

PHASE 34
POLK COUNTY LOCAL FOOD & SHELTER BOARD
MONDAY, AUGUST 7, 2017 – 2:00 P.M.
MULTI-PURPOSE ROOM
CONFERENCE CALL AVAILABILITY
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 24, 2017 Meeting
4. Public Comment
5. Overview of Phase 34
 - A. Key Changes and Guideline Clarifications
6. Phase 34 Award Received– Publicized News Release
7. Appointment of Board Members
8. Election / Appointment of Officers
 - A. Chairperson
 - B. Board Secretary - Local Contact
9. Approve Alternate Signature Designee
10. Phase 34 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 34
13. Review of Billing/Purchase Procedures and Eligible Expenses (Board recommendation on allowing purchase of diapers and/or feminine hygiene products).
14. Board Member Comments/Concerns
15. Motion to Adjourn