

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES  
February 10, 2020**

The regular meeting of the Crawford County Human Services Board was held on Monday, February 10, 2020 at the Crawford County Administration Building, Prairie du Chien, Wisconsin. The meeting was called to order at 10:00 a.m. by Chairman, Dull.

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

Posting of Meeting Notice verified by: Wade Dull

Motion by Roth, second by Kuhn to approve the December 09, 2019 minutes as mailed. Motion carried unanimously.

Motion by Jones, second by Dull to approve the bills & vouchers in the amount of \$28,406.14. Motion carried unanimously.

## **DIRECTOR'S REPORT**

### CCS WIMCR Return & HSD Fund Balance 2020

With the CCS WIMCR funds for 2016 & 2017 being returned to Vernon County CCS fund there are no protected funds within the HHSD funds moving forward. The fund is at 31.5% of the 2020 Health and Human Services Budget, which is closer to the 28.5% the auditors prefer.

### Purchase of Microsoft Office vs. Budgeted Office 365 Subscriptions

Due to having compatibility problems with the State, the 2020 budget contained subscriptions of Office 365 to upgrade multiple computers. Now it was decided to purchase Microsoft Office rather than subscribe which would be less expensive in the long run. This will be about \$10,000 more than originally budgeted.

### 2019 Year End Projections

Mental Health Placements finished positively with the two Trempealeau placements moving to a less restrictive setting; Children's Placements are ending negatively due to one placement lasting six months longer than expected and one additional placement; Adult/AODA Placements finished positively with not using as many as projected; and Winnebago/Mendota Placements ended positively with not using as many as projected making the projected loss at \$19,925.91.

Payroll continues to show negative due to two employees taking family insurance who had not previously taken it. Direct Overhead also continues to show negative mostly due to a new server and recruitment costs. Indirect continues to show a gain due to incorrect numbers given to us by MAXIMUS. Services Contracted and Non-Contracted has \$1,500 over on contracts and we spent more on in-home therapy.

Revenue continues to come in slowly for the next two months for Medicaid and insurance. Overall we may have around \$66,000 come out of our HSD fund.

### Position Updates

- Tara Welch-McCumber started her full-time position on 01/01/20.
- Cari Polodna was hired for the new Lead Worker position.
- We are now advertising for a new Child Welfare worker until 02/20/20.
- We are also advertising for a Sanitarian/RN.

### Update on File Room Offices

We are waiting for the new cubicle walls to arrive. Two office doors have had windows installed. Data and electrical is run. We only have to pay for cubicle walls. Public Property is paying for rest.

### CLOSED SESSION

Motion by Chairman Dull to go into closed session pursuant to Section 19.85(1)(c) to discuss an employee issue. Dull took a roll call vote on going into closed session, Ellen Brooks (aye), Joyce Roth (aye), Mary Kuhn (aye), Elling Jones (aye) Wade Dull (aye), entered close session at 10:25 AM.

In addition to board members listed, also present in the closed session was Director, Dan McWilliams and Crawford County H.R. Specialist, Cheri Leachman.

Motion to adjourn session in closed session by Mary Kuhn. Elling Jones seconded, all agreed, no dissenting vote. Meeting adjourned at 10:50 AM.

### **NEXT MEETING**

Monday, March 09, 2020 at 10:00 a.m.

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg