

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

Present: Bryan Beseler
Robert Blake
John Gyllen
Julie Hildebrand

Larry Jepsen
David Markert
Kenneth Olson

Absent: Janice Grest
Keith Rediske

Also: Phyl Brown
Gary Ehrich
Jeffrey Fuge
Rick Gates
Sherry Gjonnes
Richard Kammerud

Pat Kirkwood
Malia Malone
Jan Place
Cal Schladweiler
Gail Wassberg

Press: None

Vice Chair David Markert called the meeting to order at 8:00 a.m.

Approval of Agenda

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

Approval of Minutes

Motion to approve the September 21, 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. Hildebrand. All in favor. Motion carried.

Appointment of Voucher Sub-Committee for November 16, 2006

The Voucher Subcommittee for November 16, 2006 will be Mr. Beseler, Mr. Jepsen, and Rev. Rediske.

Veterans Service Report

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

Recent Activities

- Appeal Hearing for a veteran, St. Paul, October 10, 2006
- Mr. Gates hosted the CVSO Conference in Hayward

- Applied for the 2007 Transportation Grant
- M.C. at the Red Hat Conference, Paradise Landing

Upcoming Activities

- Bureau of Veterans Affairs, LaCrosse, October 20, 2006
- CVS0 Meeting, November 3, 2006

Mr. Gates has been asked by the Red Cross to attend a training (VOAD) related to Emergency Management/Preparedness. The training will be held December 6-8, 2006, with expenses being paid by the Red Cross.

Motion to approve Mr. Gates' participation in the VOAD training made by Mr. Jepsen, seconded by Mr. Beseler. All in favor. Motion carried.

Motion to amend the amended agenda by moving item 10 to follow item 7 made by Mr. Blake, seconded by Mr. Jepsen. All in favor. Motion carried.

Public Comments

None.

Substance Abuse Services Rate Increases

Mr. Ehrich presented information related to the Substance Abuse rates. OWI fees were increased from \$200.00 to \$250.00 on January 1, 2006. It is being proposed that those clients who need an extension or reinstatement on their Driver Safety Plan will be charged \$125.00. Intakes, court-ordered CD assessments, and voluntary assessments will now be combined to "Intake/CD Assessment." It is proposed that the charge for this service be increased from \$140.00 to \$190.00.

Motion to authorize the consolidation of the above-mentioned services into one service and to raise the fee from \$140.00 to \$190.00 made by Mr. Blake, seconded by Mr. Gyllen. All in favor. By unanimous vote, the motion was carried.

The Department was asked to develop a schedule of all department fees to be presented to the Human Services Board in the future.

Attorney for Termination of Parents Rights (TPRs)

Mr. Fuge requested that Mr. Kammerud lead the discussion. Mr. Kammerud provided information on the reason for this item being on the agenda. The Human Services Board would like to assure that the Corporation Counsel's office will provide the high quality legal services, as has been provided by Ms. Nancy Miller. Mr. Fuge and Ms. Malone provided this assurance.

Corporation Counsel's Responsibility for JIPS and CHIPS Cases

As information only, Mr. Fuge outlined the proposed change in handling the JIPS and CHIPS cases for the Human Services Department.

Mr. Jepsen requested that items 12, 13, 14, and 15 be moved to this point in the agenda. So granted.

Crisis Assistance

Ms. Place reported that two Experienced Work employees are helping with the Energy Crisis Assistance program at no cost to Polk County.

Food Share Error Rate/Certificate of Achievement

Polk County Economic Support Services was recognized for a zero error rate in 2005.

Energy Assistance State Review

Ms. Place reported receiving the findings of a state audit conducted in 2005. The new process of having all Economic Support workers process energy assistance applications seems to be working well.

