

# 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 November 29th, 2011**

*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 October 13<sup>th</sup>, 2011 Meeting Minutes
4. Approval of Vouchers
5. Voucher Subcommittee
6. Public Comment
7. Veteran's Services Quarterly 2011 Update
8. Income Maintenance Consortium Update
9. Third Quarter Financials
10. Human Services Update
11. Director Recruitment Status/Update
12. Merging of the ADRC and Aging Services/Remodel of HSD
13. Monthly Statistics
14. December Meeting Date
15. Committee Observations
16. Next Meeting/Refreshments
17. Adjournment

**George Stroebel, Chair**

**Dana Frey, County Administrator**

*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  
November 29th, 2011***

***Present:*** William Alleva  
Marvin Caspersen  
Kris Hartung  
Geri Christensen  
Tim Strohbusch

David Markert  
Russell Arcand  
George Stroebel

***Absent:*** John Gyllen

***Also:*** Dana Frey  
Shelby Fader  
Jeff Fuge

Kay Confer  
Pat Kirkwood

***Press:*** Gregg Westigard

Chairperson Stroebel called the meeting to order at 8:35a.m.

***Approval of Agenda***

Motion to approve the agenda was made by Dr Markert, seconded by Kris Hartung.  
All in favor. Motion carried.

***Approval of October 13, 2011 Meeting Minutes***

Motion to approve the October 13th, 2011 meeting minutes with corrections to follow: the minutes are to reflect 2012 and not 2013 throughout as well as under Committee Observations the Human Services budget was once 13.9 million and is now 8 million. Also noted was the decision by the Board to change the 11/9/2011 meeting date to 11/29/2011 since there were no budget recommendations that needed to be added before the County Board meeting regarding the budget on 11/15/2011. The motion was made by Bill Alleva and seconded by Dr. Markert. All in favor. Motion carried.

***Approval of Vouchers***

Motion to approve the vouchers made by Marv Caspersen, seconded by Kris Hartung.  
All in favor. Motion carried.

***Voucher Subcommittee***

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

***Public Comments***

No public comments offered.

***Veteran's Services Quarterly 2011 Update***

Rick reported that the grants that he gives to the Department of Aging for transportation have been applied for and are included in his 2012 budget projections. He stated that he

has 1,894.00 left to pay to the county for the purchase of the department vehicle that is used by Veteran's Services staff. Rick handed out his third quarter report which indicates that to date Veteran's Services is right on budget. Rick summarized the benefits brought into Polk County for qualifying Vets. Rick reported that September was a record month for benefits obtained.

Rick attended the traveling wall ceremony held in Spooner, WI. He stated that white crosses representing the vets who had died from Polk County were part of the ceremony. Rick has gathered those crosses and they are available to the families or cemeteries where the vets are buried.

At the state level there are some significant changes to Veteran's Services. The CVSO Board is no longer, and the Governor has appointed a direct Secretary who makes decisions regarding Veteran's services. Rick went on to report that the Secretary has developed an Advisory Board but they will have no direct decision making. Rick has been asked to be a part of that Advisory Board. In addition the loan programs including home and personal are no longer available. The state building that houses Veteran's services is also relocating off the capital to help in reducing budgetary costs.

Rick reported that he assists Veteran's that have been denied benefits based on a disability. He stated that a Veteran may have an attorney represent him after their first denial but in many cases attorney's in the smaller areas are not as versed in Veteran's benefits and programs.

In conclusion Rick stated that with the current decision at the federal level to have all troops out of Iraq they could become busier, however most of these soldiers are serving a second or third deployment and have already had contact with the Veteran's Services office.

### **Income Maintenance Consortium Update**

Pat reported that the Economic Support Unit began universal case banking on 11/28/2011. This is one of the first steps in the consortium model. Three of the unit's workers will be assigned to all of the family cases and three will be assigned to the elderly, blind and disabled cases. Until the call center is operational they will rotate their schedule within their team of telephone coverage, seeing clients and scanning of material to the state. When the call center is set up they will no longer have direct telephone coverage. The idea behind case banking is to have a more efficient system for the consumers and workers. Consumers will be receiving paperwork at the end of the month which explains the changes and provides the 1- 800 telephone numbers to contact regarding their services. Pat and Jeff Fuge reported that WICSA will be having a meeting on 12/1/2011 that Corporation Council and the department will be attending regarding the consortium and county contracts. Pat reported that to date there continues to be changes made to the contract that is going to be presented to the counties as the final draft for signature.

