

POLK COUNTY HUMAN SERVICES BOARD MEETING
AGENDA (Amended on May 20, 2010**)**

Agenda not necessarily presented in this order

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

Mr. Alleva, Mr. Gyllen, Mr. Strohbusch

Refreshments:

Ms. Gjonnes

Tuesday, May 25, 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. Election of Human Services Board Officers
2. Approval of Agenda
3. Approval of April 19, 2010 Meeting Minutes
4. Introductions
5. Approval of Vouchers
6. Appointment of Voucher Subcommittee for Next Meeting
7. Public Comments
8. Title IV-E Resolution (2010 Legal Services Agreement with Corporation Counsel of Termination of Parental Rights)
9. Veterans Service Report
10. 2009 Veterans Service Office Annual Report
11. Job Description Review (Veterans Service Office)
12. Unit Presentation (Adult Protective Services)
13. 2009 Human Services Department Annual Report
14. First Quarter 2010 Financials
- **15. Job Description Review (Human Services Department)
16. Temporary Social Worker for Child Protective Services
17. Conference Room/Group Room Furniture
18. Position Updates
19. Monthly Statistics
20. Committee Observations
21. Next Meeting/Refreshments
22. Purchase of Conference Room Furniture
23. 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.
24. 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
May 25, 2010***

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

Absent: Timothy Strohbusch

Also: Phyl Brown
Kay Confer
Todd Demers
Shelby Fader
Sheila Falb
Jeffrey Fuge
Sherry Gjonnes
Andrea Jerrick
Pat Kirkwood
Deb Peterson
Maggie Wickre

Press: Two local reporters were present

Polk County Board Chair Johnson called the meeting to order at 8:31 a.m.

Introductions

The Human Services Board and staff introduced themselves.

Election of Human Services Board Officers

Motion to nominate Diane Stoneking as Chair of the Human Services Board made by Dr. Markert. Motion to close nominations made by Mr. Alleva, seconded by Mr. Arcand. All in favor. Motion carried.

Motion to nominate Dr. Markert as Vice Chair of the Human Services Board made by Mr. Caspersen. Motion to close nominations made by Mr. Alleva, seconded by Mr. Arcand. All in favor. Motion carried.

Motion to nominate Mr. Alleva as Secretary of the Human Services Board made by Dr. Markert. Motion to close nominations made by Mr. Arcand, seconded by Ms. Christensen. All in favor. Motion carried.

Ms. Stoneking assumed the Chair of the Human Services Board.

Approval of Agenda

Motion to approve the amended agenda made by Dr. Markert, seconded by Mr. Gyllen. All in favor. Motion carried.

Approval of April 19, 2010 Meeting Minutes

Motion to approve the April 19, 2010 meeting minutes made by Mr. Caspersen, seconded by Dr. Markert. It was noted that Burials for County Residents was not included on the agenda; no further information on this topic was available to report at this time. All in favor. Motion carried.

Approval of Vouchers

Motion to approve the vouchers made by Mr. Alleva, seconded by Ms. Christensen. 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, Ms. Christensen, and Mr. Strohbusch.

Public Comments

No comments were offered.

Veterans Service Report

Mr. Gates distributed and reviewed the Veterans Service Reports for January through April, 2010, and reported on recent and upcoming office activities.

Mr. Gates reported the annual grants have been received, with the majority of the funds going to the Aging Department for transportation expenses.

2009 Veterans Service Office Annual Report

Copies of the Veterans Service Office Annual Report were distributed and reviewed.

Mr. Gates requested that he be contacted if changes are needed to the report; otherwise, the report will be forwarded to the Polk County Board of Supervisors at its June meeting.

Job Description Review (Veterans Service Office)

Mr. Gates provided information on revision of the job description for the support position in the Veterans Service office.

Motion to approve the updated job description made by Mr. Alleva, seconded by Ms. Hartung. All in favor. Motion carried.

