

West Des Moines Human Services Advisory Board
139 6th Street, West Des Moines, IA 50265
April 17, 2018 Minutes

Members Present:

Bob shoemaker, Rick Riley, Jim Miller, Janet Clary-Jones, Bill Solawetz, Matt McNeece, Kasey Tickel, Jo Helling, Jessinda Madonia, Sue wright, Wendy Ogden, Dan Werner, Mary Bernabe

Members Absent:

Jered Rogers, Lori Teel, Council Russ Trimble

Staff Present:

Althea Holcomb

Citizen Participation:

None

Call to Order: Mary Bernabe called the meeting to order at 5:30 pm.

Approval of Minutes:

The minutes from the March 2018 meeting were approved by Sue wright and seconded by Matt McNeece, approved by board.

Director's Report:

- Financials:
 - Approximately \$100,000.00 of funds spent additionally from prior year. Reported expenses from increased rents, purchase of laptops/computers and increased participation needs.
 - Althea offered to provide budget files for board review if requested. No requests at this time.
- Transportation program:
 - Met with DART since the last board meeting, Althea received a request today for additional series of questions. All requested information has been processed and returned to DART.
 - If WDM Human Services continues the transportation program, the need for additional staffing will be reviewed.
- Tamil group made contact with WDM Human Services to make a donation of \$500.00. As well, Althea has been invited to attend the Tamil Celebration this Saturday.

Chair Report: None to report

(continued)

Old Business:

- Checkers for charity:
 - Mindy sent the group an outlined e-mail. Today, each board member received a packet of 10 tickets to sell as well as additional marketing materials and tracking instructions. Mindy will provide additional tickets for sale if needed. All orders are due back to Mindy by 5pm on May 9th.
 - There is still a need for volunteers to greet, referee and to be team captains. Please let Mary Bernabe know if you have an interest to help.
 - Discussed wearing our WDM Human Services, Blue T-Shirts. Althea will provide shirts to members that do not currently have one.
 - The group is currently in the process of reviewing beer donation options for the event.

New Business:

- Staff Appreciation
 - Board to organize appreciation day for approximately 25 WDM Human Services staff members and board members to be in attendance.
 - Jim and Sue to contact Billy V's on 5th Street to determine availability during the month of June.
 - Will include Carmen within the invite list.
 - Jessinda Madonia to provide Menchie's Frozen yogurt on a separate day as requested.
 - Board hopes for celebration of team members and increased employee engagement.
- Sue Wright motioned to amend by laws of March meeting. If spring break falls on the third Tuesday of March the meeting will be moved to the Tuesday following. Jo Helling seconded the motion and the board approved.
- Larry is currently researching options to purchase a walk in cooler to store food pantry items such as produce products.

With all agenda items covers, the meeting was adjourned at 6:25pm.

Respectfully submitted,

Jessinda Madonia

CC: Mayor, Council member, City Manager