

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT
BOARD MEETING MINUTES
November 8, 2021**

The regular meeting of the Crawford County Human Services Board was held on Monday, November 8, 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 Chairperson, Dull.

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

Posting of Meeting Notice verified by: Wade Dull

Motion by Roth, second by Munson to approve the October 20, 2021 minutes as mailed. Motion carried unanimously.

Motion by Jones, second by Kuhn to approve the bills for \$10,487.06. Motion carried unanimously.

DIRECTOR'S REPORT

2021 Key Fiscal Indicators

The Key Fiscal Indicator spreadsheet was shown projected to the end of 2021. Mental Health, Adult/AODA and Winnebago/Mendota placements are continuing with a positive variance, however, Children's placements continue to be significantly over budget. Payroll continues to show a positive variance. Overhead costs now show a positive variance. Services continue to show a positive variance. State funding has arrived and billing has dollars coming in giving us a positive variance in Revenue. We should find out in November what the WIMCR dollar amount will be. We expect to finish the year about \$2,212 over budget. This estimate will continue to be refined as expenses and revenue are collected through the end of the year.

HIPAA Policy Approval

Five new technology policies were presented and discussed:

1. Workforce Security Access Authorization & Data Integrity Policy & Procedure
2. Workforce Security: Workforce Clearance Policy & Procedure
3. Assigned Security Responsibility Policy & Procedure
4. Access Control: Unique User Identification Policy & Procedure
5. Workforce Security: Termination Policy & Procedures

Motion by Steiner, second by Brooks to approve the new policies as written to be effective 11/8/21. Motion carried unanimously.

Agency Updates

- No applications were received for the open Public Health Nurse position. The Health Board met last week and decided to change that job description to part time, change the Public Health Educator job description, and discussed wage increases for the nurse roles in the department. These changes will be presented to Personnel this week.

- The Substance Use Counselor position will also be presented to Personnel changing from part time to full time.
- Overall, Covid numbers are staying steady daily in our county. The Delta variant surge started late in Wisconsin. State epidemiologist was concerned that may mean a plateau in cases but not a quick decline.

NEXT BOARD MEETING

Monday, December 13, 2021 at 10:00 a.m. It will be held in-person and virtual.

ADJOURNMENT

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

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg