

POLK COUNTY HUMAN SERVICES BOARD MEETING AGENDA

Agenda not necessarily presented in this order

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

Mr. Casperson, Ms. Kremer-Hartung, and Mr. Strobusch

Refreshments:

Ms. Fader

Tuesday, April 26, 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. Approval of Agenda
2. Approval of March 22, 2011 Meeting Minutes
3. Approval of Vouchers
4. Voucher Subcommittee
5. Public Comments
6. Mental Health Clinic Review
7. CSP Annual Report 2009 and 2010
8. HSD Annual Report 2010
9. Human Services Director Replacement Process
10. Briefing in Response to Benefit Eligibility Irregularities
11. Position Updates
12. Monthly Statistics
13. Committee Observations
14. Next Meeting/Refreshments
15. Adjournment

Diane Stoneking, Chair

Dana Frey, County Administrator

*****Added to agenda on Thursday, March 17, 2011***

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
April 26, 2011***

Present: William Alleva Kristine Kremer-Hartung
John Gyllen David Markert
Marvin Caspersen Diane Stoneking

Absent: Russell Arcand, Gerianne Christensen, Tim Strohbusch

Also: Dana Frey Kay Confer
Shelby Fader Pat Kirkwood

Press: Gregg Westigard

Chairperson Stoneking called the meeting to order at 9:05 a.m.

Approval of Agenda

Motion to approve the amended agenda made by Kristine Kremer-Hartung, seconded by Dr. Markert. All in favor. Motion carried.

Approval of March 22, 2011 Meeting Minutes

Motion to approve the March 22, 2011 meeting minutes made by Marvin Caspersen, seconded by John Gyllen. All in favor. Motion carried.

Approval of Vouchers

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

Voucher Subcommittee

The Voucher Subcommittee for the next Human Services Board Meeting will be Tim Strohbusch, Dr. Marker, and Russel Arcand.

A brief update as to the need for the continuation of this subcommittee was again provided by Mr. Frey. Mr. Frey indicated that an amendment to the rules is in order before the subcommittee can be discontinued. A summary of the vouchers was distributed to assist the Human Services Board in approving the vouchers. It was agreed that this summary would be sufficient for the next meeting.

Public Comments

No public comments offered.

Mental Health Clinic Review

Mr. Frey congratulated the Mental Health Clinic and its various employees who collaborated and worked very efficiently to meet the needs of the certification process. Kay Confer and staff have been working to update policy, procedure and addressing the system plan

for another year. Currently redesign within the clinic is being addressed focusing on the data tracking systems. Data collected for the 2009 and 2010 is being reviewed as well.

CSP Annual Report for 2009 and 2010

The reports were mailed with the meeting agenda. Karen Rusch reviewed the AODA survey that the state requires to be completed on a yearly basis. The survey outlines how we are doing and where we can improve in our AODA service delivery system. 63 surveys were returned to the agency.

Linda Mills-Krebsbach reviewed the CSP annual report and goals. Discussed the level of care required for the clients being served through CSP. Dr. Markert reminded the group that prior to CSP clients receiving this level of service were often hospitalized or institutionalized.

HSD Annual Report for 2010

The report was mailed with the meeting agenda. The year end report was distributed and briefly reviewed. CPS statistics in detail were not added for the 2010 year. Kay Confer reported that she could submit more detailed statistics like those provided in 2009 if more time was provided. Decision was made to bring the Annual Report back to the next meeting as no immediate action was required.

Human Services Director Replacement Process

Mr. Frey provided information on the process of filling the vacant Human Services Director position. The job description has been rewritten to reflect information obtained regarding qualifications needed as highlighted in the employee surveys, and through the work of employee relations. June 2011 is the target date for having final applicants screened.

Mr. Frey also summarized the employee survey that had been sent out indicating that 98% of the employees feel they are doing meaningful work. Strengths and needs were identified with communication both laterally and horizontally being presented as a top priority for improvement. Mr. Frey commented on the opportunity to develop something good and indicated he felt that overall the department was in good shape.

Briefing in Response to Benefit Eligibility Irregularities

Mr. Frey reported that Pat Kirkwood and the team within Economic Support have done a wonderful job in reviewing the program eligibility within the defined areas for 2010. The county has received high marks from the state for its prompt and thorough approach in reviewing identified irregularities.

Position Updates

Mr. Frey provided a position updates report. Paula Rudeen is no longer with the department. Mr. Frey went on to discuss the changed responsibilities within the existing management team.

Monthly Statistics

The monthly statistics report was distributed and briefly reviewed.

Committee Observations

Comments were offered. The Board as a whole wished to extend it's gratitude to all employees of the Human Services Department for their dedication and commitment during this period of transition. The additional work of Mr. Frey, and Andrea Jerrick was also recognized and commended.

Next Meeting/Refreshments

The next meeting is scheduled for May 24, 2011 at 8:30 a.m. Diane Stoneking will provide refreshments for the May meeting.

Adjournment

Motion to adjourn the meeting at 11:05 a.m. made by Marvin Casperson, seconded by Kristine Kremer-Hartung. All in favor. Motion carried.

Respectfully submitted,

William Alleva
Secretary