

West Des Moines Human Services Advisory Board  
139 6<sup>th</sup> Street, West Des Moines, IA 50265  
October 16, 2018 Minutes

**Members Present:**

Jo Helling, Carol Sipfle, Jami Schnoebelen, Matt McNeece, Dan Werner, Janet Clary-Jones, Jessinda Madonia, Jim Miller, Bill Solawetz, Kasey Tickel, Mari Bunney, Council Member Russ Trimble

**Members Absent:**

Mary Bernabe, Sue Wright, Rick Riley, Jered Rogers

**Staff Present:**

Althea Holcomb

**Citizen Participation:** None

**Call to Order:** called the meeting to order at 5:32pm.

**Approval of Minutes:**

Amended minutes from November 2016, revision to change approved minutes to August 2018. The minutes from the September 2018 meeting were approved by Jim Miller and seconded by Carol Sipfle, approved by board.

**Director's Report:**

- Sunday Supper
  - Recommendation to add additional information of WDMHS programs
    - Less facts/numbers, more story telling (client letters or feedback) to be communicated without the client's personal information.
  - Recommendation to make sponsorship contacts at an earlier date
  - Received funds in the amount of \$2,500.00 from IMT
  - \$8,300 pledges outstanding. Second invoices have been sent
  - Total funds received in the amount of \$63,425.00- \$270.00 below prior year.
- COG
  - Church Outreach Group
  - 12 WDM churches involved
  - Will be providing the Holiday Shopping Spree again this year
- Build Out
  - 3 week timeline proposed for completion
- Fall Yard Clean-Up in conjunction with Lutheran Church of Hope
  - First Sunday in November, from 1-5pm
  - Currently 8 homes signed up

- Transportation Program
  - The current option being examined is DART providing transportation for seniors, Monday-Friday to the senior center and for the ESL program participants
  - WDMHS- Store trips and continued welfare needs review. Proposing 4 part time drivers
  - Initial Savings of DART transportation of \$80,000.00 to the City of WDM. To determine cost savings with WDMHS partial transportation proposal.
  - To meet with Polk County to review senior transportation funding, will follow seniors and expected to fund DART directly.

**Client Needs Report:**

- Why did we write a check to City of Indianola Water Works-
  - Partnership with Hope Lutheran Church- Reimbursement to WDMHS

**Discretionary Report:** No Discussion

**Recap of Available Funds:**

- Flemings Expense
  - WDMHS is charged \$55.00 per meal, \$1.00 per box of truffles, approximately \$14.00 a bottle of wine, an administration fee and a gratuity fee. Total expense of \$10,729.20.
- Prairie Meadows Grants
  - \$5,000.00- WDMHS building build out
  - \$5,000.00- Emergency Financial Assistance.

**Chair Report:**

- Dan thanked all for helping with Sunday Supper.
- Friends Foundation has added two new members, now has 7 total members.

**Old Business:**

- Valley Junction Pumpkin Walk
  - Sunday, Oct 28<sup>th</sup> from 2:00-5:00pm
  - Expecting 1,000 kids
  - Volunteers to be coordinated in hour increments

**New Business:**

- Holiday Adopt A Family
  - Clients Sign Up and complete a wish list to be distributed
  - WDMHS pairing families with relatable adopters
  - Gifts will be delivered to either to the family directly or to the WDMHS building for the family to pick up.
  - Will schedule gift wrapping and social

With all agenda items covered, the meeting was adjourned at 6:46 pm.

Respectfully submitted,  
Jessinda Madonia

CC: Mayor, Council member, City Manager