



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, July 13, 2022 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: Tina Anderson, Ted Cushing(via Teams), Harland Lee, Paul Millan, Ken Storms, Bob Thome(via Teams), Holly Tomlanovich

Members Excused:

Members Absent: None

Staff Present: Tamara Feest, Melissa Gauthier

Others Present: Joel Gottsacker

I. MEETING CONVENED

Chair Lee called the meeting to order at 3:00 P.M. It was noted that a quorum was present, 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 Anderson to:

APPROVE THE MINUTES FROM MAY 11, 2022.

All ayes, motion carried.

III. ADMINISTRATIVE TRANSITION

Feest reported that since Von Oepen's resignation, stakeholders, state contacts, and purchase of service contracts have all been notified of the new point of contact. Feest has been attending all internal department meetings and assessing the need, purpose, and time needed for each meeting. Feest has also been in contact with the state to determine which of the state CLTS and Birth to 3 meetings she should attend, could miss, or have someone else attend in her place.

The Preadmission Screening and Resident Review (PASRR) duties have been assigned to a behavioral health case manager that has experience and is a good fit to take over the task.

Feest has been reviewing the record request process as well and is looking to streamline to one agency policy. Feest has also taken over employee evaluations in the Developmental Disabilities and Behavioral Health departments and feels the first few have gone very well.

IV. BIRTH TO 3 PROGRAM UPDATE

Feest reported that HSC has hired a Speech Language Pathologist that started June 20, 2022. She has been going through the orientation and training process and has already started seeing some families on her own. The Birth to 3 program is getting ready for the annual Metastar audit in which 9 client files need to be submitted by July 21, 2022. HSC received the determination letters from the state which evaluates the outcomes for enrolled children in accordance to the Individuals with Disabilities Education Act. HSC received the highest status, meets requirements. This is the first time that level has been reached in all three counties since HSC took over the program.

Feest reported there are currently 63 participants in the Birth to 3 Program: 7 from Forest County, 36 from Oneida County, and 20 from Vilas County. This number is up significantly from 51 in May.

The Birth to 3 Program received 23 referrals in May and 19 in June which included 8 from Forest County, 41 from Oneida County, and 25 from Vilas County. Referrals were mostly received from physicians and parents.

V. CHILDREN'S LONG TERM SUPPORT SERVICES PROGRAM UPDATE

Feest reported that CLTS is also getting ready for their Metastar review. CLTS is in the process of compiling the 30 client files that will need to be submitted by the July 27, 2022 deadline. Due to shortage of staff and already high caseloads, CLTS has started an internal waitlist for the program. The waitlist was started last week with four kids immediately on it and as of today there are seven kids and 5

more in the process of being determined for eligibility. Feest has been in contact with the state about the internal waitlist.

There are currently 198 clients enrolled in the program including 21 from Forest County, 117 from Oneida County, and 56 from Vilas County. Seven referrals were received in May and nine in June.

VI. NEXT MEETING DATE

Wednesday, August 10, 2022 at 3:00 PM

VII. ADJOURNMENT

There being no further business, Chair Lee declared the meeting adjourned at 3:24 PM.

Melissa Gauthier
Administrative Assistant

APPROVED