; confirmation was received.

Approval of Agenda

Motion to approve the agenda made by Mr. Beseler, seconded by Mr. Jepsen. All in favor. Motion carried.

Approval of Minutes

Motion to approve the December 21, 2006 Meeting Minutes made by Ms. Hildebrand, seconded by Mr. Beseler. All in favor. Motion carried.

Approval of Vouchers

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

Appointment of Voucher Sub-Committee for February 15, 2007

The Voucher Subcommittee for February 15, 2007 will be Ms. Grest, Mr. Gyllen, and Rev. Rediske.

Veterans Service Report

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

Copies of the Department Goals were distributed. Rev. Rediske noted that a closed session in the near future will need to be held to discuss and approve the goals. Mr. Gates was requested to have a copy of the 2005 goals available at that time.

Administrative Support Staff

The Administrative Support Staff introduced themselves and provided an overview of their job duties.

- Receptionist
- Substance Abuse Secretary
- Mental Health Secretary
- Transcriptionist
- Records Clerk
- Intake Clerk

Public Comments

None.

Letter to Legislators

Dr. Markert distributed copies of the revised letter. Rev. Rediske reported the letter has been reviewed by Corporation Counsel.

Motion to accept the letter as presented made by Dr. Markert, seconded by Ms. Grest. Following discussion, it was agreed the letter will be e-mailed to other county human services departments, and hard copies sent to the Governor, legislators, Department of Health and Family Services, Department of Corrections, and Department of Workforce Development. The letter will also be distributed to staff. It was suggested that letters be mailed to elected officials to address specific issues, as they come up. A minor change in the letter was noted and the change was made. All in favor. Motion unanimously carried.

The letter was signed and will be distributed accordingly.

Promoting Human Services Programs to the Public

Human Services Board Members and staff were asked to provide suggestions at this meeting. The suggestions included a letter composed by Ms. Grest on the cost of the war. Following discussion, it was agreed that this is not a topic to be supported by the Human Services Board, as a whole. However, the individual Board Members could send such a letter, clarifying that they are not representing the Human Services Board. Mr. Gates will be asked to review the letter, prior to sending.

Rev. Rediske will discuss with Corporation Counsel the creation of a non-profit entity. Other ideas included: monthly newsletter, press releases, radio spots, newspaper spots, brochure/pamphlets.

Jail Clients/Substance Abuse Program

A committee to review this issue has not yet been formed. At this time, the Sheriff is to determine what services are to be provided at the jail.

Update on Governance for the Family Care Program

Mr. Kammerud distributed and reviewed information, and provided clarification on time lines and financial impact to the county. This topic will be on put on the Human Services Board agenda each month so Mr. Kammerud can provide regular updates.

2006 Quality Assurance Monitoring Review

Deferred due to Cal Schladweiler's absence.

Position Updates

- All Substance Abuse Counselor positions are filled
- Angela Pedretti has been hired as a Mental Health Therapist, starting on January 2, 2007
- Interviews are to be scheduled for the Wraparound Case Manager position
- Interviews have been conducted for the CSP Clinical Coordinator position; one additional interview will be held
- We are advertising for the Registered Nurse job-share position

Monthly Statistics

The Statistical Report was mailed with the agenda. Enriched statistics are being developed. Once developed, the Board can decide how often they would like to see them.

Director's Report

Nothing further to report.

Board and Staff Comments

Comments were offered.

Next Meeting

The next Human Services Board meeting is scheduled for Thursday, February 15, 2007. The agenda will include: Promoting the Human Services Department; Family Care Program Update; and a closed session.

Adjournment

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

Respectfully submitted,

Bryan Beseler
Secretary