

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT
BOARD MEETING MINUTES
October 10, 2011**

The regular meeting of the Crawford County Human Services Board was held on Monday, October 10, 2011, in the Crawford County Administration Building, Prairie du Chien, WI. The meeting was called to order at 10:00 a.m. by Chairperson Hartley.

Board Members Present: Ellen Brooks, Tom Cornford, Wade Dull, Mary Jane Faas, Kay Garvey, Joe Hartley, Elling Jones, Joyce Roth and Marjory Sheckler

Non-Board Members Present: Dan McWilliams, Director and Mary Glawe, Clerk III

Posting of Meeting Notice verified by: Joe Hartley

Motion by Marjory Sheckler to approve the September 12, 2011, minutes as mailed. Second by Joyce Roth. Motion carried.

Motion by Tom Cornford to approve the bills and vouchers in the amount of \$5,947.24. Second by Mary Jane Faas. Motion carried.

DIRECTOR'S REPORT

Income Maintenance & Fuel Assistance Positions Update

Dan reported that two employees signed the posting for an IM position. Teresa Beers vacated the 50/50 position and began in IM on 9/26/11. Carol Wolcott, who had been in IM signed the 50/50 position as well. If the Fuel Assistance work/applications get behind, overtime will be authorized for now. By the end of October if the workers get too far behind, we'll try and hire a temporary employee for the season. Motion by Tom Cornford to give permission to Dan to go to Personnel to hire a temporary employee to help with Fuel Assistance applications, if necessary. Second by Wade Dull. Motion carried.

There were 80 applications received for the remaining open IM positions. Testing was offered to 30 individuals and 15 of those passed the test. Those 15 individuals will be interviewed on 10/19 and 10/20 and the plan is to hire four additional personnel.

Dan mentioned that he had heard a rumor that eight counties will be losing their W-2 funding. If our funding is lost, then he will re-look at that IM position. He hopes to find out for sure this week.

Effective 10/3/11, Rock County Change Center will be handling all changes for Crawford County individuals such as address change, income change, etc. On the first two days of implementation there were 22 changes reported to the Change Center from Crawford County individuals. Changes relating to the elderly, Family Care or nursing home individuals will still come to our agency.

The seven counties in our consortia have submitted their applications and we are all now waiting to hear by the end of October if they have been approved.

50/50 Position Update

Carol Wolcott signed the 50/50 position posting and started that job today (10/10/11). Carol was the Resource Specialist in IM and handled walk-ins and the Fuel Assistance Program; however, that position is going to be eliminated sometime in 2012.

Technology Update

There have been weekly meetings on The Clinical Manager Database (TCM) that was purchased last year for the Department and we are still in the process of implementing this program. Our Dr. has indicated that Medicare is offering incentives for clinics that are all electronic records early and penalties to clinics that don't convert in time. This database will also help with automated payments for CLTS providers and Foster Care families. We will also be able to compile agency data/statistics as HSRS (Human Services Reporting System) will become extinct by 2013 from the State.

- Dan also mentioned that at the last Finance Committee meeting it was decided that longevity would remain in 2012.
- Dan spoke with Pete Flesch regarding the Department's increasing contingency fund. We will offer the \$249,000 back to the County minus \$20,000 for computer updates in Human Services at the next Finance Committee.
- Dan reported that the 17th Street Home has sold. Profits are supposed to go to the Human Services Department.

NEXT MEETING

Monday, November 14, 2011, at 10:00 a.m.

ADJOURNMENT

Motion by Elling Jones to adjourn the meeting. Second by Joyce Roth. Motion carried.

Respectfully submitted,

Joyce Roth, Secretary
JR:DM:mpg