

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES  
December 13, 2021**

The regular meeting of the Crawford County Human Services Board was held on Monday, December 13, 2021 in person and via electronic videoconferencing/teleconferencing at the Crawford County Administration Building, Prairie du Chien, Wisconsin. The meeting was called to order at 10:00 a.m. by Secretary, Roth.

Roll call showed board members Ellen Brooks, Elling Jones, Linda Munson, Joyce Roth and Brad Steiner present along with non-board members Dan McWilliams, Director, and Mary Glawe, Clerk III. Excused: Wade Dull and Mary Kuhn.

Posting of Meeting Notice verified by: Joyce Roth

Motion by Munson, second by Steiner to approve the November 8, 2021 minutes as mailed. Motion carried unanimously.

Motion by Steiner, second by Munson to approve the bills for \$171,855.54. Motion carried unanimously.

## **DIRECTOR'S REPORT**

### 2021 Key Fiscal Indicators

The Key Fiscal Indicators continue to be projected to the end of 2021. Mental Health, Adult/AODA and Winnebago/Mendota Placements continue with a positive variance, and Children's continues to be significantly over budget. Payroll continues to show a positive variance and should stay positive through the end of the year. Overhead costs show a negative variance but the negative variance is smaller than in previous reports. Services show a positive variance and this number might be closer to zero by the end of the year. Revenue continues with a positive variance as billing dollars continue to come in. We did not receive WIMCR dollars yet. Overall, we are showing a net income of \$70,000 and will continue to refine through the end of the year.

### Hiring Updates

- Claire Stoeffler accepted the Substance Use Counselor Full-Time position, from part-time, effective 01/01/22.
- Dawn Adams accepted the Public Health Educator position and will start on 12/28/21.
- Trisha Koeller accepted the Part-Time Public Health Nurse position and will start in 2022.

### Agency Updates

- There are two updates that will affect the 2022 budget – a higher Maximus dollar amount was received today, which affects the indirect revenue number and we had one new placement last month. In addition, we had updates to the cost of the youth placements we are planning for. The State does not give us the rates of the placements until after our budget is completed.

- At some point Dan will go to Finance with District Attorney Lukas Steiner. Our court related Child Protective Service cases have doubled. A grant has been approved for some of the costs and we would like to hire an attorney at an hourly rate for CHIPS cases.
- We partner with Vernon County for the CCS program and contract with Family & Children's Center to supervise the program. An RFP has been created to evaluate provider interest in the support and service coordination and supervision in the program. Brad or Joyce will be part of a team to look at proposals.
- Last month the County email was hacked, but no breaches were reported relating to information.
- We are discussing our current mental health policy regarding continuing to serve clients who have moved out of Crawford County. The policy will be brought back to the Board before finalizing.
- The new Electronic Health Care Record (ECHO Vantage) will be going live February 1, 2022. This will help with HIPAA compliance in having telehealth visits along with billing and adding in other programs. We may offer to let CCS be part of the electronic record to help with billing and efficiencies as well.

#### **NEXT BOARD MEETING**

Monday, January 10, 2022 at 10:00 a.m. It will be held in-person and virtual.

#### **ADJOURNMENT**

Motion by Jones, second by Munson to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg