

**CRAWFORD COUNTY HUMAN SERVICES DEPARTMENT
BOARD MEETING MINUTES
November 12, 2018**

The regular meeting of the Crawford County Human Services Board was held on Monday, November 12, 2018 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, Joyce Roth and Brad Steiner present along with non-board members Dan McWilliams, Director and Mary Glawe, Clerk III present. Absent: Carol Orr

Posting of Meeting Notice verified by: Wade Dull

Motion by Steiner, second by Brooks to approve the October 08, 2018 minutes as mailed. Motion carried unanimously.

Motion by Jones, second by Steiner to approve the bills & vouchers in the amount of \$15,492.09. Motion carried unanimously.

DIRECTOR'S REPORT

Key Fiscal Indicators

This month shows the Fiscal Expense Report projected through the end of 2018. If the remaining two months continue as predicted, Placements will show a positive of \$24,306; Payroll will show a loss of \$13,170 due mostly to overtime, Overhead will show a loss of \$10,853 due mostly to recruitment and computer server upgrade, Services Contracted and Non-Contracted will show a gain of \$196,314 due to a couple of contracts that we are not using through the end of the year. This would make the projected budget for expenses showing a gain of \$186,596. We expect this number to drop through the remainder of the year but is a positive sign.

Revenue is difficult to project due to contract funding being behind from the State, M.A. billing is a little behind, targeted case management is a little behind and we have not received our WIMCR money for 2017 yet.

Intoxicated Driver Program & AODA Supervision Plan

The Intoxicated Driver Program (IDP) is for persons convicted of a DWI who need to complete an IDP Assessment and create a Driver Safety Plan (DSP). We were planning to take this over from Mayo Clinic Health System in 2019; however, their worker resigned in the middle of October. We worked with the State, all policies have been written, and we have contracted with Richland County/Tiffany Olson to work 4 hours/week starting next Friday until the end of the year. Tiffany will also train Heather and Dan on how to do assessments and safety plans.

Beginning January 2019 Heather McLimans will take over doing IDP Assessments each week and Dan will be the IDP Coordinator/Supervisor. We will provide DSP services as an agency and clients will be able to choose their DSP provider from a list of providers. Dan and Heather will attend State training when it becomes available in late spring of 2019. We are still planning to hire another part-time provider. Heather will add AODA supervision to her supervisory

workload and reduce her client caseload. She still needs some training to be the supervisor. We will evaluate those options. When she becomes AODA Supervisor, we will end Kevin Schmidt's contract.

Motion by Steiner, second by Kuhn that the HSD Board appoints Crawford County Health and Human Services as the designated Intoxicated Driver Program Assessment Facility under DHS 62.04(1) for Crawford County. (This authorizes CCHHSD to complete IDP Assessments and create Driver Safety Plans.) Motion carried unanimously.

Motion by Roth, second by Jones that the HSD Board also appoints Crawford County Health and Human Services as a Driver Safety Plan Provider. (CCHHSD will also maintain and share a list of other DSP providers in the area to clients of this program. Clients will be able to choose their provider for the Driver Safety Plan.) Motion carried unanimously.

Alzheimer's Funding Transferred to ADRC

Our agency is currently designated to manage \$10,000 in Alzheimer's funds for Crawford County. Our worker attends a one-day training each year and manages cases. The ADRC has staff who also attend this training for their National Caregiver Funding. The ADRC was asked to take over this funding under the condition to continue to serve the clients receiving funding now and for one person on the wait list.

Motion by Kuhn, second by Steiner to send a letter to DHS supporting the movement of AFCSP funding from the State County contract to the Aging Department's contract with GWAAR (Greater Wisconsin Agency on Aging Resources) so the ADRC can manage these funds. Motion carried unanimously.

Contract with Parenting Place for Child Care Certification

We entered into a contract with Parenting Place, who was recommended by the State of Wisconsin, for Child Care Certification. We needed to keep two people trained and have only one certified provider in the county.

NEXT MEETING

Monday, December 10, 2018 at 10:00 a.m.

ADJOURNMENT

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

Respectfully submitted,

Joyce Roth, Secretary

JR:DM:mpg