

West Des Moines Human Services Advisory Board  
139 6<sup>th</sup> Street, West Des Moines, IA 50265  
June 19, 2018 Minutes

**Members Present:**

Council Member Russ Trimble, Mary Bernabe, Dan Werner, Wendy Ogden, Jo Helling, Bob Shoemaker, Lori Teel, Jessinda Madonia, Jim Miller, Bill Solawetz, Sue Wright

**Members Absent:**

Matt McNeece, Rick Riley, Jered Rogers, Janet Clary-Jones, Kasey Tickel

**Staff Present:**

Althea Holcomb

**Citizen Participation:**

None

**Call to Order:** called the meeting to order at 5:34 pm.

**Approval of Minutes:**

Minutes from the May 2018 meeting were moved for approval by Jim Miller and seconded by Bob Shoemaker, approved by board.

**Director's Report:**

- Check were made payable to fundraiser as “West Des Human Services” rather than including “Friends Foundation” (recap of available funds report, trust account)
  - We are unable to transfer these funds as titled
  - Friends Foundation donated a walk-in cooler to accommodate and preserve the additional produce we are receiving due to the Food Pantry pilot project.
  - There is no requirement of City approval for funds use, the Friends Foundation board receives requests and makes approval or denial decision prior to use.
  - RRCAP – Red Rock Community Action – new name is IMPACT – we are subcontractor for federal funding for LIHEAP receiving \$1,000.00 per month to process applications
- Board expressed concerns with the transportation review:
  - No timeframe provided
  - Approval has been received to hire additional part time drivers. Currently limited drivers on staff, we are unable to move forward in hiring until further determination of program.
  - Transportation hours available through DART VS West Des Moines Human Services
  - Accident reports for DART vs West Des Moines Human Services
- Safety concerns with city area:
  - Currently reviewing front desk options, with additional visibility to building access
  - Reviewing a panic button option to lock building doors automatically
    - Currently the receptionist desk has a silent panic alarm button, alerting 911.
    - Currently has a bell available and viewing area to exterior
  - Back door currently remains locked during business hours.
  - Recommendation for one entry way and bullet proof glass around the receptionist area.

- Mentally Ill Awareness was proposed to coach other city building employees to speak with and work with mentally ill individuals.
- Journeymen group currently has approximately 24 homes on the list for home repair needs.
  - Meeting scheduled on 6-20-18 to discuss client scheduling
- Council Member Russ Trimble recognized the impact of the community outreach by Carmen Murillo as she served as the transportation director.
- Volunteer Reports indicate an increase in volunteerism.
- Althea thanked the board for organizing the staff appreciation lunch. Thank you letter received and shared with board

**Chair Report:** None to report

Mary Bernabe read thank you received from WDM Human Services staff, for appreciation lunch.

- Discussed increasing membership of the Friends Foundation board

**Old Business:** None to report

**New Business:**

- **Congratulations to Sue Wright for receiving Governor's Volunteer Award!**
- Reviewed Election of Officers and moved to approve by Wendy Ogden and seconded by Jo Helling, approved by board
- Recognized Wendy Ogden, Bob Shoemaker and Lori Teel as outgoing board members.
- Recognized Mary Bernabe for her board leadership
- Sue Wright proposed for board members to bring bug spray for personal pantry.
  - Board expressed interest to create a regular meeting schedule of a variety of items that may be needed during specific timeframes.
- Discussed July 4<sup>th</sup> Parade participation and preparation.
- Sunday Supper- September 30, 2018
  - Letters to corporate sponsor request
    - Mid to end of July (scheduling timing from Checkers for Charity asks)
    - Currently working on contact list creation. For continued growth, we will continue to update this list with new prospects.
      - Provide names to Mindy and Althea to add to list
      - List to be divided between Friends Foundation and Advisory Board.
      - Asking to make phone calls a priority for personalization
      - Corporate sponsorship and Individuals (creating 2 lists)
      - Mindy to send board current list for review and designation of contacting

With all agenda items covers, the meeting was moved to adjourn at 6:37 pm by Sue wright and seconded by Jo Helling.

Respectfully submitted,

Jessinda Madonia

CC: Mayor, Council member, City Manager