

***Polk County Human Services Department  
Board Meeting Minutes  
October 28, 2008***

***Present:*** Bill Alleva David Markert  
Marvin Caspersen Diane Stoneking  
James Edgell Ken Sample  
John Gyllen Tim Strohbusch

***Absent:*** Patricia Messicci

***Also:*** Phyl Brown Rich Kammerud  
Kay Confer Pat Kirkwood  
Sherry Gjonnes Cal Schladweiler  
Jeff Fuge Gail Wassberg

Chairperson Diane Stoneking called the meeting to order at 8:32 a.m.

***Approval of Agenda***

Motion to approve the amended agenda made by Mr. Caspersen, seconded by Mr. Strohbusch. It was noted that "Public Comments" had been left off the agenda. All in favor. Motion carried.

***Approval of September 23, 2008 Meeting Minutes***

Motion to approve the September 23, 2008 Meeting Minutes made by Mr. Sample, seconded by Mr. Alleva. All in favor. Motion carried.

***Approval of Vouchers***

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

***Appointment of Voucher Sub-Committee for November 25, 2008***

The Voucher Subcommittee for November 25, 2008 will be Mr. Sample, Ms. Stoneking, and Mr. Strohbusch.

***Veterans Service Report***

Ms. Wassberg distributed and reviewed the Monthly Veterans Service Report, and provided information on current and upcoming activities.

No action required.

***2009 Human Services Department Budget***

Mr. Kammerud and Mr. Sample provided information on recent budget meetings and the budgeting process. The budget recommendations for the Human Services Department

from the Finance Committee Meeting Minutes were reviewed. Additional financial information was distributed and reviewed.

Dr. Markert arrived at 9:03 a.m.

Motion to reaffirm the decision of the Human Services Board on the original Human Services Department budget, where a zero percent increase was agreed upon, made by Mr. Sample, seconded by Dr. Markert. Brief discussion ensued. Question called by Mr. Caspersen. All in favor. Motion carried.

### **Unit Presentation (Mental Health)**

Employees from Mental Health Services were introduced and provided information related to each of the programs, i.e., Wraparound, Case Management, Outpatient Mental Health, and the Community Support Program services.

Motion to suspend the order of the agenda made by Mr. Sample, seconded by Dr. Markert. All in favor. Motion carried.

### **Closed Session**

Motion to go into Closed Session for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, pursuant to Wisconsin Statute Section 19.85(1)(f), made by Mr. Caspersen, seconded by Mr. Sample. All in favor. Motion carried.

Those present during the Closed Session were the Human Services Board Members, Mr. Kammerud, Mr. Fuge, and Ms. Brown.

Motion to return to Open Session made by Mr. Caspersen, seconded by Mr. Sample. All in favor. Motion carried.

### **2009 Mental Health Institute Rate**

Mr. Kammerud presented information related to the 2009 rate increase for the state hospitals, as well as a draft letter to be mailed to the Governor of the State of Wisconsin addressing the rate increase and the impact on the Human Services Department.

Motion to send the proposed letter to the Governor on behalf of the Polk County Human Services Board, as well the local state representatives, made by Dr. Markert, seconded by Mr. Sample. All in favor. Motion carried.

It was also suggested that this information be shared with the Polk County Board of Supervisors.

**Opening of Bids for Automobile Purchase**

The closed bids were opened and reviewed.

Motion to purchase a new vehicle for the Human Services Department made by Mr. Sample, seconded by Mr. Strobusch. All in favor. Motion carried.

**Polk County Cash Handling Policy**

This policy has been reviewed by the Polk County Board of Supervisors. Ms. Kirkwood indicated there are some discrepancies in the policy for the Human Services Department. These were noted by the Chair.

No action required.

**Fiscal Unit Policies**

The Fiscal Unit Policies were mailed to the Human Services Board Members for their review prior to the meeting.

Motion to approve the Fiscal Unit Policies with a noted change to the Ability to Pay Policy, made by Mr. Caspersen, seconded by Mr. Strobusch. All in favor. Motion carried.

**WCHSA Fall Conference**

Anyone wishing to attend this conference, should let the Human Services Department staff know as soon as possible.

No action required.

**Position Updates**

None.

**Director's Report**

None.

**Monthly Statistics**

The Monthly Statistics report was distributed and reviewed.

No action required.

**Board and Staff Comments**

The Human Services Board Members are invited to the Human Services Department Holiday Lunch and the Open House in honor of Mr. Schladweiler's retirement, both being held on December 10, 2008.

**Next Meeting**

The next meeting of the Human Services Board is scheduled for November 25, 2008.

**Adjournments**

Motion to adjourn the meeting at 12:00 p.m. made by Mr. Caspersen, seconded by Mr. Strobusch. All in favor. Motion carried.

Respectfully submitted,

Kenneth Sample  
Secretary