

***Polk County Human Services Department  
Board Meeting Minutes  
March 24, 2009***

<b><i>Present:</i></b>	William Alleva Marvin Caspersen James Edgell	David Markert Diane Stoneking Timothy Strohbusch
<b><i>Absent:</i></b>	John Gyllen	Ken Sample
<b><i>Also:</i></b>	Phyl Brown Kay Confer Sheila Falb Rick Gates Sherry Gjonnes	Andrea Jerrick Rich Kammerud Pat Kirkwood Angela Pedretti

Chairperson Stoneking called the meeting to order at 8:30 a.m.

***Approval of Agenda***

Motion to approve the revised agenda made by Mr. Caspersen, seconded by Mr. Edgell. It was noted that an amended agenda had been posted, but the item that was added to the agenda will be deferred. All in favor. Motion carried.

***Approval of February 24, 2009 Meeting Minutes***

Motion to approve the February 24, 2009 Meeting Minutes made by Mr. Alleva, seconded by Dr. Markert. All in favor. Motion carried.

***Resignation of Pat Messicci***

Ms. Messicci's resignation was noted. Appreciation was expressed for her service.

***Approval of Vouchers***

Motion to approve the vouchers made by Mr. Caspersen, seconded by Mr. Strohbusch. All in favor. Motion carried.

***Appointment of Voucher Sub-Committee for April 28, 2009***

The Voucher Subcommittee for April 28, 2009 will be Mr. Alleva, Mr. Edgell, and Ms. Stoneking.

***Public Comments***

No comments offered.

**Veterans Service Report**

Mr. Gates distributed and reviewed the Monthly Veterans Service Report and provided information on upcoming events.

**Child Protective Services Unit Presentation**

The employees from the Child Protective Services presented information on their job duties and services provided by the unit.

**Recruitment for the Director of the Human Services Department**

Ms. Jerrick provided an outline of the recruitment process.

**Deputy Director Job Description**

Mr. Kammerud reviewed the updated job description, as well as the percentage of time estimates that were added.

Motion to accept the job description as presented, but to defer filling the position until a later time, made by Mr. Strohubusch, seconded by Dr. Markert. All in favor. Motion carried.

**Vehicle Scheduling and Usage Policy**

This policy was revised to include a reference to the Polk County Purchasing Policy.

Motion to approve the revised Vehicle Scheduling and Usage Policy made by Mr. Caspersen, seconded by Dr. Markert. All in favor. Motion carried.

**Wrap Around/CST Coordinating Committee Membership**

Ms. Pedretti provided background information on the Committee and asked for a Human Services Board member to serve on the Coordinating Committee. Dr. Markert volunteered to do so.

**CJCC Restorative Justice Grant**

Mr. Alleva reported that he, Judge Gale Wyrick, and Brooke Benware worked on and submitted a grant request to the Otto Bremer Foundation. If awarded, the grant would begin in September and would provide funds for a half-time coordinator for Restorative Justice and a half-time coordinator for the Drug Court. The Human Services Department will be the fiscal agent for this grant. Notification of the grant award is expected in April.

**Client Account Write-Off**

Deferred.

**Long Term Support Update**

A letter from Secretary Timberlake was sent with the agenda. Mr. Kammerud provided highlights of the letter and distributed a map for Family Care Implementation. The implementation for Polk County remains at June 1. The ADRC application and budget have been approved, and the contract is expected momentarily. The ADRC will be fully

staffed as of April 1; the director is currently working on a part-time basis and will be full-time as of April 1. NorthernBridges has not yet selected office space in Polk County.

**Director's Report**

Mr. Kammerud received a letter in February from the Adult Development Center (ADC), with an invitation to the Human Services personnel and Board to attend an upcoming ADC Board Meeting. It was noted that the Human Services Department will no longer have a contract with the ADC after June 1.

**Staff Travel**

Informational only.

**Position Updates**

Mr. Kammerud provided an update on positions within the Human Services Department.

**Monthly Statistics**

The monthly statistics were mailed with the meeting agenda.

**WCHSA Conference/May 2009**

The WCHSA Conference is open to all Human Services Board Members and Department Directors.

**Next Meeting**

The next meeting of the Human Services Board is scheduled for April 28, 2009. Ms. Pedretti will provide refreshments. Mobile Crisis will be added to the agenda. Mr. Caspersen asked to be excused from the April meeting.

**Adjournment**

Motion to adjourn the meeting at 11:19 a.m. made by Dr. Markert, seconded by Mr. Edgell. All in favor. Motion carried.

Respectfully submitted,

Diane Stoneking  
Chair