

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT
BOARD MEETING MINUTES
June 13, 2016**

The regular meeting of the Crawford County Human Services Board was held on Monday, May 09, 2016 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: Wade Dull, Mary Jane Faas, Elling Jones, Joyce Roth and Brad Steiner

Board Member Excused: Ellen Brooks

Board Member Absent: Mary Kuhn

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

Posting of Meeting Notice Verified by: Wade Dull

Motion by Roth, second by Jones to approve the May 09, 2016 minutes as mailed. Motion carried unanimously.

Motion by Faas, second by Steiner to approve bills and vouchers in the amount of \$13,173.98. Motion carried unanimously.

DIRECTOR'S REPORT

HSD Committee

1. Donna Bell has Resigned – effective 05/15/16 due to employment.
2. Replace? – State Statute chapter 46 states the HSD board must not be less than seven members and not less than two-thirds County Board members. Right now 57% of our board is Board of Supervisors so we can continue as is. However, Dan will check with Janet Geisler to see what our county by-laws state and also check with County Board Chair, Tom Cornford.

CCS

1. Committee Member Needed to Replace Donna Bell -- Brad Steiner agreed to replace Donna on the CCS Board.
2. Investment Grant Applied -- DHS let us apply for the Investment Grant to help cover our start up costs from 2014-2015. This could give us up to \$10,000 to use for our Mental Health programs.

Income Maintenance Changes (Handout Attached)

When the IM consortium was formed we had a Maintenance of Effort stating we had to continue to spend our tax levy amount in the program of \$181,000 each year. We used that money to hire additional IM employees. Recently the federal government made a change called FoodShare on Demand, which means if someone calls the Call Center or is a walk-in to our agency, the FoodShare application is done immediately and eligibility is determined. We had previously reorganized into a team which means, our county no longer has assigned workers to cases but each worker can work on all cases. Later this month the consortia is going to implement FoodShare on Demand and there will be an increase on the amount of time each county spends

in the Call Center (attachment). Because we are already invested heavily with two workers in the Call Center, we have to add only 3 hours per week. We have met performance standards. This could be more difficult with new requirements which necessitates the additional staff time in the Call Center.

2015 Budget vs. Actual Discussion

In 2014 we predicted some out of home placements in the Children's Unit for budgeting 2015 and predicted we would be \$294,000 over budget.

In 2015 we ended the year \$49,000 over budget, creating a \$199,000 difference between what we predicted our loss would be and what it ended up being. There were swings in all areas positive and negative, with the revenue side being missed by about \$120,000. One change we will make for 2017 is to concentrate more on the revenue side to see if we can predict this more accurately. Thus far, we have been successful at cutting expenses without significantly impacting services. In the clinic, we have had a decrease in no shows/appointments. We may look at the possibility of hiring another mental health provider who could provide therapy and concentrate on crisis services to enable more time for the supervisor to work on program development. We will see how this develops in the budget process.

NEXT MEETING

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

ADJOURNMENT

Motion by Faas, second by Steiner to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg