



## Human Service Council (HSC) Meeting Minutes Thursday, October 24, 2013

**WELCOME:** The SCHSC meeting started on Thursday, October 24, 2013. The following 18 people introduced themselves. Marion Kresse (Boost Together for Children), Arti Sanghi (Central Iowa RSVP), Cris Broshar (Childcare Resource and Referral), Kaitlyn Hofeldt (Story County Decatorization/ CPPC/PP), Shari Atwood (CyRide/Ames Area MPO), Sally Frotscher (Girl Scouts of Greater Iowa), Raechelle Talbott (Girl Scouts of Greater Iowa), Julie Saxton (Life-Line), Laura Bender (Lutheran Services in Iowa), Lisa Heddens (Lutheran Services in Iowa/People Place), Deb Niehof (National Alliance on Mental Illness of Central Iowa), Nikki Lullman ( Story County Community Services), Tricia Crain (The Arc of Story County), Cari McPartland (The Salvation Army), Hannah Dankbar (Volunteer Center of Story County), Shellie Orngard (Volunteer Center of Story County), Laura Bell (Youth & Shelter Services), Jill Hill (Youth & Shelter Services).

**PROGRAM:** Betty Bocella with Central Iowa Retired Senior Volunteer Program provided a program on Disaster Preparedness and offered many giveaways to attendees for preparing their business as well as home for disasters.

Betty discussed that when the floods occurred in Ames in 1993, the community soon realized that there needed to be some sort of system in place to manage volunteers to help during and after the disaster that occurred. In 2006, RSVP became the coordinator for disasters for Ames. She now also provides that assistance to Story City as well as Nevada.

Betty stated that her job is two-fold:

- 1) Operation of the reception center in disaster situations – RSVP provides the volunteer call center (approximately 75 volunteers in shifts take calls/register people) and processes volunteers once they are needed for city-wide disasters. They also ensure volunteers sign a liability release form before going out to help within the community. Typically the Ames' City Hall Auditorium is the location where the call center will be housed however, volunteers are resilient and sometimes have to move to alternative locations (outside, when dance recitals are taking place on-stage!) Volunteers wait in the Ames Auditorium until the EEOC (Mayor, Public Works, Ames Police, etc) notifies RSVP that volunteers are needed and for what purpose (sand bagging, debris cleanup, etc.). RSVP makes sure that the volunteers are prepared to help and have on the proper attire (no flip flops) and have the proper equipment (sunscreen, hard hat, etc.). Spontaneous volunteers are also welcome and they typically watch a sandbagging video and read information on safety protocol and debris cleanup safety. Betty also stated that she has presenters/videos to keep the volunteers informed and engaged during their time at the City Auditorium of things to expect out in the field. CyRide then deploys the volunteers to locations throughout the city where they are needed and returns them to City Hall 3-4 hours later after their shift is over. Volunteers then sign back

out with RSVP so they know at all times whom is out within the community volunteering/helping out.

- 2) Non-emergency phone bank – Betty keeps volunteers on-hand throughout the year for situations that may occur at a moment's notice. For instance, this would be like fraternities that have 20 guys available for sandbagging, etc. Betty states that drills are conducted about 3 times/year where they go set up the call center in City Hall.

In the last flood of 2010, RSVP.....

- Processed 400 volunteers
- Staffed water distribution sites (just had to call in the volunteers from the bank)
- Became \$38,000 in in-kind soft match money for FEMA assistance

RSVP also does the volunteer management for Public Health Emergencies. In the event of a public health emergency, Points of Dispensing (PODs) will be opened in certain areas of the county for the purpose of vaccinating/medicating thousands of people. RSVP will manage those volunteers providing assistance.

The EEOC has weighed the City of Ames on potential future incidents that have the highest historical occurrence with potential for loss of life. Those occurrences are in order of most potential for concern:

- 1) Highway Traffic Accidents (Interstate traffic)
- 2) Hazardous Waste Accidents (trains and Interstate traffic)
- 3) Tornado
- 4) Agriculture Disease outbreak
- 5) Energy disruption
- 6) Farm Animal Accident on Interstate

To prepare yourself/family for disasters, do the following:

- Water/Food (3 days worth) – do not rely on police to immediately assist. Have a supply ready & routinely switch out this supply so you are prepared.
- Weather radio
- FEMA resources
- Pets (have a plan for where to take them; most emergency shelters will not take pets)
- Sheltering in place – when no time to evacuate, be prepared to shelter where you are for several days.

