

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES  
December 14, 2015**

The regular meeting of the Crawford County Human Services Board was held on Monday, December 14, 2015 in the Crawford County Administration Building, Prairie du Chien, WI. The meeting was called to order at 10:00 a.m. by Chairman, Dull.

Board Members Present: Donna Bell, Ellen Brooks, Tom Cornford, Wade Dull, Mary Jane Faas, 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: Wade Dull

Motion by Sheckler, second by Jones to approve the November 09, 2015 minutes as mailed. Motion carried unanimously.

Motion by Cornford, second by Faas to approve the bills and vouchers in the amount of \$13,972.92. Motion carried unanimously.

## **DIRECTOR'S REPORT**

### Mental Health Tech Update

Eight applications were received for the 20-hour per week case management CSP position. Four candidates were interviewed and two will return this Wednesday for interviews with Personnel. The hourly wage will be between \$11.00 and \$13.00 the first year. The CSP Team and Mental Health Supervisor will fill the person's time with CSP duties.

### ECHO Implementation Update

We have been implementing the electronic health care record for the last nine months and plan to begin using it on Wednesday, 12/16/15. There were a few complications with bringing over the TCM data into ECHO, but as of today all records are located in the ECHO data base. Mental Health and CSP programs will start up on Wednesday, Crisis will begin in January, Elder Abuse and Adult Protective Services will follow along with other programs. We have been practicing with the Microsoft free version of Windows Speech recognition for dictating with good results. We have also been working on the work flow process for the new system.

### General Agency Updates

- Public Health Nurse Lisa Cummer started on 12/7/15 and has worked two full days in our mental health clinic along with Judy Powell.
- Jennifer Mutschler, the new Social Worker IV, will start on 12/21/15. She has a training certificate with 2500 hours. There is probably only one insurance company that we won't be able to bill for her time. Heather McLimans has been approved by the State as Jennifer's supervisor for her clinical hours.
- It is likely Sandy Drobnick will retire in 2016. Dan would like to have someone hired for one and a half months before Sandy leaves. This position can be hired at a Bachelor's level.

- Tele-Health equipment is here, has been tested and works well. Dan will be working on getting policies to the State in order to get certified as a Tele-Health site. We are looking to begin using the system in February or March. Richland County and Crossing Rivers Health are also working on their policies.
- Dr. Trannel, our child psychiatrist, has taken a new job. We would like to find another psychiatrist who specialized in all ages, as many clinics only see ages 14 and older. We may have a hard time replacing him and we may no longer be able to provide this service. We will explore options.
- Judge Czajkowski will be retiring this year. So Treatment Court is on hold. The Court requests the grant for this program, not Human Services.

### **NEXT MEETING**

Monday, January 11, 2016 at 10:00 a.m.

### **ADJOURNMENT**

Motion by Roth, second by Cornford to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Joyce Roth, Secretary  
JR:DM:mpg