### **Third Quarter Financials**

Pat and Dana reported that to date the department is at 76% of the actual budget. Question rose involving an expense of roughly \$17,000.00 under Capital Quality and Pat indicated that this is where automobile purchases are placed and the Department has been approved to purchase a van. Question rose regarding the increase in fixed charges. Pat reported that she would speak with Maggie and report back to the board but it is her understanding that this category houses, rent, utilities and supplies and that each department is now responsible for showing their insurance costs which account for approximately \$75,000.00 for Human Services. Pat stated that she would confirm this information with Maggie and report back to the board at the next meeting.

### **Human Services Update**

Dana again emphasized to the board that he considers the current structure of the consortium to be a temporary and does not believe that it will continue to look the same. He reminded the board that the County Administrators would be meeting in the spring and summer of 2012 to review the consortium as a whole. Dana again thanked Pat for the job that she did in representing the county in the various roles.

Dana reported that the organizational restructuring is complete with the adoption of the budget. Dana stated that there were no layoffs of employees. The department will have a Director, two management positions and eight lead workers emphasizing that they would not be supervisors. The lead workers will serve as direct contacts to Pat and Kay as well as providing support to both. These positions would not be filled until after 1/2012 but planning for the positions and responsibilities are being explored now.

Dana reported that the Communications Work Group continues to meet to address the communication or “lack of communication” both internal and external regarding the department. Dana emphasized the need to get accurate information to both the public and the board about the work that the Human Services Department does. In 2012 this information will also be incorporated into the statistics that are delivered as well as key performance indicators.

A letter has been received from the state thanking Pat, Diana and the staff in Economic Support on their dedication in addressing the corrective actions needed within Economic Support. All corrections have been made and Dana reported that the process in which we were able to accomplish this saved the county money. Pat also reported that she had been approached by a state worker who asked if there was anything else that the state could have done differently in providing support throughout this process.

### **Director Recruitment Status/Update**

Dana reported that interviews for the Director position should occur within the next week. There are four candidates with MSW’s and good administrative experience. Dana felt that the candidates were all very good. Background checks have been completed and all candidates have connections to the area and or reside in WI. Dana explained the panel process of interviews which will involve department heads, HSD board members and internal department staff. Dana is hopeful that the position will be filled with a start date of mid to late January. With the department structure now in place Dana stated that he feels good about the shape of the department and that the addition of the director will ease the work load of Kay and Pat.

**Merging of the ADRC and Aging Services/Remodel of HSD**

Dana reported that Deb Peterson had evaluated all options for the move and concluded that moving the Economic Support unit and the ADRC was the best option both financially and operationally. A public entrance will be built for the ADRC and card pass doors will be added to HSD employee areas. Details are being finalized for the merger of Aging Services and the ADRC. Dana reported that overall the move has been “very interesting” noting that no one wanted to move or change office spaces.

**Monthly Statistics**

November and December stats will be presented in a year end format. Pat provided a report of ES client numbers for 2010 and 2011.

**December Meeting Date**

The board decided to cancel the December meeting. The January 2012 meeting is scheduled for January 24th, 2011 at 8:30 a.m. The voucher committee will meet at 8:00am. Bill Alleva will provide refreshments for the January meeting.

**Committee Observations**

Russ Arcand reported that although the state is experiencing hardship with the funding of programs his wife recently was contacted by the Bremmer Foundation and encouraged to request more money within a grant for an area food shelter. Bill Alleva and Marv Casperson commented on their approval of what appears to be a good candidate pool for the director position as well as the fact that we did not have to use an outside search firm to secure the applicants.

**Adjournment**

Motion to adjourn the meeting at 9:50a.m.made by Dr. Markert seconded by Tim Strohbusch. All in favor. Motion carried.

Respectfully submitted,

William Alleva  
Secretary