

CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT
BOARD MEETING MINUTES
August 10, 2015

The regular meeting of the Crawford County Human Services Board was held on Monday, August 10, 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 and Marjory Sheckler

Board Member Absent: Joyce Roth

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 July 13, 2015 minutes as mailed. Motion carried unanimously.

Motion by Cornford, second by Faas to approve the bills and vouchers in the amount of \$10,874.14. Motion carried unanimously.

DIRECTOR'S REPORT

Introductions and Welcome New Committee Member, Donna Bell

Our newest board member, Donna Bell, was welcomed and introduced. Donna was appointed by Pete Flesch to replace Kay Garvey.

CCS Committee Appointment

Dan had previously talked to Donna about being a member of the CCS committee. She had also spoken with Rebecca from Vernon County about the committee. Donna stated she would serve on that committee. Motion by Sheckler, second by Faas to appointment Donna to CCS Committee.

CCS Update

We received the CCS certification on 08/01/15 and already have seven referrals in Crawford County and eight referrals for Vernon County. Our rates are being built for the program, but we were concerned about the cash flow. After several meetings with Richland County, Vernon County and/or the State, it was verified that we can expect 100% reimbursement of the interim rate at the time of billing, versus 70% at time of billing and 30% at reconciliation. Any expenses not covered in the rate will be covered at reconciliation. There will be about a 90-day lag time from the date of service provided until payment is received.

Appearance of Public Property – Door Request

The swinging half door at the front entrance to our department has been removed due to excess noise in the adjoining office; however, a door at the entrance is a visual barrier for people. Dan will go to Public Property to ask for a full door with possible key fob for entering. He will also talk about security for the front office area and ask for recommendations.

Notice of Staff Retirement

Pam Weyrough, who has been with the Department for over 30 years, will be retiring in January 2016. We will be starting a new record system (ECHO) on 12/01/15 and plan to go with one less clerical staff person in 2016 as we don't believe there is enough work to maintain this position with efficiencies gained with dictation into ECHO.

Electronic Health Care Record

The electronic health care record setup and training for our mental health clinic is going very well. We continue to share training with Adams County and are splitting those costs. Jefferson County, who already uses ECHO, had asked if there was a way for personnel to dictate and have automatic typing into the record. ECHO created that feature and Jefferson County has paid for that cost. There is still a need for transcription in the agency, but much efficiency will be gained.

- We have not yet found a Mental Health Supervisor. Two people were interviewed, but no candidates were taken to Personnel. We will advertise again through August.

NEXT MEETING

Monday, September 14, 2015 at 10:00 a.m.

ADJOURNMENT

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

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg