

# West Des Moines Human Services Advisory Board

139 6<sup>th</sup> Street, West Des Moines, IA 50265

## March 26, 2019 Minutes

**Members Present:** Mary Bernabe Janet Clary-Jones, Jo Helling, Rick Riley, Bill Solawetz, Carole Sipfle, Jami Schnoebelen, Dan Werner, Sue Wright

**Members Absent:**, Jim Miller, Jered Rogers, Kasey Tickel, , Russ Trimble, Matt McNeece, Jessinda Madonia, Mari Bunney

**Staff Present:** Althea Holcomb

**Citizen Participation:**

None

**Call to Order:** Dan called the meeting to order at 5:30 pm.

**Approval of Minutes:**

The minutes from the February 19, 2019 meeting were moved to be approved by Janet Clary-Jones and seconded by Carole Sipfle; approved by board.

**Director's Report:**

- Sales tax proposal was passed.
- Some general questions about the expense report were raised and answered.
- A new front desk receptionist started this month. Pam Redford previously was a building attendant for Parks and Recreation.
- Emergency Shelter Grant from IFA has posed some problems. Originally it was split between Rapid Rehousing and Emergency Financial Assistance. WDM Human Services faced some problems with reporting on the Emergency Financial Assistance funds and are now going back through files to complete required reporting. Funding has been received for the next year, but all funds will be allocated to Rapid Rehousing. This will allow response to immediate needs to be more effective.
  - Question about who monitors the Grant – Iowa Finance Authority does.
- Trilix Marketing has started shooting film for West Des Moines Leadership Academy's about WDM Human Services. Film will be used at their Dueling for Humanity event and provided to us for our website and other promotional purposes.
- Polk County's grant from Cities for Financial Empowerment Fund will hopefully allow WDM Human Services to have a financial counselor co-located at our facility to work with clients.
- DART began transporting seniors to the Senior Center at the beginning of the month. WDM is still transporting people from Dallas County to the Senior Center.
- Representative Kristin Sunde visited and toured WDM Human Services.
- WDM Human Resources is implementing new payroll software that is requiring hours of training.
- As a result of an Athene Booster Pack drive, WDM Human Services received a \$1,000 donation. Also, the Tamil association donated \$700.
- The Least of These Art Foundation is doing art activities with Friendship Connection and will provide two summer activities for some of our clients' kids.
- Location of the COG shopping spree is being changed to Valley Community Center.
- ESL format will change this summer. All classes, except level 1, will have one hour of instruction and one hour of conversation.

- Fund Raising
  - Althea reminded members of the Dueling for Humanity event at the Blue Moon. The question was raised regarding the board sponsoring the event. Althea will share with the foundation board.
  - Last year WDM police did “fill the jail” with items for our Food Pantry. They are doing it again.

**Chair Report:**

- Dan reminded everyone that the luncheon to honor Human Services volunteers will be on April 12 at noon at the Racoon River Park Shelter. Mindy does need more prizes to distribute.
- We will plan to do the Staff Appreciation luncheon again in June.
  - Althea will check the calendar to find a good date for the most staff members.
  - She also will email Jim about availability of his room.
  - Althea will ask Jessinda if she could provide Menchie’s for the event.

**Old Business:** None to report

**New Business:**

- Board members adjourned to the new clinic facility and had an opportunity to see the facility and talk with the director.

With all agenda items covers, the meeting was adjourned at about 6:20 pm

Respectfully submitted,

Sue Wright

CC: Mayor, Council member, City Manager