



# THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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## MINUTES of the HUMAN SERVICES BOARD

Regular Board Meeting     Special Board Meeting     Committee Meeting

Type of Committee:                    Developmental Disabilities

Date and Time of Meeting:    Wednesday, February 10, 2021 at 3:00 P.M.

Person Taking Minutes:        Melissa Gauthier

*\*Minutes reflect the recorder's notations of actions taken and are subject to approval of the appropriate committee and/or Board.*

Members Present:                    Cheri Collins, Ted Cushing(via phone), Harland Lee(joined via phone at 3:03), Ken Storms, Paul Millan, Bob Thome (via video)

Members Excused:                    Holly Tomlanovich

Members Absent:                    None

Staff Present:                        Kelly Von Oepen, Tamara Feest, Melissa Gauthier

Others Present:                        None

### **I. MEETING CONVENED**

Vice Chair Collins called the meeting to order at 3:00 P.M. It was noted that the agenda has been distributed to all members and that the meeting had been announced in accordance with the Wisconsin Open Meeting Law.

### **II. APPROVE PREVIOUS MEETING MINUTES**

Motion by Millan, second by Storms to:

**APPROVE THE MINUTES FROM DECEMBER 9, 2020.**

All ayes, motion carried.

**III. VACANCY & RECRUITMENT UPDATE**

Von Oepen provided the committee with an update on vacancies and recruitment. She reported that a Birth to 3 Support and Service Coordinator has returned from leave. Von Oepen also reported that a part time Developmental Disabilities Department Secretary position has been filled and the candidate is starting on February 15<sup>th</sup>.

**IV. COMMUNITY ENGAGEMENT UPDATE**

Von Oepen provided the committee with an update on community engagement opportunities that the department has been involved with. The Human Service Center staff continue to meet regularly with the tri-county's social service agencies to discuss staffing of consumers that are supported by both HSC and the tri-county Social Service Departments. Oneida County's meeting is scheduled for February 16<sup>th</sup>, and Vilas County's meeting is scheduled for February 17<sup>th</sup>. Forest County will meet as needed. VonOepen also noted that a liaison case manager meets with Forest County regularly.

**V. EARLY HEAD START HOME VISITOR PROGRAM UPDATE**

Von Oepen reported that there are currently 9 children enrolled in this program. One client from Forest County, 6 from Oneida County, and 2 from Vilas County. Von Oepen reported that she collaborated with Sandy S. at Children's Hospital to discuss how to get the referrals for the EHS-HV program to HSC. Von Oepen reported that we will be working on marketing to get flyers out to pediatricians to let them know who is operating the EHS-HV program and increase the case load. Von Oepen reported that the Birth to 3 and Early Head Start Home Visitor staff will work together using the Greenspan Social-Emotional Growth Chart program to transition the clients smoothly between the programs for Early Head Start and Birth to 3. There are 7 shared clients between the Early Head Start Home Visitor program and Birth to 3 program.

**VI. BIRTH TO 3 PROGRAM UPDATE**

Von Oepen reported there are currently 54 participants in the Birth to 3 program: 6 from Forest County, 30 from Oneida County, and 18 from Vilas County. Enrollment is slightly down in this program possibly due to COVID-19 ramifications. A mass mailing will be done within the next couple months to help capture the children that need services.

Von Oepen reported interagency meetings were completed with Vilas and Oneida County Local Education Agencies on January 20, 2021. Von Oepen reported these meetings were very helpful and helped to identify the responsibilities of the Birth to 3 program and the school districts' responsibilities as the children transition out of Birth to 3. The meeting with Forest County is scheduled in late February.

**VII. CHILDREN'S LONG TERM SUPPORT SERVICES PROGRAM UPDATE**

Von Oepen provided the committee with an update on the Children's Long-Term Support program. Von Oepen reported that in December there were 7 referrals from Oneida County, 1 from Forest County, and 3 from Vilas County. In January, there were 2 referrals each from Oneida and Vilas Counties and none from Forest County. Von Oepen reported that as of January 1, 2021, any child referred into the program, must be screened by HSC to determine eligibility, and entered into the PPS system to be put on the state's waitlist. Von Oepen reported that 5 children were put on the waitlist in January. The first Monday of the month, the state rolls out 300 children across the state. The second Tuesday of the month the counties check the enrollment status of the children that were placed on the waitlist to see if they are enrollable. All 5 that were entered on the state waitlist were put into an enrollable status. Von Oepen reported that while the children are on the waitlist, a service and support coordinator will work on the service plan and begin preparing authorizations, so services are ready to begin as soon as they are released from the waitlist. Von Oepen reported that CLTS is continuing to work on stabilizing the caseloads.

Von Oepen reported that CLTS personnel recently did some critical incident reporting training and next Tuesday will be meeting with the DHS contact. Von Oepen also reported that BCS sent letters to the families of children enrolled in CLTS that they would be eligible for COVID-19 vaccines under category 1A as they are considered caregivers. Von Oepen stated some families have called HSC to inquire about receiving the vaccine and HSC is referring them to the health department or health care provider for details and to schedule.

**VIII. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE**

Von Oepen provided the committee with an update on the Medical Assistance Personal Care Program. She noted that there are currently 25 people enrolled in the MAPC program. There are currently still 2 families not using MAPC services due to COVID and not being able to find personal care workers, 1 pending from DHS, and 1 family that has chosen to put services on hold until summer. Referrals are still being received for this program.

Von Oepen reported the supervisory visits continue to be done telephonically and documented in the Nursing Notes and Supervisory Visit reports as such. Parents and personal care workers have not had a problem with doing visits this way.

Von Oepen reported that the Electronic Visit Verification (EVV) System Soft Launch started November 2. There continue to be some challenges with implementation of the new system. Prior authorizations are difficult to get approved and they are requesting additional documentation that extends the approval process an additional 30 days. Von Oepen stated that some children's MAPC authorized hours have been reduced but parents have the opportunity to appeal the reductions in the MAPC authorized hours.

**IX. NEXT MEETING DATE**

Wednesday, March 10<sup>th</sup>, 2021 at 3:00 PM

**X. ADJOURNMENT**

There being no further business, Vice Chair Collins declared the meeting adjourned at 3:26 PM.

Respectfully submitted,  
Melissa Gauthier  
Administrative Assistant

APPROVED