Title IV-E Resolution (2010 Legal Services Agreement with Corporation Counsel of Termination of Parental Rights)

Mr. Fuge provided information on the purpose of the proposed agreement. It was agreed Human Services is to continue with this arrangement.

Motion to present this resolution to the Polk County Board of Supervisors made by Mr. Caspersen, seconded by Ms. Hartung. All in favor. Motion carried.

Purchase of Conference Room Furniture

Following discussion and information provided by Ms. Peterson and Mr. Demers, discussion ensued on the financial aspect of the purchase, including working out the financial details between the Human Services Director and the Interim Finance Director, the possibility of accessing training funds through the Child Support Office, and the need to track all cost savings from providing on-site trainings.

Motion to present a proposed resolution related to retaining the furniture to the County Board of Supervisors at its June meeting made by Mr. Caspersen, seconded by Ms. Christensen. All in favor. Motion carried.

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 at 10:28 a.m. made by Ms. Hartung, seconded by Dr. Markert. Roll call vote taken. All present voted in favor of going into closed session. Motion carried.

Mr. Fuge, Ms. Gjonnes, and Ms. Jerrick were also in attendance during the closed session.

Motion made, seconded, and carried to reconvene into Open Session at 10:40 a.m.

Motion to approve the recommendation offered during closed session made by Mr. Caspersen, seconded by Dr. Markert. Role call vote taken. All present voted in favor of the recommendation. Motion carried.

Unit Presentation (Adult Protective Services)

Stephanie Wilson and Kathy McGurran presented information on the services provided by the Adult Protection unit.

2009 Human Services Department Annual Report

The 2009 Human Services Department Annual Report was mailed with the meeting agenda for review prior to the meeting.

Motion to forward the 2009 Human Services Department Annual Report to the Polk County Board of Supervisors at its June Meeting made by Mr. Caspersen, seconded by Mr. Alleva. All in favor. Motion carried.

First Quarter 2010 Financials

The First Quarter Financial Report was mailed with the meeting agenda for review prior to the meeting. Ms. Gjonnes provided a summary of the report.

Job Description Review (Human Services Department)

The position description for the Receptionist position has been updated and is being submitted to the Human Services Board for approval.

Motion to approve the changes in the position description made by Ms. Christensen, seconded by Ms. Hartung. All in favor. Motion carried.

Temporary Social Worker for Child Protective Services (CPS)

The person who filled the initial temporary position requested and approved earlier this year has resigned. The Child Protective Services unit is seeking approval to hire another temporary employee to assist with the CPS caseload.

Discussion ensued on the need to request a full-time position, which will be part of the upcoming Staffing Plan.

Motion to approve the hiring of a temporary position made by Mr. Gyllen, seconded by Ms. Hartung. All in favor. Motion carried.

Ms. Confer was asked to provide CPS information to Ms. Stoneking

Conference Room/Group Room Furniture

Ms. Gjonnes reported that the furniture in the Lower Level Conference Room is Human Services Department property. The rooms used for client group sessions within the Human Services Department are in need of new chairs. Ms. Gjonnes requested approval to move chairs from the Lower Level Conference Room to the Human Services Department group rooms.

Motion to move the extra chairs from the Lower Level Conference Room to the Human Services Department group rooms made by Mr. Alleva, seconded by Ms. Christensen. All in favor. Motion carried.

Position Updates

Position updates were mailed with the agenda. Ms. Gjonnes provided additional information on the prospective candidate for the vacant Mental Health and Chemical Dependency Services Coordinator position.

Monthly Statistics

The monthly report was distributed. Board members were asked to consider if they would like to continue receiving the report in the current format.

Committee Observations

Observations were offered. It was noted that the Human Services Board Members are interested in a tour of the Department.

Next Meeting/Refreshments

A schedule of the 2010 Human Services Board Meetings was distributed. Dr. Markert will provide refreshments for the June meeting.

Adjournment

Motion to adjourn the meeting at 11:37 a.m. made by Dr. Markert, seconded by Ms. Hartung. All in favor. Motion carried.

Respectfully submitted,

William Alleva
Secretary