

# POLK COUNTY HUMAN SERVICES BOARD MEETING AGENDA

*Agenda not necessarily presented in this order*

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

*Marvin Caspersen, Kenneth Sample, Diane Stoneking*

**Refreshments:**

*Marvin Caspersen*

**Friday, February 5, 2010**

*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:**

*To improve the quality of life for the citizens  
of Polk County*

1. Approval of Agenda
2. Approval of January 8, 2010 Meeting Minutes
3. Approval of Vouchers
4. Appointment of Voucher Subcommittee for Next Meeting
5. Public Comments
6. Burials for County Residents
7. Detoxification Policy
8. Debriefing on the Resolution Pertaining to Equipment Purchase
9. 2010 Work Plan/Goals (Human Services Director)
10. Budgeting Process and Updates
11. Position Updates
12. Monthly Statistics
13. Committee Observations
14. Next Meeting/Refreshments
15. Adjournment

***Diane Stoneking, Chair  
Sherry Gjonnes, Director***

***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  
February 5, 2010***

***Present:*** William Alleva  
Marvin Caspersen  
James Edgell  
Craig Moriak  
Kenneth Sample  
Diane Stoneking  
Timothy Strohbusch

***Absent:*** John Gyllen  
David Markert

***Also:*** Phyl Brown  
Shelby Fader  
Sheila Falb  
Sherry Gjonnes  
Pat Kirkwood  
Angela Pedretti

Chairperson Stoneking called the meeting to order at 8:32 a.m.

***Approval of Agenda***

Motion to approve the agenda, as amended, made by Mr. Caspersen, seconded by Mr. Strohbusch. All in favor. Motion carried.

***Approval of January 8, 2010 Meeting Minutes***

Motion to approve the January 8, 2010 Meeting Minutes made by Mr. Moriak, seconded by Mr. Sample. All in favor. Motion carried.

***Approval of Vouchers***

Motion to approve the vouchers made by Mr. Caspersen, seconded by Mr. Sample. All in favor. Motion carried.

***Appointment of Voucher Subcommittee for Next Meeting***

The Voucher Subcommittee for next Human Services Board Meeting will be Mr. Edgell, Ms. Stoneking, and Mr. Strohbusch.

***Public Comments***

No comments offered.

***Consideration of Recommendations to Personnel Committee for County Policy Changes including Duties and Responsibilities of the Human Services Board***

Information from Employee Relations was distributed and reviewed. Changes were offered on the Human Services Board responsibilities. Board Members requested statutory reference numbers be added, particularly in the areas where budgetary responsibilities are cited.

***Burials for County Residents***

Ms. Falb is requesting the Human Services Board consider the possibility of designating funds to assist in paying for the funerals of Polk County residents with no resources and do not qualify for medical assistance. Corporation Counsel is investigating any possible county liability. Information on these burials will be presented at the next Human Services Board Meeting.

Ms. Gjonnes took this opportunity to provide information on the increase of Economic Support Services in 2009.

**Detoxification Policy**

The policy was mailed to Board Members for their review.

Motion to approve the Detoxification Policy, with corrected typographical error, made by Mr. Alleva, seconded by Mr. Strohbusch. All in favor. Motion carried.

**Debriefing on the Resolution Pertaining to Equipment Purchase**

A brief discussion ensued on the presentation of this project.

**Criminal Justice Collaborating Council**

Ms. Kirkwood provided information on Criminal Justice Collaborating Council and related funds.

Motion to allow the funds for the Criminal Justice Collaborating Council to be carried over from 2009 to 2010 and to allow the establishment of an outside account for the management of these funds made by Mr. Strohbusch, seconded by Mr. Edgell. All in favor. Motion carried.

**2010 Work Plan/Goals (Human Services Director)**

The 2010 Work Plan/Goals for the Human Services Department Director was distributed and reviewed.

It is suggested by the Human Services Board that a weight system be applied to the department job descriptions, with no individual tasks or groups of tasks receiving less than 10%.

**Budgeting Process and Updates**

Ms. Kirkwood distributed and reviewed the 2009 department expenses and reported that it appears the Human Services Department will be returning \$367,000 to the General Fund. It was noted that the Human Services Board will begin receiving monthly financial reports.

**Mission Statement and Vision Statement**

Copies of the current and revised Mission and Vision Statements were distributed and reviewed.

Motion to approve the revised Mission and Vision Statements made by Mr. Caspersen, seconded by Mr. Strohbusch. All in favor. Motion carried.

**Child Protection Social Worker Crisis**

Ms. Gjonnes reported on the staffing problem for the Child Protection unit. Support for the work of this unit was expressed.

Motion to allow the hiring of a temporary employee to assist the Child Protection unit made by Mr. Alleva, seconded by Mr. Strohbusch. All in favor. Motion carried.

Ms. Gjonnes and Ms. Confer are requested to provide further information on this issue at the next Human Services Board Meeting. In addition, it was agreed that Ms. Gjonnes will contact Corporation Counsel regarding the hiring authority of the Human Services Department Director.

**Western Region Crisis Project**

Ms. Gjonnes provided information on this project, indicating that the Polk County Human Services Department is committed to phase one of this project, which is the research phase, at a cost of approximately \$800. It was noted that Polk County could be a possible site for this project.

**Position Updates**

Ms. Gjonnes provided an update on positions.

**Monthly Statistics**

The report was mailed with the agenda. It was noted that through the Patient Assistance programs and the samples provided by the pharmaceutical companies, over \$300,000 worth of the psychotropic medications were dispensed to Polk County residents, including approximately \$60,000 to jail inmates, all at no cost to Polk County.

**Committee Observations**

Observations were offered.

**Human Services Board Meeting Day**

Following discussion, it was agreed to move the Human Services Board Meetings to the fourth Tuesday of the month at 8:30 a.m., with the Voucher Subcommittee at 8:00 a.m.

**Next Meeting/Refreshments**

The next meeting of the Human Services Board is scheduled for Tuesday, March 23, 2010 at 8:30 a.m., with the Voucher Subcommittee starting at 8:00 a.m. Refreshments will be provided by Mr. Caspersen.

**Adjournment**

Motion to adjourn the meeting at 11:28 a.m. made by Mr. Sample, seconded by Mr. Strobusch. All in favor. Motion carried.

Respectfully submitted,

Ken Sample  
Secretary