Economic Support Unit

Individuals from the Economic Support Services unit were introduced and program information provided. The programs include:

- Family cases
- Adult cases
- Confidential cases
- FoodShare program
- Medical Assistance
- BadgerCare
- Child Care
- Certification Child Care Providers
- Energy Assistance
- Crisis Energy Assistance
- Quality Assurance Reviews
- FSet Program
- Wisconsin Works (W2)
- Benefits for the elderly, blind and disabled
- Wisconsin Share
- Employment Subsidy program
- Referrals to Child Protective Services, Adult Protection, Public Health, WIC program, and Mental Health
- Salvation Army voucher program
- Medical Assistance for nursing home care
- Home maintenance program
- State recovery program
- Presumptive disability
- County burials
- MA Transportation

- Fraud program
- Medicare Part D assistance
- Third party liability

A brief discussion ensued on developing a relationship with the businesses that receive loans through Polk County to hire the customers participating in the employment programs.

Mr. Jepsen left the meeting at 10:30 a.m.

Proposed Letter to State Legislators

Dr. Markert prepared a draft of a letter to be sent to State Legislators. It was agreed that Dr. Markert, Mr. Kammerud, and Ms. Hildebrand will continue working on the letter to be presented at the next Human Services Board Meeting.

Vehicle Purchase

Bids on a new vehicle for the Human Services Department were reviewed.

Motion to accept the lowest bid for a 2006 Chevrolet Malibu at a purchase price of \$14,553.00, progressing to the next lowest bid for a 2007 Chevrolet Impala at a purchase price of \$15,967.00, if the Malibu is no longer available, made by Ms. Hildebrand, seconded by Mr. Gyllen. All in favor. By unanimous vote, the motion was carried.

Risk Reserve Account Policy

Mr. Kammerud provided information on a Risk Reserve Account for the Human Services Department. Following discussion, Mr. Blake suggested Mr. Kammerud present the information to the Finance Committee. Mr. Kammerud will request to be placed on the next Finance Committee agenda. Mr. Kammerud noted such an account would be different than a non-lapsing account and would not be part of the Department budget. Expenditures from the account would need the approval of the Human Services Board and the Finance Committee.

2007 Human Services Budget and Staffing Plans

Mr. Kammerud and Ms. Kirkwood attended a recent Finance Committee Meeting to present information on the Human Services Budget.

In working with the Human Resources Department, the grant-funded position for a Substance Abuse Counselor for the meth program has been added to the 2007 Staffing Plan for the Human Services Department. It was noted that this position will terminate when the grant terminates.

Mr. Kammerud distributed copies of a memo sent to the Finance Committee requesting funding for the Juvenile Justice position.

Mr. Blake reported receiving a call from Indianhead, requesting consideration be given for a rate increase to them, as their staff has not had a salary increase since January 2005.

Position Updates

- Kristie Hanson, Child Protective Services (CPS) Social Worker, resigned. Interviews were conducted for this vacancy and the position was offered to and accepted by Jennifer Williams, CPS Access Worker.
- Interviews have been conducted for Mental Health Therapist positions.
- Carl Gaede, Community Support Clinical Coordinator, has resigned. This position has been posted, and one interview conducted.
- An application has been received for the Substance Abuse Counselor position for the adolescent program.
- Recruitment continues for the vacant Wraparound Case Manager position.

Monthly Statistics

The monthly statistical report was mailed to the Human Services Board Member along with the agenda.

Director's Report

Mr. Kammerud noted that two half-day training sessions were recently conducted by the Red Cross on setting up and manning a shelter in the event of a disaster.

Employee Recognition

Dr. Markert reported that Rev. Rediske feels the Human Services Board should be more involved in employee recognition. Mr. Beseler also voiced that long-term employees should be recognized for their tenure. This topic will be discussed further at the November 16, 2006 Human Services Board Meeting.

Board and Staff Comments

Ms. Kirkwood reported receiving several responses from providers stating they will hold to no rate increase for 2007.

Mr. Blake reported that it has been noted there are no lay-offs in the 2007 budget; however, there are a lot of vacant positions.

Mr. Kammerud reported that Kay Confer is attending a conference.

Next Meeting

November 16, 2006 at 8:00 a.m.

Adjournment

Motion to adjourn the meeting at 11:45 a.m. made by Mr. Blake, seconded by Mr. Beseler. All in favor. Motion carried.

Respectfully submitted,

Bryan Beseler
Secretary