

July 8, 2010

Flood Team Meeting

- Appliances- When Kingdon's or Thiele's is delivering new appliances they will remove the old one's so if the client is borrowing someone else you need to let them know they need to be gone before the new ones are delivered because they will be removed. As for the actually vouchers they will not be changed for the amount or where to.
- Bills- if on the copy of the bills the clients give the caseworkers it is marked as paid the caseworker need to mark that out before during in a bid.
- Bids- Do not say ½ mark, the work that can be done, only one bid needed for work to be done. Do not let client know how much everything cost because then they want to add more to the estimates as well as they client can not have a copy of the estimates or how much we have paid.
- Addresses for landlord- on the receipt the address of the landlord needs to be included. Also double check who the check needs to be written to.
- Back area- It needs to be kept clean
- Tags- The price tags need to be cut off as well as the tags in the inside of the clothes this has been recommended from wal mart.
- Vouchers- Wait until they are done before calling the clients. As for the actual vouchers they amount will not be changed and they can not pay the difference. Need to check vouchers and make sure they are not expiring.
- Assessed value compared to market value- When calling the assessment office they give you the assessed amount which is 33% so to get the price you need to times that by three and then divide by ½ to get the amount we can spend. The landlord does not need to know this so don't give them this information.
- July 26 meeting with Amy and Hero at 10:30- they would like to meet all the flood members.
- August 2010- The program is done. Workers can work over times, after hours and on weekends. Will need to discuss a deadline for assessments in order to be able to have all the work done by the end of the month.
- When closing cases- need to make sure there is no outstanding payments before closing them.
- September 10 - There is a retreat and they would like the young flood team members to be part of the comities for that.
- Next meeting is July 29 at 1:15pm

Flood Team Meeting
July 29, 2010

- Gift cards and vouchers- From now on we will only be writing vouchers for kingdons and thieles. Everything else will be gift cards to that store. Once the gift cards are here, caseworkers can call clients and then when client comes to get it either Brooke or Ellen will give them the gift card and they will have to sign off that they received the card.
- Ellen and Brooke need to know dates that everyone is returning to school or days they will need off, as well as school schedules for those who are staying here until the end of the program.
- All files need to be separated in to two piles. Ones that need a lot of attention and the others that are closer to being closed. Brooke, Nora, and Kim can assist in this.
- No more construction- Some furnaces and water heaters can be done. Last panel meeting will be august 9. No more servpro, nothing after August 2, 2010.
- Nick will now have a waiting list.- We are still doing intakes and Nick will do some assessments but like always can not promise anything. Nick will figure out at assessment what they need and then will go from there. The calendar for Nicks schedule on pin board above his desk.
- **Gas, food, and clothing vouchers and gift cards-** Caseworkers need to go through all cases closed and open and **see if everyone has gotten all three of these things** and give not **fill out a bid for them** and turn it in as well as make sure it is in the case notes. When the gift cards are given out Brooke or Ellen will be signing off these with the clients and then give a copy to the case worker. It has to be the actual client who picks up these gift cards.
- Landlord notes- Now need to have the land lord to sign releases form. On this form it needs to have landlords name, address, number, and amount that they pay per month. At the bottom of this form needs to state that all the information above is true and then it needs to be signed. Spencer will make this form.
- Last panel meeting will be August 9, 2010.
- Need to watch for duplicates of bids.
- August 16,2010 Amy is coming back.
- Intakes that have not been contacted need to be put in a separate closed box.

THE FLOOD PROGRAM

♣ Team meeting Notes

♣ 09.18.09

All in attendance are Brooke, Nora, Kim, Tammy, Debra

- ♣ Give all contact logs to Ellen or Brooke to prevent duplication and ABC file order
- ♣ Orange form need to be turned in weekly (please make sure you turn them in for billing purpose)
- ♣ **CLIENT SHOPPING, ONCE YOU ARE IN THE HOME INITIALLY, PRODUCING A LISTING OF THINGS ARE NEEDED FOR THE FAMILY..... THAT IS IT, YOU CANNOT CONTINUE TO ADD THINGS TO YOUR LIST AS YOU CONTINUE TO SEE THE FAMILY. NO NO NO PLEASE TURN IN ALL BIDS BY 430 ON MONDAY AFTERNOON AND NO LATER THAN 9 A.M ON TUESDAY. DO NOT WRITE THE CLIENT NAME ON BIDS, ONLY INITIALS AND ADDRESS.**
- ♣ Please begin to initiate dress code.
- ♣ Please REMEMBER TO PLEASE BE A TEAM PLAYER AND LET ALL GET ALONG!
- ♣ PLEASE GIVE A CLIENT CASE LIST TO BROOKE AS SOON AS YOU CAN
- ♣ INTERNS will be in the office on Mondays and Wednesday from 3/430.
- ♣ Vouchers will be given out on Tuesdays, food vouchers are 50 a person for each member of the family per month for three months. CLOTHING VOUCHER- will be 200.00 per child and 300.00 per adult. REMEMBER TO TELL YOUR FAMILIES THAT ALL RECEPITS NEED TO COME BACK TO FIPHD-FLOOD!



Flood Notes
October 02.09

- ⚡ When intakes are completed if the client has already stated that they did not need any help or that they did not lose anything, do not push the subject kindly end the conversation and hang up
- ⚡ Once the intake is completed, place on Brooke's desk, we are still finding a lot of duplicates in our files!
- ⚡ We are trying to make the voucher process to go a bit smoother, please advise the client to be patient and there is a process to follow after a bids are turned in
- ⚡ King dons will be picking up the old stuff after replacing them with the new, so therefore tell your clients that if those items do not belong to them that they need to get rid of them or else king dons will
- ⚡ Please turn in bids a weekly to make this go faster. **Do not tell you client the process of the bid, just let them know that we are still waiting. Let the clients know that we will call them**
- ⚡ BIG R BERKOTS, QUALITY, WALMART THIELS AND KINGDONS have been approved.
- ⚡ If you have questions for markay please write them down and give them to brooke or have them prepared for the meeting to ask
- ⚡ You cannot buy alcohol, cigarettes, or pet food with these items. No cleaning supplies.
- ⚡ Please only give your client one voucher at a time if you family is receiving and few vouchers at a time

- ⌞ Kingdoms might have a section just for the flood, it was mentioned but not sure if it will be done. THERE ARE CERTAIN FURNISHSING THAT HAVE BEEN PLACED UNDER THE FLOOD THAT THE FAMILIES WILL BE ABLE TO PICK OUT
- ⌞ The process for these vouchers go from – FIPHD- STATES THEN BACK TO THE FIPHD.
- ⌞ NEXT MEETING IS 10.09.09