



**Human Service Council (HSC) Meeting Minutes  
Thursday, September 27, 2012**

**WELCOME:** The Story County Human Service Council meeting started on Thursday, September 27, 2012 with introductions from the following people: Sonja Hayes (Ames Community Schools), Tricia Crain (The Arc of Story County), Gina Gallus (At Home Care Company), Rachele Flory (Childserve), Shari Atwood (CyRide/Ames Area MPO), Jeremy Johnson-Miller (Heart of Iowa Regional Transit Agency), Patsy Beese (Homeward), Richard Sharpe (Mainstream Living), Meg Griesdorn (Mid-Iowa Family Therapy), Arti Sanghi (Central Iowa RSVP), Cari McPartland (The Salvation Army), Robin Rutledge (The Salvation Army), Marion Kresse (Boost Together for Children), Andrea Olson (Youth and Shelter Services), Mark Adams (Experience Works), Ny Saadiq (Ames Police Dept.), Heather Clark (Parent Partner), Brenda Smith (Parent Partner), Kaitlyn Hoferlt (CPPC/Decatergoration), Anne Owens (YSS), Stacey Maifeld (Lutheran Families in Iowa), Laura Peterson (YSS), Jennifer Schafer (YSS), Jane Larkin (YSS), Amy Robak (People Place- Crisis Childcare)

Shari Atwood (Secretary) announced that SCHSC membership is \$30/year and passed around membership forms if members had not already received them via e-mail. Payment is due to Arti Sanghi listed on the form. Shari will also e-mail the membership form out with the minutes.

**PROGRAM:** Cari McPartland (The Salvation Army) provided the Program on their Representative Payee Program which began in August 2012. They currently have 11 clients and desire a target of 70. Below is a summary of the Salvation Army Representative Payee Program responsibilities:

- Manages the Social Security benefits of those clients that cannot manage his/her own money. Typically referred by another payee or the Social Security Administration (SSA).
- Develops a monthly budget after initial meeting about income, monthly bills, wants/needs, etc.
- Set goals with the client for desired outcomes (do they want to pay their bills again down the road or do they just want the Salvation Army to pay them for them)
- Pay for direct needs of client first – rent, utilities, groceries (what food stamps don't pay)
- Document use of expenses to Social Security Administration
- Client is unable to get a credit card or issue a withdrawal of SSA funds from the bank without approval from Salvation Army.
- Client can have job income as well as any FIP money also go into payee program if they desire. No reporting of these funds and how they are spent is needed to SSA.
- Fee of \$38/month for service however, this is flexible based on inability to pay regardless of total income.
- Brochure attachment of Salvation Army's Representative Payee program is enclosed.

**AGENCY SPOTLIGHTS:** (skipped to Agency Spotlight as Parent Partners needed to leave early.)

**Parent Partners:** Brenda Smith and Heather Clark provided information on this volunteer program which is a parent advocacy program partnering with families that have experienced having a child removed from their home by DHS. All Parent Partners are parents that have previously had a child removed from their home. They specifically try to help the family by assisting them in understanding the court process, help identify resources to help or other issues they may need since they have went through the experience themselves. Each Parent Partner goes through a “Building a Better Future” training program. Parent Partners get referrals through DHS. This is a free service for families and all Parent Partners are volunteering their time. The family is introduced to Parent Partners at the Post Removal conference and parents can decide there if they want any assistance from Parent Partners and help into how to become part of their child’s life again. The Parent Partners program is not required by DHS or the courts.

If any agency wants more information or a presentation on the services Parent Partners offers, please contact Brenda Smith at [bksmith56@yahoo.com](mailto:bksmith56@yahoo.com) or 515-447-2229.

**BUSINESS MEETING:** Lynn Scarlett called the business meeting to order at 11:55 am.

**Approval of May 2012 Minutes:** No changes were made to the minutes which are attached; Berniece Buchanan 1<sup>st</sup>, Marion Kresse 2<sup>nd</sup>, Motion carried.

### **Reports:**

**TREASURER:** Treasurer, Arti Sanghi, reported a balance of \$1,956.09 in the checking account. She reported that she’s deposited 9 checks since the last meeting for annual dues.

**ASSET:** Berniece Buchanan (Panel 1 Representative) offered that there is a new asset application for this year. If anyone has any changes they would like made to next year’s application, let Berniece know and she can report those to the ASSET Team members. Discussion occurred regarding the application. They reported at the meeting that no outcomes were necessary for new agencies. But now they want outcomes as agencies need to report throughout the year so need to identify outcomes (targets/goals) now. One member indicated getting errors on the stat sheet. Berniece said to ignore that error as she had that error and was told to ignore it. One member suggested placing comments next to the budget if that helps explain your request. A suggestion was made to change outcome language to target/goal instead as that may be clearer for agencies. Berniece gave a brief description of her role as a Human Service Agency Panel Representative. She indicated that she doesn’t vote or contribute to the conversations. However, she does communicate back and forth between HSC and ASSET as issues arise. She indicated the meetings are limited to an hour and they are open meetings. She encourages other agencies to go to the meetings where ASSET reviews applications as you will learn a lot.

