

**PHASE 29**  
**POLK COUNTY LOCAL FOOD & SHELTER BOARD**  
**MONDAY, OCTOBER 10, 2011 – 2:00 P.M.**  
**MULTI-PURPOSE ROOM**  
**POLK COUNTY JUSTICE CENTER - 1005 W. MAIN ST. - BALSAM LAKE, WI 54810**

AGENDA

1. Call to Order
  - A. Introductions
2. Approve Agenda
3. Approve Minutes of July 19, 2010 Meeting
4. Public Comment
5. Overview of Phase 29
  - A. Key Changes and Guideline Clarifications
6. Phase 29 Award Received for 2011– Publicized News Release
7. Election / Appointment of Board Members
8. Election / Appointment of Officers
  - A. Chairperson
  - B. Board Secretary Local Contact
9. Approve Alternate Signature Designee
10. Phase 29 Award Procedures
  - A. Review Requests for Funds
11. Allocation of Funds
  - A. Set Per Diems as Necessary
  - B. Completion of Forms
    1. Local Recipient Organization Form (Signatures Required)
    2. Fiscal Agent / Fiscal Conduit Agency Forms (Signatures Required)
12. Set Number of Meetings and Ending Date for Spending for Phase 29
13. Review of Billing/Purchase Procedures and Eligible Expenses (Board recommendation on allowing purchase of diapers).
14. Board Member Comments/Concerns
15. Motion to Adjourn

**POLK COUNTY  
EMERGENCY FOOD & SHELTER PROGRAM  
LOCAL BOARD MEETING MINUTES  
PHASE 29 – 2011  
MONDAY, OCTOBER 10, 2011**

**Present:** Kristine Brede - Community Referral Agency, Kathy Poirier - Emergency Management, Gordon Weber – Lifeline Food Pantry, Kathy Wills – Family Pathways, Kay Erickson - Amery Area Food Pantry, Laurie Ince - Polk County Aging

**Excused:** Duana Bremer - Salvation Army, Pat Williams – Loaves & Fishes (Catholic Charities), Jan George – American Red Cross

Call to Order - Introductions

The Local Emergency Food & Shelter Board for Polk County met in the Multi-Purpose Room of the Justice Center on October 10, 2011. Phase 28 Local Board Chair Kathy Poirier called the meeting to order at 2:10 p.m. Introductions were made.

Approve Agenda

**Motion made by Kay Erickson, seconded by Kathy Wills to approve the agenda as presented. Motion carried.**

Approve Minutes

**Motion made by Gordon Weber, seconded by Kathy Wills to approve the minutes of the July 19, 2010 meeting. Motion carried.**

Public Comments

Kathy Poirier shared the “Homelessness Moves out to the Suburbs” article from the St. Paul Pioneer Press that ran on the front page on Sunday, October 2, 2011. Featured in the article was Duana Bremer, Director of Grace Place and Serenity House both run by the Salvation Army.

Overview of Phase 29 – Key Changes & Guidelines

Kathy Poirier reviewed the Key Changes and Guideline Clarification for Phase 29.

Phase 29 Proposed Award for 2011 – Publicized news Release

This year, we are funded by the State Set Aside Committee. Our proposed award for Phase 29 is \$5,315.00. The announcement of this award was sent to the four county newspapers and was published in the Inter County Leader (Polk County’s legal paper) on October 5, 2011. Letters were also sent to all of the past Local Recipient Organizations and the County Food Shelves.

Election/Appointment of Board Members

Discussion on the current composition of the Local Board. We do not have any Jewish organizations in the County and we currently have no United Way representative. We will continue to pursue finding representatives to participate on the board.

**Motion made by Kay Erickson and seconded by Gordon Weber to appoint the following to the Local Board. Motion carried.**

Phase 29 Local Board Members and affiliation:

Pat Williams – Catholic Charities & other Catholic Organizations

Pastor Barry Schaefer – Church Organizations or Ministerial Associations

Jeff Butler – Homeless or formerly Homeless Representative

Rick Cobenais - Native American

Jan George - American Red Cross

Duana Bremer – Salvation Army

Vacant at this time – United Way

Laurie Ince – Aging Program

Melissa Wyss - Community Action Agency

Gordon Weber - Food Shelf Representative

Kathy Wills – Food Shelf Representative

Kathy Poirier – Government Agency

Election/Appointment of Local Board Chair/Secretary

**Gordon Weber made a motion to appoint Kathy Poirier as the Local Board Chair/Secretary, motion seconded by Kathy Wills. Motion carried.**

Approve Alternate Signature Designee

**Motion made by Kathy Wills to approve Duana Bremer as the alternate signature. Motion seconded by Kay Erickson. Motion carried.**

Review Requests for Funds

The Requests for Funds were reviewed and discussion ensued on the applications received. It was noted that the Salvation Army, Northwoods Homeless Shelters and several Food Pantries declined funding from the Phase 29 allocation to benefit the other agencies. It was agreed that those agencies declining would hopefully have preference if we are awarded funds in another Phase.

Allocation of Funds

Kathy Wills suggested we look at some kind of formula to distribute the money. Looking at the distribution from the previous award, it was agreed that 60% would be awarded to those agencies requesting funds from the Local Recipient Organizations (LRO) that provide Sheltering & Meals on Wheels and 40% to would be awarded to Emergency Management who is the Fiscal Conduit for the Food Pantries/Food Distribution programs. **Motion made by Kathy Wills and seconded by Kay Erickson to award the Phase 29 allocation as follows:**

Community Referral Agency (CRA) - \$1,595.00

Polk County Aging Program - \$1,595.00

Polk County Emergency Management (fiscal conduit for the Local Food Shelves) - \$2,125.00

(Broken down by Food Shelves/Food Distribution):

Amery Area Food Pantry - \$708.00

Lifeline Food Pantry - \$709.00

Congregational Church Food Distribution - \$708.00

**Motion carried.**

Since we have not received an official application from the Congregational Church, **Kathy**

**Poirier made a motion that if Pastor Schaefer declines the award for the Food Distribution program that she has the authority to award the \$708.00 to Family Pathways. Motion seconded by Gordon Weber. Motion carried.**

Set Per Diems

Kathy Poirier explained the per diem schedules for mass shelter and mass feeding. **Motion made by Kathy Wills to set the per diem rate at \$12.50/person/night for the Community Referral Agency and to set the per diem rate at \$2.00/meal for the Polk County Aging Program. Motion seconded by Kay Erickson. Motion carried.**

Completion of Forms

All the necessary forms were distributed for the agencies to fill out and return to Kathy Poirier.

Set Number of Meetings and Ending Date for Spending

**Motion made by Laurie Ince to continue to hold two meetings per year and to set December 31 as the ending date for spending. Motion seconded Kay Erickson. Motion carried.**

Kathy Poirier reviewed the billing procedures and eligible expenses for the Food Shelves. Diapers are an allowable expense if approved in advance by the Local Board.

**Motion made by Kay Erickson to allow the Food shelves to purchase diapers. Motion seconded by Laurie Ince. Motion carried.**

**Motion made by Kay Erickson, seconded by Kathy Wills to adjourn. Motion carried.**