

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES  
October 10, 2016**

The regular meeting of the Crawford County Human Services Board was held on Monday, October 10, 2016 at the Crawford County Administration Building, Prairie du Chien, Wisconsin. The meeting was called to order at 10:00 a.m. by Chairman, Dull.

Board Members Present: Ellen Brooks, Wade Dull, Mary Jane Faas, Elling Jones, Joyce Roth and Brad Steiner

Board Members Excused: Mary Kuhn

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

Posting of Meeting Notice Verified by: Wade Dull

Motion by Jones, second by Steiner to approve the September 12, 2016 minutes as mailed. Motion carried unanimously.

Motion by Faas, second by Steiner to approve bills and vouchers in the amount of \$12,855.85. Motion carried unanimously.

## **DIRECTOR'S REPORT**

### AODA Services

#### 1. Guide Review

We continue to have many requests for residential placements but are not always seeing successful treatment experiences. So a drafted "guide" was created for "Authorization of County Funding for AODA Residential Placement" vs. a written policy. This includes an interview by Heather or Dan with the person requesting the funding to determine their motivation to change. There would be about a two-week turnaround. If the person is declined, we would provide them with other options. Motion by Roth to support the individual's need to be committed and the ability to decline funding. Second by Steiner with the exception of reviewing the guide again once it is completed. Motion carried.

#### 2. AODA Service Opportunities

We are currently exploring ideas with Mayo Clinic Health System as a half-way step between treatment court and residential placement due to early jail release from overcrowding. Dan will talk further with Dale McCullick regarding this.

### Approval of Social Worker IV Description

#### 1. Job Description

The drafted Social Worker IV Job Description was presented and changes gone over. Crisis and emergency detention duties were added to this position to allow the Mental Health Supervisor to do more supervision duties and the Bachelor's Social Worker to do more CSP duties. Motion by Steiner to approve the Social Worker IV Job Description as presented and to go to the Personnel Committee on 10/11/16 to request the position. Second by Jones. Motion carried.

## 2. Discussion of National Health Service Corps Requirements

We had previously joined the National Health Service Corps to receive free recruitment nationwide to provide underserved areas with mental health services. The full-time position requires a 40-hour work week to qualify through the “National Health Services Corp. Full Time Repayment Program” only during the repayment period, and would revert back to 37.5 hours following that period. The 40 hours per week may be scheduled at Crawford County Human Services discretion. If the position only qualifies under the part-time repayment program, there would be no requirement for 40 hours of work. We would provide required information on hours worked and the type of work completed and the individual would be responsible for all other reporting requirements to facilitate repayment of student loans.

### Appoint Representation to Children’s COP Committee

We previously needed County Board representation on our COP Committee which was filled by Mary Jane. That program has been dissolved and replaced with CCOP (Children’s Community Options Program). Since this committee does not require a County Board member we will look into having a family member on that board.

### Other Agency Updates

Several workers have approached Dan regarding the Compensation Study taken several years ago for non-union employees. They would like to know if the study discussed by former board chair will occur for the employees not covered by the previous study. It was recommended that Dan ask that question at the Personnel meeting on 10/11/16.

## **NEXT MEETING**

Monday, November 14, 2016 at 10:00 a.m.

## **ADJOURNMENT**

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

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg