

# POLK COUNTY HUMAN SERVICES BOARD MEETING AGENDA

## Public Welcome to Attend

### **Tuesday May 1, 2012**

8:30 a.m., Lower Level Conference Room  
Polk County Government Center  
100 Polk County Plaza  
Balsam Lake, WI 54810

### 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/Note Attendance
2. Consideration of Agenda
3. Organizational items
  - a. Election of Committee Officers
  - b. Designation of Public Records Custodian  
*Motion to Designate \_\_\_\_\_ as Custodian of Public Records (currently Pat)*
  - c. Establish Meeting Schedule and Time
  - d. Review Duties and Responsibilities of Human Services Board
  - e. Review Committee Calendar
4. Consideration of March 27, 2012 Meeting Minutes
5. Public Comment
6. Reports
  - a. Veteran's Service Quarterly 2012 Update
  - b. County Finance Quarterly Report
  - c. Human Services
    - i. Monthly Statistics
    - ii. General Updates
    - iii. Presentation—Food Share
8. Human Services Board Member Observations
9. Adjourn

William Johnson, Acting Chair  
Gene Phillips, Director

Tentative Meeting Dates  
(Subject to Change per Agenda item 3, c)

Refreshments

|                    |           |          |
|--------------------|-----------|----------|
| May 1, 2012        | April     | Gene     |
| May 22, 2012       | May       | George   |
| June 26, 2012      | June      | Bill     |
| July 24, 2012      | July      | Russell  |
| August 28, 2012    | August    | Kristine |
| September 25, 2012 | September | Tim      |
| October 23, 2012   | October   | John     |
| November 27, 2012  | November  | Brian    |
| December 18, 2012  | December  | Marvin   |

*This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.*

Polk County Human Services Department  
Board Meeting Minutes  
May 1, 2012

Present: William Alleva David Markert  
Marvin Caspersen Russell Arcand  
Kris Hartung George Stroebel  
Tim Strohubusch William Johnson  
Brian Masters John Gyllen

Also: Gene Phillips  
Pat Kirkwood  
Kay Confer  
Dana Frey  
Jeff Fuge  
Felecia Kallevang

Press: Gregg Westigard

Chairperson William Johnson called the meeting to order at 8:31 a.m.

**Approval to Agenda**

Motion to approve the May 1, 2012 agenda was made by William Johnson as an unanimous consent. All in favor. Motion carried.

**Election of Human Services Board Officers**

Motion to nominate George Stroebel Chair of the Human Services Board was made by Tim Strohubusch. Motion to nominate Russ Arcand as the Chair of the Human Services Board was made by Brian Masters. Motion to close nominations was made by Marvin Caspersen, seconded by Kris Hartung. There was a vote with George Stroebel receiving 6 votes, and Russ Arcand receiving 3 votes. All in favor. Motion carried.

Motion to nominate Dr. Markert for Vice Chair of the Human Service Board was made by Bill Alleva. Motion to close nominations and have a unanimous vote was made by Brian Masters, seconded by Kris Hartung. All in favor. Motion Carried.

Motion to nominate Bill Alleva as Secretary of the Human Services Board was made by Brian Masters, seconded by Kris Hartung. Motion to close nominations and have unanimous vote made by David Markert. All in favor. Motion carried.

George Stroebel assumed the Chair of the Human Services Board.

### **Designation of Public Records Custodian**

Motion to nominate Pat Kirkwood the Custodian of Public Records was made by Tim Strohbush, seconded by George Stroebel. All in favor. Motion Carried.

### **Establish Meeting Schedule and Time**

The board will plan on meeting on the 4<sup>th</sup> Tuesday of each month at 8:30 a.m..

### **Duties and Responsibilities of the Human Services Board**

The board reviewed this policy a few months ago. Today's handout is just a reminder.

### **Review Committee Calendar**

Dana Frey announced that the calendar was just a rough calendar and that it follows the budget calendar. The board can skip a meeting on a certain month, but can not skip 2 months in a row. Chair Stoebel stated he may not be able to attend July's meeting.

### **Approval of March 27, 2012 Meeting Minutes**

Motion to approve the March 27, 2012 meeting minutes made by Tim Strohbush and seconded by Kris Hartung. All in favor. Motion carried.

### **Public Comment**

No public comments offered.

### **Veteran's Service Quarterly 2012 Update**

Rick Gates provided a summary of the 2012 first quarter report for Veteran's Service. Mr. Gates stated his budget is right on track. Mr. Gates reported the federal portion of the benefits was at \$557,000. Mr. Gates reported the state portion of the benefits was \$10,000. Mr. Gates also reported that any Wisconsin Vet that is considered 70% disabled is qualified to get a Wisconsin Park Pass free of charge.

Mr. Gates also reported on the 2011 Annual Report for Veteran's Service. Mr. Gates explained it is the same format that he has used for about 8 years. Mr. Gates informed the board that all State tax dollars are returned to the vets. If anyone has any questions or concerns, please stop by to see Mr. Gates.

Mr. Gates also briefly spoke on the upcoming budget for next year. Mr. Gates stated he will be asking for an increase in the ground keeping charges for all of Polk County's 23 Cemeteries that care for vets resting places. We are currently paying \$3 for each vet, and \$2 for each spouse which totaled under \$1,000 last year. The increase would be up to \$5 for each vet, and \$3 for each spouse.

Mr. Gates announced that weekly he is on radio station alternating between WXCE and WPCA regarding the Veterans Service. Mr. Gates will be working on his strategic planning in the upcoming months, which will be consistent with his usual mission. Mr. Gates will get ready and is planning on presenting to the board for approval in near future.

### **County Finance Quarterly Report**

Pat Kirkwood handed out the quarterly County Finance report. Ms. Kirkwood explained that she may use another report that is more broke down. Gene Phillips stated the new report would be more of a projection report. Discussion ensued, and it was decided that the County report is easy to read and the board would like to keep receiving it. It was decided that the board would like to get more of a breakdown in a more detailed report also.

### **Human Services Reports**

Human Services monthly statistics were handed out to those who didn't receive them and briefly discussed.

Diana Petersen from the Great Rivers Income Maintenance Consortium did a presentation on the Food Share Program. Mrs. Petersen went over the process of applying and receiving benefits. Clients can apply by phone, internet, or face to face with a worker. All clients require an interview either by phone or face to face before receiving benefits. Consortium workers are currently scheduled out one week. The Food Share program is based on an income limit, but does not have an asset limit. Mrs. Petersen then went over 3 different scenarios of clients receiving benefits and showed how income and household size affects their benefit level. There are currently 2,494 active cases for the Food Share program in Polk County.

Mrs. Petersen stated that the state mandates fraud investigations. Human Services has contracted with Columbia County to handle our fraud investigation, which includes collecting the monies owed back from fraudulent clients. Mrs. Petersen stated if there is a non-client error in the case, it is investigated one year back from that date. If it is a client error, it is investigated back as far as 10 years, and the client is liable to pay any fraudulent portion back to the state. Fraud can be reported by tips or calls by anyone. The staff notices some of this fraud within the programs by catching address changes, wage changes, etc.

Mrs. Petersen stated that there are 10 total staff in her unit. They have two different subdivisions of the unit. They are Elderly/Blind/Disabled and also a Family Unit.

Gene Phillips handed out a statistical and graph report on the Food Share Program. Discussed ensued over this information on a per case basis. There is an increase in benefits annually, but it is not increasing at as high of rate as it has in prior years. Mr. Phillips summarized the presentation and how it will affect the budget in the future.

### **Committee Observations**

It was discussed about the possibility of emailing the Human Services Board Agenda and handouts to save the postage costs. We would still have to send some by U. S. Mail for those who do not have access to email. Gene Phillips stated he would check to be sure there are not any issues with this, otherwise we will start that process next month.

Tim Strohbusch stated that the Child Protection Services Unit needs to be looked at. Mr. Strohbusch reviewed the statistic report which showed 91 investigations needed last month alone. Mr. Strohbusch stated the board needs to make this a big priority and be sure that CPS is fully staffed. Mr Strohbush said there is a lot of turnover with staff to whom we have invested a lot of training into. Gene Phillips said that the trend of burnout/turnover with CPS staff is everywhere, even at the state and federal level. Kay Confer gave the information that we now have 2.5 investigators, and Mr Strohbusch said he would like to see 4 full time staff for those positions. George Stroebel stated this may go against our budget, and that we may need to look at other options. This topic will be on next months agenda for discussion.

### **Adjourn**

Motion to adjourn the meeting at 10:45 a.m. was made by Marvin Caspersen and seconded by Tim Strohbusch. All in favor. Motion carried.

Respectfully submitted,

William Alleva  
Secretary