

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES  
November 11, 2019**

The regular meeting of the Crawford County Human Services Board was held on Monday, November 11, 2019 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, Joyce Roth and Brad Steiner present along with non-board members Dan McWilliams, Director and Mary Glawe, Clerk III. Board members absent: Mary Kuhn and Carl Orr.

Posting of Meeting Notice verified by: Wade Dull

Motion by Roth, second by Steiner to approve the September, 09 2019 and October 14, 2019 minutes as mailed. Motion carried unanimously.

Motion by Steiner, second by Jones to approve the bills & vouchers in the amount of \$14,558.36. Motion carried unanimously.

## **DIRECTOR'S REPORT**

### Key Fiscal Indicators-Handout

This month projects the remainder of 2019 with expenses entered only through September. Mental Health Placements show a positive due to no Trempealeau placements this year, Adult/AODA Placements and Winnebago/Mendota Placements continue to do well with fewer placements in each. Children's Placements will continue to be over. Payroll is over due to insurance increases. Overhead is over due to three recruitments, a new server and Cloud backup. Services Contracted/Non-Contracted looks good. Revenue may increase with WIMCR funds. At this point the overall budget is showing a \$42,000 shortfall. That added to a budget that was over by \$30,000 to begin with equates a \$70,000+ shortfall.

### HSD Fund Balance 2020-Update on Budget

The 2020 Budget was submitted to Finance asking for an increase in levy to cover raises and insurance. Dan met with Finance reporting we would be returning \$80,000 to the County from our fund balance. The County requested \$250,000 be cut from our budget. Public Health Disaster funds of \$200,608.47 along with \$49,391.53 from our fund balance will be given back to the County. The fund will be at 33% of the Health and Human Services 2020 budget. There are no protected funds in the HSD funds moving forward. Per the State the Public Health Disaster Funds should be returned. We will pay Vernon County for CCS return by 2020.

### Recruitment Discussion

Dan will meet with Personnel yet this year to update job descriptions. Recruitment was also discussed. A Child Welfare Intern will be starting in January 2020. Dan will also go to Public Property requesting a viewing window and sound panels for the new Child Welfare Worker's office and phone/data lines for three cubicles that will be erected for the new intern, one part-time employee and one additional office space.

### SAC-IT Funding

Currently we have one SAC-IT (Substance Abuse Counselor-In Training) and one full-time dually certified social worker. Eighty percent of our MH clients have a dual diagnosis of AODA. Dan would like to have the remaining mental health staff obtain substance abuse training at a cost of \$2250 each and in turn have them commit to one year of services after they receive their recertification.

### **NEXT MEETING**

Monday, December 09, 2019 at 10:00 a.m.

### **ADJOURNMENT**

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

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg