

POLK COUNTY HUMAN SERVICES BOARD MEETING AGENDA

Agenda not necessarily presented in this order

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

Mr. Edgell, Ms. Stoneking, Mr. Strohubusch

Refreshments:

Mr. Caspersen

Tuesday, March 23, 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:

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 February 5, March 2, and March 15, 2010 Meeting Minutes
3. Approval of Vouchers
4. Appointment of Voucher Subcommittee for Next Meeting
5. Public Comments
6. The Haven
7. Mental Health/Chemical Dependency Discharge Policy
8. Position Updates
9. Monthly Statistics
10. Committee Observations
11. Next Meeting/Refreshments
12. CLOSED SESSION: Under Wis. Stat. Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
13. 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
March 23, 2010***

<i>Present:</i>	Marvin Caspersen James Edgell David Markert	Craig Moriak Kenneth Sample Diane Stoneking
<i>Absent:</i>	William Alleva John Gyllen	Timothy Strohbusch
<i>Also:</i>	Phyl Brown Shelby Fader Sheila Falb Jeffrey Fuge Sherry Gjonnes Andrea Jerrick Kathryn Kienholz	Pat Kirkwood Darlene Kusmirek Gerry Morgan Nancy Stewart Marci Wicklund

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

Approval of Agenda

Motion to approve the agenda, with the change of moving the Closed Session up on the agenda, made by Dr. Market, seconded by Mr. Caspersen. All in favor. Motion carried.

Approval of February 5, March 2, and March 15, 2010 Meeting Minutes

Motion to approve the February 5, 2010, March 2, 2010, and March 15, 2010 meeting minutes made by Dr. Markert, seconded by Mr. Sample. It was noted that the February 5 meeting minutes noted that funding for burials would be put on the next agenda; Ms. Falb reported information was not available in time for this meeting. All in favor. Motion carried.

Approval of Vouchers

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

Appointment of Voucher Subcommittee for Next Meeting

The Voucher Subcommittee for next Human Services Board Meeting will be Mr. Caspersen, Dr. Markert, and Mr. Sample.

Public Comments

Public comments were offered.

The Haven

Ms. Gjonnes reported that due to lack of funding and referrals, The Haven will close no later than April 30. Following discussion, Dr. Markert requested this be placed on the April Human Services Board agenda.

CLOSED SESSION: Under Wis. Stat. Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to go into closed session made by Mr. Caspersen, seconded by Mr. Sample. Discussion ensued on the advisability of a brief discussion prior to the closed session. At the advice of Corporation Counsel, discussion not held because it may compromise ability of members to fulfill possible future judicial obligations and necessitate a need for individual recusal. The purpose for the closed session is that Corporation Counsel has requested the session to provide updates on possible policy violations that may fall within the Human Services Board jurisdiction. Motion carried on voice vote.

Those present during closed session included the Human Services Board members in attendance, as well as Mr. Fuge and Ms. Jerrick.

Motion to reconvene into open session made by Mr. Sample, seconded by Dr. Markert. All in favor. Motion carried.

The meeting was called back to order in open session at 9:50 a.m.

Mental Health/Chemical Dependency Discharge Policy

A copy of the updated policy was mailed with the agenda. Ms. Gjonnes reviewed the change to the policy.

Motion to approve the policy with the proposed changes made by Mr. Caspersen, seconded by Dr. Markert. All in favor. Motion carried.

Position Updates

Ms. Gjonnes provided an update on vacant positions and on the employees interviews she is facilitating. A compilation of the interviews will be provided to employees, department supervisors and the Human Services Board once the project is completed.

Monthly Statistics

The statistical report was reviewed.

Committee Observations

Observations were offered by Human Services Board members in attendance. Mr. Sample requested that future agenda items include:

- ❖ Revision/development of a Human Services Department voucher policy, to include a cover sheet signed by the Human Services Director and Fiscal Manager, prior to submission to the Human Services Board for review and approval;
- ❖ Amendment of Policy 912 (Purchasing Policy) by the Employee Relations Department;
- ❖ Amendment of Policy 310 (Budget Overruns) by the Employee Relations Department; and
- ❖ New Employee Orientation, Policy 0020, be amended to include a process for new managers, supervisors and department heads, etc., to be informed of critical operation policies and a signed document be retained in their personal file.

Next Meeting/Refreshments

The next meeting of the Human Services Board is scheduled for Tuesday, April 27, 2010 at 8:30 a.m., with the Voucher Subcommittee starting at 8:00 a.m. Refreshments will be provided by Dr. Markert.

Adjournment

Motion to adjourn the meeting at 10:26 a.m. made by Dr. Markert, seconded by Mr. Sample. All in favor. Motion carried.

Respectfully submitted,

Ken Sample
Secretary