**Brochures shared:**

- **Preparing Makes Sense for People with Disabilities and Special Needs – Homeland Security**
- **Preparing Your Pets for Emergencies Makes Sense – Homeland Security**
- **Learn, Plan Buy, Have a 3-day Supply For Your Pets & Livestock**
- **All Hazards NOAA Weather Radio**
- **Sheltering In Place**
- **When Sirens Sound**
- **Disaster Preparedness Tips**
- **Family Emergency Plan**
- **RSVP Volunteer Management for Disasters (VMFD)**
- **Family Preparedness (magnetic) Wheel Chart (not included in minutes)**

**BUSINESS MEETING:** Julie Saxton called the business meeting to order at 12:08pm

**Approval of September 26, 2013 Minutes:** There were no changes from the council membership on the September minutes. Marion Kresse 1<sup>st</sup>, Nikki Lullman 2<sup>nd</sup>, motion carried.

**REPORTS:**

**TREASURER:** Treasurer, Arti Sanghi, reported a balance of \$1,459.67 in the account with only 16 memberships. Dues of \$30/organization are due to Arti and checks should be made payable to United Way of Story County but place "Story County Human Service Council membership dues in the memo line." For a Membership Registration form, go to <http://storycountyhumanservices.org/wp-content/uploads/2013/08/Membership-Registration.2013.pdf>

**ASSET PANEL:** No ASSET representatives were in attendance for an ASSET update.

**RESOURCE GUIDE:** Julie Saxton explained that the Resource Guide committee had not met again regarding the paper guide but would try to move forward in the next month.

**OLD BUSINESS:**

**WEBSITE & CALENDAR:** Shari Atwood relayed that there were instructions on how to post your SCHSC member events to the calendar ([http://storycountyhumanservices.org/?page\\_id=14](http://storycountyhumanservices.org/?page_id=14)) were on the back side of the agenda. This calendar is to promote your organization's events to the public. The calendar was also initially felt to be important to see whether your organizations' event is on another day where another SCHSC member is having an event. The g-mail account and password is shared among members therefore shouldn't be shared online. If you are a SCHSC paid member and need a copy of these directions, please e-mail Shari Atwood at [satwood@cyride.com](mailto:satwood@cyride.com). The SCHSC officers will be promoting the use of this calendar at each meeting throughout the year for members to utilize.

**NEW BUSINESS:**

**Proposed Bylaw Changes:** Shari Atwood relayed new bylaw changes due to the addition of the Resource Guide responsibility from the membership. According to the current bylaws, any changes must be reviewed at a previous meeting before being approved/adopted at the next meeting. **The changes are attached to the minute notes for consideration and will come to a vote at the January 23, 2014 meeting.**

**Passenger Transportation Plan – Project Status & Requests for projects:** Shari Atwood relayed that now is the time to provide any new requests for projects or transportation needs within the Ames community. She also relayed that the funding associated with the PTP was not funded within the new MAP-21 Transportation authorization bill. Therefore, there was only one type of federal funding to coordinate with human service agencies and that was funding for the elderly/disabled. So if there are projects that are needed for this specific group, please let Shari Atwood know at [satwood@cyride.com](mailto:satwood@cyride.com). Shari also relayed that this month was the time

when she relayed any service concerns that the CyRide Board of Trustees was considering but this information was not ready at this time but it would be provided out to the SCHSC via e-mail once it is available.

**Networking Luncheon – December 12, 2013:** Julie Saxton relayed that the holiday luncheon will occur on Thursday, December 12<sup>th</sup>. No formal business meeting, program or agency spotlights will occur in November and the December meeting will occur early due to the holidays. Arti relayed that typically the expenses are between \$350-\$400 for the lunch. Discussion occurred on what restaurant to cater the meal from. Last year, the meal was catered from Hickory Park and we questioned whether there was a need to search other restaurants such as the Café' or Panera Bread. The consensus was to have a hot meal from Hickory Park once again.

### **End of Meeting 12:32pm**

#### **AGENCY SPOTLIGHTS:**

**THE ARC OF STORY COUNTY:** Tricia Crain, director for The Arc of Story County presented about The Arc of Story County and the services they offer. She stated The Arc of Story County originally started in 1953 to help individuals with special needs receive better services within Story County. The Arc helps provide active lifestyle for people with intellectual and developmental disabilities. Tricia stated that they offer activities nearly every night of the week in Ames. The Arc helps advocate with the Adopt a Legislature Program which allows families to form a relationship with each of the legislators and keep them updated on the effects of funding, services and legislation. Tricia also stated that The Arc oversees the Special Olympics and they typically register 180 athletes in the months of August/September. Finally, Pilot Parents, see brochure, is a support network for parents allowing more experienced parents mentor new parents' of diagnosed children. Tricia also communicated one of the difficulties they're experiencing now is transitioning a child from services to adult services.

#### **Brochures shared:**

**The Arc Story County – Achieve with us**

**Pilot Parents – Information and Support Network for Parents of Children with Special Needs**

**The Arc Story County September 2013 Newsletter**

**LSI's PEOPLE PLACE:** Lisa Heddens, with LSI, discussed People Place and Early Childhood services. LSI provides support to families and parents of young children. LSI provides a Parent/Teacher program for families in Boone/Story counties from pregnancy up to age 5. LSI provides education for families that are "at risk" or 200% or below poverty. They provide support through the following mechanisms:

- Personal Home Visits; share with the parent what's normal development for a typical child at certain ages; provide assessments of the child for their progression; monitor child's milestones;

ensure child is moving on to attend school or pre-school.; arrange weekly to monthly visits to the home; try to involve Dad's too (visits on weeknights or Saturdays)

- Provide community support information (transportation/healthcare options)
- Provide mechanism to meet, support, share information with other parents

Lisa also announced that Story County Community Foundation just provided a grant for Raising Readers/LSI partnership where LSI is also distributing books within the weekly/monthly visits to the home!

#### Brochures shared:

**LSI's People Place – Your family resource center**

**Early Childhood Service – Parents as Teachers**

#### AGENCY SHARE TIME:

- **YSS:** A representative with YSS announced that you can drop off your outdated unused medicine at Nevada City Hall on October 2, 2013 between 9am-noon. Please see attached flyer.
- **CPPC:** Kaitlyn Hofeldt with Community Partnerships for Protecting Children (CPPC) announced an invitation to a Lunch & Learn on November 7<sup>th</sup> from 11:30am – 1:00pm at the Story County Human Service Building. Mike McInroy will be speaking on Differential Responses.
- **LSI:** Laura Bender with LSI announced Blue Sky Day's on Saturday, November 2<sup>nd</sup> at 8am. This will have a color element to the run. The run begins at 10am.
- **Volunteer Center of Story County:** Shellie Orngard with VCSC announced that they'll be doing winter weatherization on November 7<sup>th</sup> in coordination with MICA putting plastic on windows.
- **The Salvation Army:** Cari with The Salvation Army announced there are sign up's for Christmas Assistance (toy's/food) with the Salvation Army the first week of November. **Please see the Christmas Assistance flyer for additional details on dates/times under agency sharing.** Families must bring their picture ID and proof of address and proof of incomes to be eligible for assistance. Cari also indicated they will have one additional sign up day on December 23<sup>rd</sup> for those families not having toys for their children. They are also still hiring for bell ringers at [www.ringbells.org](http://www.ringbells.org). Lastly The Salvation Army is having a fundraiser at Buffalo Wild Wings on November 18<sup>th</sup> and December 2<sup>nd</sup> with 10% of the proceeds going back to The Salvation Army if the ticket is presented. **Copies of the ticket are attached in the agency sharing.**
- **CyRide –** Shari Atwood communicated that updated Story County Transportation brochures are available at the door for those that need them or they can be found at [www.ridehirta.com/sct.pdf](http://www.ridehirta.com/sct.pdf).

**Story County Human Services Council**  
**Bylaws**  
**Updated ~~10/25/12~~10/23/2014**

**Article I: Name**

The name of this organization shall be the Story County Human Services Council

**Article II: Mission**

The Story County Human Services Council works to establish an environment which energizes members and provides an opportunity for collaborative efforts and advocacy for human needs.

**Article III: Membership**

**Section 1:** The membership shall be open to all organizations and individuals within Story County who support the mission of the Human Services Council.

**Section 2:** The membership rate will be established at the annual meeting held in May.

**Section 3:** Renewing annual dues must be paid on or before the December meeting. New members are accepted upon receipt of dues and are added to the website.

**Section 4:** Each member agency, organization or individual is assured one vote by virtue of having paid membership dues.

**Article IV: Officers**

**Section 1:** The officers of the Council shall be two (2) co-chairs, secretary, and treasurer. The co-chairs are elected to serve staggered terms as are the secretary and treasurer. Officers are elected at each annual meeting to serve a two-year term.

**Section 2:** The charge of the Story County Human Services Council shall be:

**The Co-chairs** (1) presides over all meetings of the membership and of the Executive Committee, (2) represents the organization, (3) arranges meeting locations and dates, (4) maintains the website including domain renewal, and (5) appoints and gives direction to committees.

**The Secretary** (1) notifies the membership of meetings, (2) e-mails proposed resolutions to members, (3) records and distributes minutes of council meetings, (4) maintains accepted committee reports, (5) maintain the website including domain renewal, and (6) handles correspondence.

**The Treasurer** (1) handles the council's finances, (2) keeps an accurate record of income and expenditures, (3) prepares financial reports, (4) collects membership dues, (5) maintain the website including domain renewal, and (6) maintains current membership list of paid members to be included on the website.

**Article V: Committees**

**Section 1:** There shall be ~~two~~ four standing committees of the Human Services Council:

- a. Executive Committee shall be composed of the officers.
- b. The Nominating Committee shall be composed of three (3) members consisting of: One (1) ASSET panel representative, the outgoing co-chair, and the outgoing secretary or treasurer. This committee shall be convened at the December meeting to prepare the slate of officers which shall be presented at the annual meeting in May and voted on by the membership.
- c. Asset Panel Representative Vacancies: Nominations for the replacement of ASSET Panel Representatives will be presented by the outgoing Panel Representative to be voted on by the membership. ASSET Panel Representatives serve 3-year terms from May 1 to April 30. In the event an outgoing Panel Representative is unable to obtain nominations, the Nominating Committee will assume that responsibility.

d. Resource Guide Committee: The Human Service Council will oversee the Story County Resource Guide in its development, accuracy, accessibility and effective communication of resources throughout Story County through the Resource Guide Subcommittee. The Resource Guide subcommittee includes at least 6-8 members from the Story County Human Service Council but may include more members upon interest. This subcommittee will direct the updating and accuracy of the guide and inform the Council of progress at monthly council meetings. Additionally, the Resource Guide will be promoted by this Subcommittee group as well as through Council agendas, minutes, reports, written/email communication and general word of mouth.

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**Section 2:** The Story County Human Services Council will serve as the coordinating group to select and elect Panel Representatives for the four (4) people who will serve on the ASSET Professional Advisory Committee. One person shall represent each of the four ASSET Panels and will serve a three (3) year term. Any Story County Human Services Council member may suggest a representative to serve on an ASSET Panel. If needed, replacement representatives will be elected during other times of the year. The Story County Human Services Council expects to have regular updates from Advisory Committee members at the monthly meetings.

**Section 3:** The Story County Human Services Council will serve as the coordinating group to select and maintain 6-8 Resource Guide members. One person, as agreed upon by the Resource Guide Committee, shall represent the group at all Human Service Council meetings as the Resource Guide Chair providing regular updates about the Resource Guide and will serve a two (2) year term. The Resource Guide Committee must meet quarterly at a minimum throughout the year to coordinate periodic Resource Guide updating. Any Story County Human Services Council member may suggest representatives to serve on the Resource Guide Committee. The Story County Human Services Council expects to have regular updates from Resource Guide members at the monthly meetings.

**Section 34:** The Co-chairs shall appoint other committees as are necessary to carry out the work of the Council.

#### **Article VI: Meetings**

**Section 1:** The Story County Human Services Council shall hold at least eight (8) regular meetings at a date, time and place to be determined by the Executive Committee.

**Section 2:** Special meetings may be called by the co-chairs or 25% of the membership. Written notice of special meetings shall be e-mailed to the membership seven (7) days prior to the meeting.

**Section 3:** The Story County Human Services Council will schedule a meeting in March that will serve as the yearly meeting for all ASSET agencies. At this meeting agencies will exchange information as needed and will elect the new panel representatives to serve on ASSET.

**Section 4:** The Annual Meeting shall be held at the regular meeting in May at which time reports shall be given by the Co-chairs and the Treasurer. Officers shall be elected for the ensuing year.

**Section 5:** The fiscal year shall be from July 1 to June 30.

#### **Article VII: Procedures**

**Section 1:** No official business shall be transacted in the absence of quorum. A quorum consists of members present at a regular meeting.

**Section 2:** Any member may bring an issue of concern to the Council.

**Section 3:** Exploration of issues of particular interest shall be conducted by single focus task forces.

- a. Any Council member who raises an issue may seek the help of any interested person.
- b. A task force may report to the Council and should do so in writing.
- c. If a task force chooses to submit a resolution for action by the Council, the resolution shall be submitted in writing at the Council meeting prior to the expected vote.
- d. The Secretary shall e-mail the proposed resolution to the membership three weeks prior to the action agenda.
- e. Resolutions require a two-thirds (2/3) affirmation vote of those present.

**Article VIII: Amendments**

The By-laws may be changed at any regular meeting by a majority of membership present, providing that the proposed changes shall have been read at the regular meeting most previous to the one at which the vote is to be taken.

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(Story County Human Service Council Co-Chair)

| ~~October~~ January 23, 2014 ~~25, 2012~~

(Date)

