

West Des Moines Human Services Advisory Board  
Valley Junction Foundation's Conference Room  
137 5th St, West Des Moines, IA 50265  
October 17, 2017 Meeting Minutes

**Members Present:**

Sue Wright, Rick Riley, Dan Werner, Jessinda Madonia , Wendy Ogden, Jo Helling, Matt McNeece, Jim Miller, Councilman Russ Trimble, Bill Solawetz, Kasey Tickel

**Members Absent:**

Lori Teel, Janet Clary-Jones, Mary Bernabe, Bob Shoemaker,

**Staff Present:**

Althea Holcomb

**Citizen Participation:**

(2 ladies in attendance- need to confirm names)

**Call To Order:**

Dan Werner called the meeting to order at 5:32pm.

**Approval of Minutes:**

The minutes from the September 2017 meeting were approved by Dan Werner with the changes to remove an E from Jo Helling's first name and to remove the un-needed bullet point within the New Business portion of the minutes. Seconded by Wendy Ogden. Approved by board.

**Director's Report:**

- Client Activity and Discretionary Review :
  - Board reviewed the client activity and discretionary review with no concerns reported.
  - Althea shared that the Food Pantry pinto programs first month of function is complete. Reported to be busiest on Friday morning, which is also the time of pantry's weekly food delivery.
- Building Update:
  - Althea provided updates regarding previous funding requests, no confirmations at this time. Althea also shared that she has submitted additional funding requests to Lutheran Church of Hope, Home Depot and Wells Fargo.
  - An upcoming meeting is scheduled with Althea, John Karrmann and Brian Hillebrand to discuss fundraising options.
- Handyman Eligibility Policy
  - Councilman Russ Trimble requested verification of Medicaid card usage for income eligibility consistency.

- Recommendation to add wording of “if circumstances change, services may be terminated”.
- The board will vote for final recommendations included at the November 2017 board meeting.

**Chair Report:**

- Advisory Board Chair-Elect Report
  - Sunday Supper Recap: Income and Expenses were included within the board packet and reviewed as a group. Net income reported was \$64,045.00 with 146 guests registered.
  - Increased from 2016 by \$20,328.41 in net income and 20 guests registered.
  - Dan Werner thanked the board for participation.

**Old Business:** None to report

**New Business:**

- Holiday Families
  - Althea confirmed that we are able to donate toys back to Toys for Tots instead of storing at our facility.
  - 2017 will be the first year that day one of Toys at Toyland will be designated as “West Des Moines Day”
  - Grant received in Emergency Solutions Grant funding in the amount of \$26,699.00!
  - The board has committed to sponsoring two families this year, sign-up sheets will be sent out via doodle sign-up sheet.
    - Potluck and wrapping date to be set.
- Fundraising:
  - Reviewing event options such as a food truck festival.
    - Children will have the ability to participate and learn to cook approximately 8 different cuisines, based on the different food truck vendors in participation
    - Food truck option is relatively affordable which will allow more community members to participate.
- Volunteer Appreciation Pot Luck:
  - Scheduled for December 21, 2017. Please join!
- November 21<sup>st</sup> meeting scheduled to be back in the WDM Human Services building
- No meeting scheduled for December.

There being no further business, the meeting was adjourned at 6:26 p.m.

Respectfully submitted,

Jessinda Madonia

CC: Mayor, Council member, City Manager