

# West Des Moines Human Services Advisory Board

(annual joint meeting with West Des Moines Human Services Friends Foundation Board)

139 6<sup>th</sup> Street, West Des Moines, IA 50266  
July 16, 2019 Minutes

**Members Present:** Council Member Russ Trimble, Rick Riley, Dan Werner, Mary Bernabe, Matt McNeese, Janet Clarey-Jones, Jered Rodgers, Jo Helling, Jim Miller, Jami Schnoebelen, Carol Sipfle, Mari Bunney, Bill Solawetz

**Members Absent:** Sue Wright, Kasey Tickle

**Friends Foundation Members Present:** Randy Steig, Dody Christy, Lori Short, Jacob Gaer, John Burgus

**Staff Present:** Althea Holcomb

**Citizen Participation:** None

**Call to Order:** Randy Steig called the meeting to order at 5:33 pm.

**Approval of Minutes:** The minutes from the June 18, 2019 meeting were approved by the board.

## **Director's Report:**

- West Des Moines Human Services participation in the Independence Day Parade was fun and went well with weather good after the rain ended as the parade began.
- No questions on the Board Report, Client Needs Report, or Recap of Available Funds with this being the first time the General Trust Funds balance exceeded \$500,000. Many thanks to WDM Leadership Academy's Dueling for Humanity fundraiser which raised \$52,000. Randy Steig suggested we request the materials developed for the fundraiser for possible future use. There was general consensus that sponsors not be contacted for 2 major fundraisers in a single year. Jo Helling suggested that we add Dueling for Humanity sponsor contacts to Sunday Supper contact list.
- Sunday Supper Corporate Sponsor mailing went out this week and Advisory and Friends members encouraged to start calling on those they agreed to contact. Fleming's is a good location for this event and they give us a great deal so we plan to continue Sunday Supper there. Potentially limited space at Fleming's was mentioned as a concern as Sunday Supper grows. Mary Bernabe suggested we add invites of Dueling for Humanity Corporate Sponsors for 2020 and cross the space concerns bridge when it comes.
- Friends Foundation balance is now at \$142,000. Randy or Dody are the official signatories.
- Janet Clarey-Jones agreed to be the new Advisory Board liaison to the Friends Board with Mary Bernabe stepping down.

- St. Marks and St. Francis have joined Lutheran Church of Hope in referring clients to Human Services beginning July 1. Churches provide the referral, Human Services determines eligibility and provides service directly or puts client in contact with another agency. Churches then reimburse Human services. This is a win-win for the churches and Human Services. The board discussed the eligibility requirements for clients that are served.
- Transportation Supervisor job posting netted 18 applicants; only one made it through initial city screening process. If this candidate is not suitable, the position may have to be reposted. City did approve hiring of one more driver.
- City also approved hiring of a part-time child care provider to work mornings Monday through Thursday during the school year while clients are in the building for services. This would be a contract position.
- The medical clinic will have an open house for funders and the general public on Tuesday, July 30 from 4:30 – 6 pm. Dody Christy motioned that the Friends Foundation provide snacks and refreshments then; Randy Steig seconded and the board approved.
- Client signup for school supplies started Monday, July 15.
- ESL current class session finishes up Thursday, July 18 with a picnic.
- HiSET orientation will be on August 12 and 14, with classes starting end of August. People still signing up.
- Althea passed out information on Iowa's Gift Law for Public Employees. We are within bounds of the law to provide an appreciation lunch and solicit gifts for Human Services employees.
- Donations to Human Services via West Des Moines Water Works bill paying was discussed. The feeling is that many residents are still not aware they can donate this way. Mary Bernabe suggested we make additional effort to promote this. An insert with mailed bills or a notice with e-bills, WDM city magazine, and Facebook were suggested as ways to raise citizen awareness.
- Dan Werner presented Jim Miller with a plaque and gift for his service on the Advisory Board. Althea recalled Jim's willingness to say "yes" to her many requests for help.

**Advisory Board Chair Report:** Nothing new to report from Rick Riley.

**Friends Foundation Chair Report:** Randy Steig shared that he will step down as chair in September to allow new blood to take leadership. Dan Werner asked about Randy's opinion on the right number of board members for Friends; Randy said there are 7 board members now and more would be nice. A willingness to contact community members and share creative ideas are good qualities for this board. Russ Trimble said citizens do approach the city with interest to serve on the Advisory Board and these could be steered to the Friends Foundation Board.

No meeting in August for Human Services Advisory Board.

Meeting adjourned at 6:36 pm.

Respectfully submitted,

William Solawetz