## Old Business:

**WEBSITE:** The Secretary forgot the sheet of how to add events to the [www.storycountyhumanservices.org](http://www.storycountyhumanservices.org) website. Therefore, the instruction sheet of how to add events to the website calendar is attached to these minutes. In addition, to have your organization listed on the website on the member listing on the website, you must pay dues.

Marion Kresse brought up that perhaps agencies may want to have a page on the Story County Human Service Council website as opposed to developing their own small website. The discussion was to pay someone else to manage putting information on the pages like board minutes/agendas. **If this would be something of interest to HSC members, please contact Shari Atwood (HSC Secretary) at [satwood@cyride.com](mailto:satwood@cyride.com) and we'll report on this next month.**

## New Business:

**Big Brothers & Big Sisters:** Lynn relayed that Big Brother and Big Sisters business is now closed in Ames. Bill Dodd is no longer working there and living in Des Moines. The 75 matches from the Ames BBBS will be continued but managed through the Des Moines office. It was also mentioned that YSS will be overseeing matches for the DSM office. Shari relayed that Bill Dodd was an ASSET panel representative and that we'll need to attain another Panel 3 representative as well as a Panel 4 representative now that Shelly McQueeney is no longer with ACCESS. Shari shared what agencies are with which panel. Panel representatives would need to go to the next meeting on November 8<sup>th</sup>. **If anyone is interested in volunteering to be an ASSET panel representative for Panel 3 or Panel 4, please notify Shari Atwood and we'll get that on the agenda for next month for approval.**

**Program Needed & Agency Spotlights Needed:** SCHSC is in need of a May 2013 program as well as Agency Spotlights in April/May 2013. The programs are 15-20 minutes long and generally about a service that would interest most agencies in the group. The spotlights are a way to share what your organization does within the community. We are having two spotlights per meeting this year in an effort to share and collaborate more. **If you are interested in volunteering to do a program/spotlight, please contact Shari Atwood at [satwood@cyride.com](mailto:satwood@cyride.com).**

**Story County Human Service Council Banking Account Issues:** Arti shared that US Bank sent her a letter requesting a TIN number (a.k.a. taxpayer identity number). SCHSC does not currently have a TIN number as they are not a registered business nor is a 501.c3 nonprofit. Arti relayed that obtaining a TIN number just seemed to be the first step to having much more responsibilities including doing an audit and filing taxes to the IRS which we haven't done to date. After much discussion with the officers this summer on obtaining a TIN number and the fact that filing taxes would be the next step in the process, we decided that going through a fiscal agent that is already doing these functions would be the best alternative. We further requested that United Way of Story County consider becoming our fiscal agent and they have agreed. In doing this, we could have a separate account with the UWSC and utilize their bank account for managing our funds.

SCHSC would be responsible for directing the funds as per the draft Fiduciary Agreement. UWSC would be responsible for filing taxes and conducting audits as a designated nonprofit. However we would need formal approval of this at the October meeting.

**UWSC as SCHSC Fiscal Agent:** Please see the draft fiduciary agreement between UWSC and the Story County Human Service Council for details of how SCHSC would continue to operate their current funds. If anyone has questions/changes to the current language of the agreement or disagrees with UWSC becoming SCHSC's fiscal agent, please contact Shari Atwood at [satwood@cyride.com](mailto:satwood@cyride.com). If no comments or changes to the document, we will approve this document at the next meeting on October 25, 2012.

**Bylaws Discussion/Proposed Changes:** Lynn discussed that the officers met this summer and updated the bylaws in making them more up to date. The proposed by-law changes are attached. If anyone has questions/changes to the proposed language of the bylaws, please contact Shari Atwood at [satwood@cyride.com](mailto:satwood@cyride.com).

**Next meeting 10/25/2012:** Lynn communicated that the next SCHSC meeting will be October 25, 2012. The program for next meeting will be Bev Kruempel with SNAP. Agency spotlights will be Barb Biersner (YSS) with Great Relationships with Pairs (GRIP) Mentoring Program and Deb Niehof (Nami of Central Iowa) with Mental Health Wellness Center

Business Meeting concluded at 12:23pm

**AGENCY SPOTLIGHT:** (continuing spotlights from earlier)

**RSVP Transportation Program:** Arti Sanghi explained that RSVP has a volunteer transportation program that operates in Ames. Most trips are for medical appointments, going to the pharmacy and grocery trips. She explained that trips to Des Moines for medical appointments are also conducted. Costs for the service are on a per mile basis to the passenger at the time of the trip. Typically in-town trips under 10 miles are \$3 for the round trip. A brochure is attached with the fees for services based on the round trip miles. Volunteer drivers are reimbursed at \$0.35/mile. A brochure is attached of the RSVP Transportation Service. If any agency wants more information, please contact Arti Sanghi with RSVP at [coordinator@cirsvp.org](mailto:coordinator@cirsvp.org).

