

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT  
BOARD MEETING MINUTES  
September 11, 2017**

The regular meeting of the Crawford County Human Services Board was held on Monday, September 11, 2017 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, Elling Jones, Carl Orr, Joyce Roth and Brad Steiner

Board Member 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 Steiner, second by Orr to approve the August 14, 2017 minutes as mailed. Motion carried unanimously.

Motion by Steiner, second by Orr to approve the bills and vouchers in the amount of \$8,526.42. Motion carried unanimously.

## **DIRECTOR'S REPORT**

### Approval of Human Services Travel and Reimbursement Policy

The Human Services Travel and Reimbursement Policy was written so Human Services has a policy in place. Nothing was changed from the County Ordinance wording or reimbursement rates. We have had a number of new employees over the past year and wanted to clarify the expectation and responsibility of staff requesting staff development or meetings as well as how to collect for reimbursement for business expenses. Motion by Roth, second by Jones to approve the Crawford County Human Services Department "Travel Requests & Reimbursements" policy as presented. Motion carried unanimously.

### Presentation of Human Services 2018 Budget

Human Services objectives for the 2018 budget were as follows:

- Present a balanced budget
- Receive additional State funding to increase the Youth and Family Unit workforce
- Address AODA funding shortage
- Provide small increase to providers
- Transfer levy money to Sheriff's Department for transportation
- Reduce Winnebago Mental Health Institute costs
- Evaluate revenue for billable programs

The objectives were met, but after discussion on the information presented it was decided to not hire an additional worker unless additional levy funding is received. Motion by Orr, second by Steiner to go before Finance and request an additional \$30,000 in levy in order to hire an additional child welfare worker in 2018.

**NEXT MEETING**

Monday, October 09, 2017 at 10:00 a.m.

**ADJOURNMENT**

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

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg