

POLK COUNTY HUMAN SERVICES BOARD MEETING AGENDA

Agenda not necessarily presented in this order

8:00 a.m. Voucher Sub-Committee:

Ms. Hartung, Mr. Alleva. and Mr. Casperson

Refreshments:

Mr. Casperson

Thursday January 24th, 2012

8:30 a.m., Lower Level Conference Room

Polk County Government Center

100 Polk County Plaza

Balsam Lake, WI 54810

Public Welcome to Attend

Department Mission Statement:

Our mission is to assist, empower, and build upon the strengths of the children, youth, and adults in Polk County to achieve positive outcomes.

1. Call to Order
2. Approval of Agenda
3. Approval of November 29th, 2011 Meeting Minutes
4. Approval of Vouchers
5. Voucher Subcommittee
6. Public Comment
7. Veteran's Services Quarterly 2012 Update and 2011/2012 Goals
8. Income Maintenance Consortium Update
9. UA Write Offs
10. Introduction of New Human Services Director
11. Discussion and Action on Policy 10: Roles and Responsibilities of Governing Committees
12. Human Services Update
13. Merging of the ADRC and Aging Services/Remodel of HSD
14. Monthly Statistics
15. December Meeting Date
16. Committee Observations
17. Next Meeting/Refreshments
18. Adjournment

George Stroebel, Chair

Dana Frey, County Administrator

scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

***Polk County Human Services Department
Board Meeting Minutes
January 24th, 2012***

Present: William Alleva
Marvin Caspersen
Kris Hartung
Tim Strohbusch

David Markert
Russell Arcand
George Stroebel

Absent: Geri Christensen, John Gyllen

Also: Dana Frey
Shelby Fader
Gene Phillips

Kay Confer
Pat Kirkwood

Press: Gregg Westigard

Chairperson Stroebel called the meeting to order at 9:35 a.m.

Approval of Agenda

Motion to approve the January 24, 2012 agenda with corrections to follow: Date to read Tuesday not Thursday January 24, 2012 not 2011. Voucher Sub-Committee to read Dr. Markert, George Stroebel and Marv Caspersen. The motion was made by Dr. Markert and seconded by Bill Alleva. All in favor. Motion carried.

Approval of November 29th, 2011 Meeting Minutes

Motion to approve the November 29th, 2011 meeting minutes made by Dr. Markert . The motion was seconded by Bill Alleva. All in favor. Motion carried.

Approval of Vouchers

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

Voucher Subcommittee

The Voucher Subcommittee for the next Human Services Board Meeting will be Dr. Markert, Tim Strohbusch, and George Stroebel. At this point the voucher subcommittee will need to continue to meet.

Public Comments

No public comments offered.

Veteran's Services Quarterly 2012 Update and 2011/2012 Goals

Mr. Gates provided a 2011 summary on the activities of the Veteran's Service Office, as well as information on upcoming events in 2012. In regards to changes in his budget Mr. Gates reported that he will be using a portion of his CVO grant which previously was paying off the department vehicle to purchase grave markers, flags, and the flag holders.

Mr. Gates reported that this purchase will service the need for these items for multiple years. Mr. Gates reviewed the 2011 goals with the board and the outcome of each of the identified goal areas. Mr. Gates then presented his 2012 goals and discussion was had on whether he should increase the total amount of clients served to match the 175 he has successfully served the preceding year. Motion was made by George Stroebel that the number be increased to 175 and seconded by Bill Alleva. Tim Strobusch reminded the board that the goals are important to identify and monitor but that it is imperative that Mr. Gates have the flexibility to continue to do the “bang up” job that he has as demonstrated in his years of service to the veterans of Polk County.

Income Maintenance Consortium Update

Pat reported that as of January 1, 2012 the call centers are operational in 5-6 locations across the state. Consumers have been provided with a 1-888 number to call. Pat reported that it is taking consumers a while to adapt to the changes but progress is being seen. The Director’s continue to meet monthly on the status of the consortium. The state contract is to be completed by February 6, 2012 which will then allow for the county contracts to be completed. The 10 director’s of this region operate as the governing structure for the consortium. The Director will report all information back to the Polk County HSD Board and this will be the format for the remainder of 2012. 2013 may include other structural changes. Mr. Phillips reminded the board that the county has always contracted with the state in regards to economic support and now that contract has merely shifted to Eau Claire County, he stated that this will cause no abrupt changes comparing the system change to the managed care.

UA Write Offs

Pat reported that in previous years the Human Services Department has brought to the board a request to write off UA services that have been provided to clients and cannot be sent to tax intercept. The total amount being requested for write off is \$589.80 and covers the years 2006-2010. Motion to approve the write off was made by Marvin Caspersen and seconded by Tim Strobusch. All in favor. Motion carried.

Pat handed out the fourth quarter financial report reminding the board that the reports are now generated through the Department of Administration. Pat indicated that they would be closing the books for December in the next day or two. Reminded the board of the scattered times that revenue comes to the Human Services Department and how that can affect the way that the quarterly report is viewed. Dana praised the work that was being done through the financial services department of Human Services.

Introduction of New Human Services Director

Mr. Frey reported that after a long and fruitful search he was pleased to announce the confirmed acceptance by Mr. Gene Phillips for the Human Services Director position. Mr. Phillips provided the board with a summary of his prior work experience which included his previous ties to both Barron and Polk County. He has served as the Human Services Director for the past eleven years in Monroe County. George Stroebel

welcomed Mr. Phillips on behalf of the board and stated that the board was anxious to have him get started in his new role with Polk County.

Discussion and Action on Policy 10: Roles and Responsibilities of Governing Committees

Mr. Frey reported that policy 10 was not reviewed within the organizational committee until recently. Mr. Frey has edited the policy, removing much of the duplication and repetition within the document. Language within the policy is geared toward the general duties and responsibilities of the committees. Mr. Frey stated that in the future he will be looking toward the committees to review the mission statements of the departments and using the mission statement to engage future department's planning. Mr. Frey stated that the goals and budget for the departments should flow from the mission statement. The focus of the mission statement is to "say what the department does." In 2012 Mr. Phillips will work on the non "money" goals for the department, and these goals are shared with the board. Ultimately the mission statement should match the goals of the department. Kris Hartung asked about statute that matches the policy. Bill Alleva stated that the board had received that information last year from Mr. Frey when the policy was first being presented. Policy was reviewed and amended to include substituting the language in increased rate changes from mental health to all Human Services rates. Motion was made by Dr. Markert and seconded by Bill Alleva. The policy will move on to the County Board for final approval.

Human Services Update

Mr. Phillips reported that his starting date with the department will be February 20, 2012. Mr. Frey stated that he is pleased with the restructuring within the department and that the majority of the remodeling has been completed. The security doors have been installed in Human Services. Public Health was also to have security doors installed however the funds allocated to do so were not available. Staffing needs include 2-3 positions in CPS, an assistant for Mr. Phillips and a position in fiscal. Both Kay Confer and Pat Kirkwood expressed their excitement in having Mr. Phillips join the management team.

Merging of the ADRC and Aging Services/Remodel of HSD

Mr. Frey reported that the merging of the new areas appears to be doing fine. Burnett County is now looking to merge their ADRC and Aging as well. Mr. Frey reported that they will need to fill a director position with the merger but have sent the job description out for a job scoring as the goal is to have the cost of the position come down. Mr. Frey reported that the Aging Services Department was fairly heavily staffed and the goal is to have the changes be as seamless as possible.

Monthly Statistics

Question rose about the increased numbers in Food Share, Medical Assistance and WEAP. Pat Kirkwood reminded the board of the seasonal changes that often effect employment and eligibility for services. Discussion continued on the current statistics and the types of

measurement that would be helpful to the board. George. Stroebel and Kris Hartung both expressed that the statistics would be a good area for the new director to address. Kris Hartung commented that statistics that helped to measure whether services were just continuing for clients versus helping clients to get back on their feet could be helpful to the board when they needed to make policy decision. Mr. Frey commented that the current statistics are activity measures and are not helpful. As reported in previous board meetings the county change to KPI's will allow for the department to look at more outcome based measures to supply to the board. Dr. Markert commented that the board would be looking forward to these changes.

Next Meeting/Refreshments/Committee Observations:

The next meeting is scheduled for February 28th, 2012 at 8:30am. Marvin Casperson will provide refreshments for the February meeting.

George Stroebel stated that he is impressed with the quality of the staff and the work that they are doing. The Board as a whole thanked Mr. Frey and staff who have kept the ship moving while the recruitment of the director took place. Mr. Frey thanked the board and stated that the staff of the Human Services Department does incredible work.

Adjournment

Motion to adjourn the meeting at 10:03am made by Tim Strobusch seconded by Kris Hartung. All in favor. Motion carried.

Respectfully submitted,

William Alleva
Secretary