**Agency Share Time:**

“United Way of Story County” is underway with their 2012 campaign. Lynn announced they are currently at 35% of their overall goal.

“RSVP” announced that the winter weatherization project will take place on November 10<sup>th</sup>. They're currently taking applications for individuals the need for weatherization of their homes. Those applications are due October 15<sup>th</sup>. An application is attached for clients that need weatherization. Contact Arti at [coordinator@cirsvp.org](mailto:coordinator@cirsvp.org) for more information.

“Empowerment” – Marion Kresse announced that he took over for Anne Lundvall with Empowerment. He's also interested in doing an agency spotlight at the SCHSC.

“YSS” – Jane Larkin announced that they will be having a Town Meeting on October 22<sup>nd</sup> at 6 OR 6:30pm at the Ames High School. In addition, they are bringing “The Blunt Truth about Medical Marijuana” on October 30<sup>th</sup> to Ames. Contact Jane Larkin for more information.

“Ames Community Schools” – Sonja Hayes announced that she is the community counselor at the Ames schools and helps kids overcome barriers.

“At Home Care” – Gina Gallus announced that At Home Care Company provides care to individuals that need help to stay in their homes. Care could be anything from laundry, meal preparation, errands, personal care, companionship, etc. **Gina passed around a brochure to explain their services (see attached).**

“Girl Scouts” – Announced they are currently in their recruitment season. The season will begin October 1<sup>st</sup>. **Several events were shared within a Girl Scout brochure.**

“Homeward” – Patsy Beese announced that everyone should be getting their flu shot if they haven’t done so already.

“Community Care Program” – Announced they work with DHS and families in dire straits.

“Heart of Iowa Regional Transit Agency (HIRTA)” – Jeremy announced that HIRTA is now operating the general public transportation within Story County. He said it has been a rough couple of months but now everything seems to be working great.

“Ames Police Officer” – Ny Assdiq announced traditionally an Ames police officer attends meetings to be aware of what services are provided within the community.

“Decategorization Coordinator” – Kaitlyn Hoefeld announced that she’s the new Decat Coordinator and Community Partnerships for Protecting Children (CPPC). They have a program to provide relief before things become too unbearable for parents.

“People Place/Lutheran Services of Iowa (LSI)” – Amy Reinhart announced they provide daycare providers for emergency crisis situations for up to 72 hours. This service is 24/7. They operate in Boone/Story/Ogdon. They also provide Transportation as well as transportation from preschool to school transportation if a parent is unable to provide this transportation themselves.

“Lutheran Services of Iowa (LSI)” – Stacy Mayfield announced they’re having a Skill Building Workshop for children. This will be to help with anger management, coping, decision-making, communication, problem-solving, etc.

“The Salvation Army” – **Robin Rutledge announce their currently accepting applications for assistance with Christmas gifts and food for this season between November 5<sup>th</sup> – 9<sup>th</sup>. They will consider above the income guidelines upon request for reconsideration. See attached flyer.** Robin announced they’re currently hiring bell ringers at \$7.25 an hour. They’re also hiring a Kettle Coordinator at \$8.50/hour. The coordinator position would need to drive and also have scheduling/administrative abilities. She indicated that she would hire them tomorrow if they walked through the door.

“Experience Works” – Mark Adams announced that Experience Works hires unemployed people at 55 years of age and older with low incomes that are seeking employment. They help with job search and training program from your new employer. See attached brochure.

“CyRide” – Shari Atwood announced that the Ames Intermodal Facility opened August 13<sup>th</sup> for the parking and providers started operating from the facility on July 1<sup>st</sup>. If clients have a need for transportation outside of Ames, this is the location to send them to. The Ames Intermodal Facility is located at 129 Hayward Ave. and can be accessed off of Sheldon or Hayward. It is one block from CyRide’s Brown route. Providers operating from the facility include Jefferson Lines, Burlington Trailways, Executive Express and HIRTA. In addition, there are bike lockers and a bike path leading to W. Ames. Bike commuters can park there, lock up their bike and shower at this facility. Restrooms are also for campustown patrons. Annual, monthly, daily and hourly parking is available. The facility will provide better access to individuals wanting to shop within campustown.

“Collegiate United Methodist Church” – Bill Cook/Bruce Munson left flyers on the table of the meeting announcing the office space availability for a non-profit organization to lease within the Annex. **See attached flyer for more information.**

**From this point forward, E-mail your announcements or brochures to Shari Atwood at [satwood@cyride.com](mailto:satwood@cyride.com) by end of day Friday and they will be e-mailed out with the draft minutes of each meeting the following Monday. In addition, will pdf any brochures brought to the meeting to send out with draft minutes.**