

***Polk County Human Services Department  
Board Meeting Minutes  
December 21, 2006***

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

Larry Jepsen  
David Markert  
Kenneth Olson  
Keith Rediske

***Also:*** Phyl Brown  
Kay Confer  
Rick Gates  
Sherry Gjonnes  
Rich Kammerud  
Pat Kirkwood

Rodney Littlefield  
Malia Malone  
Cyndy Moore  
Jan Place  
Cal Schladweiler

***Press:*** None

Chairman Keith Rediske called the meeting to order at 8:06 a.m.

***Evidence of Proper 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. Blake, seconded by Mr. Gyllen. All in favor. Motion carried.

Mr. Jepsen requested permission to leave the meeting at 10:00 a.m.

***Approval of Minutes***

Motion to approve the November 29, 2006 Meeting Minutes made by Mr. Jepsen, seconded by Ms. Hildebrand. All in favor. Motion carried.

***Approval of Vouchers***

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

***Appointment of Voucher Sub-Committee for January 18, 2007***

The Voucher Subcommittee for January 18, 2007 will be Mr. Beseler, Mr. Jepsen, and Dr. Markert.

***Veterans Service Report***

Mr. Gates distributed and reviewed the monthly Veterans Service Report. In addition, the cumulative annual report was also distributed.

***Recent Activities***

- VOAD (Voluntary Organizations Active in Disasters) Training; Red Cross paid expenses
- American Legion District Council Meeting

- Toys for Tots; toys donated to Operation Christmas and Forgotten Santa
- Tri County DAV (Disabled American Veterans) Meeting
- Polk County DAV Meeting
- With approval from the Veterans Service Commission, four emergency grants were awarded

### **Public Comments**

Rev. Rediske reported that the Polk County Board of Supervisors unanimously passed the resolution to reinstate the Juvenile Justice position.

Rev. Rediske requested that Human Services Board Members contact Rev. Rediske when they will be absent from a Human Services Board Meeting.

### **Court-Ordered Mental Health Evaluations (Resolution and Letter of Agreement)**

Ms. Malone distributed a draft resolution for review.

Motion to place this resolution before the Polk County Board of Supervisors made by Ms. Grest, seconded by Mr. Jepsen. Discussion ensued. Motion withdrawn.

Motion directing Ms. Malone, Ms. Kirkwood, and Mr. Kammerud to finalize the resolution and present it at the February 2007 Human Services Board Meeting made by Mr. Blake, seconded by Dr. Markert. All in favor. Motion carried.

### **Fiscal Unit**

The Fiscal unit staff introduced themselves and provided information on their job duties. The responsibilities of the Fiscal unit include:

- Contracts
- Accounts Receivable/Third-Party Billing
- Accounts Payable
- CARS Reporting to the State for Reimbursement
- Support Specialists to the Child Protective Services and Long Term Support Units
- Rep Payee Program

### **Jail Clients/Substance Abuse Program**

This agenda item was moved up the agenda. Mr. Kammerud provided a handout on services being provided to the jail by the Human Services Department. There is no formal agreement with the jail, at this time.

Mr. Littlefield, County Supervisor, proposed that a mandatory substance abuse program be conducted at the jail to address the recidivism rate.

Following discussion, it was agreed that Mr. Kammerud will develop a sub-committee to review services at the jail. Ms. Grest and Dr. Markert volunteered to serve on such committee. Mr. Blake and Mr. Beseler requested someone from the Public Protection Committee and a jail employee also participate.

### **Letter to Legislators**

A copy was distributed and reviewed. Following discussion, Mr. Blake agreed to do some rewriting of a portion of the letter, which will be reviewed at the next Human Services Board Meeting.

### **Promoting Human Services Programs to the Public**

A brief discussion ensued on ways to educate the public on the function of the Human Services Department. Human Services Board Members and staff present at the meeting were asked to bring suggestions to the next Human Services Board Meeting.

### **Department Hours**

Mr. Kammerud reported that he has been working with the Mental Health and Substance Abuse staff on expanding the clinic hours to include evenings.

Motion to support Mr. Kammerud's efforts to expand the clinic hours to include evenings made by Dr. Markert, seconded by Ms. Grest. All in favor. Motion was unanimously carried.

### **Position Updates**

- Angela Pedretti has been hired as a Mental Health Therapist and will start on January 2, 2007
- An offer had been extended to fill the CSP Clinical Coordinator position; however, the salary negotiation was unsuccessful. Recruitment efforts are again under way.
- Jaime Weness, a former intern for the Long Term Support unit, was hired as a temp to cover while Jennifer Williams is on maternity leave.
- Wraparound Case Manager position – still recruiting
- As agreed with the current employee, the registered nurse position will be turned into a job share position; recruitment for a half-time nurse will begin.

### **Monthly Statistics**

The Statistical Report was mailed with the agenda.

### **Director's Report**

Nothing to report.

### **Board and Staff Comments**

Ms. Gjonnes thanked the Human Services Board for their support of the Juvenile Justice position.

A brief discussion ensued on information provided by Corporation Counsel that Polk County employees are not to speak during Public Comments of a Polk County Board of Supervisors Meeting.

### **Next Meeting**

The next Human Services Board Meeting is scheduled for January 18, 2007. Agenda items for that meeting include: Proposals for Awareness or Fundraising; Letter to State Legislators; Jail Proposal (Mr. Kammerud noted that there are some short-term issues that need to be addressed soon); and an Update on the Governance of the Family Care Program.

### **Adjournment**

Motion to adjourn the meeting at 11:51 a.m. made by Mr. Blake, seconded by Mr. Olson. All in favor. Motion carried.

Respectfully submitted,  
Bryan Beseler  
Secretary