



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, August 12, 2020 at 3:00 P.M.

Person Taking Minutes: Jessica Kaul

**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, Dick Johns, Harland Lee, Ken Storms, Bob Thome, Jr.

Members Excused: Cindy Gretzinger

Members Absent: None

Staff Present: Kelly Von Oepen, Tamara Feest, Keith Haselton, Jessica Kaul

Others Present: None

I. MEETING CONVENED

Chair Lee 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 Storms, second by Cushing to:

APPROVE THE MINUTES FROM JULY 8, 2020.

All ayes, motion carried.

III. VACANCY & RECRUITMENT UPDATE

Von Oepen provided the committee with an update on vacancies and recruitment. She reported that the new CLTS support and service coordinator started in July and is now trained.

Von Oepen also reported that the part-time Early Head Start Home Visitor position remains open and we hope to fill this by the end of the year.

IV. COMMUNITY ENGAGEMENT UPDATE

Von Oepen provided the committee with an update on community engagement opportunities that her 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. These meetings are currently being held virtually.

V. EARLY HEAD START HOME VISITOR PROGRAM UPDATE

Von Oepen updated the committee on the Early Head Start Home visitor program. The program currently has 12 families participating and one application pending. She noted that there is one family from Forest, one from Vilas, and 10 from Oneida.

VI. BIRTH TO 3 PROGRAM UPDATE

Von Oepen reported there are currently 54 participants in the Birth to 3 program. She provided July referral data from each of the three counties – two from Forest, 11 from Oneida, and five from Vilas. Referrals were received from a variety of locations, including Wabeno, Woodruff, Tomahawk and Rhinelander. Referral sources included parents, Aspirus, Forest County WIC, and Marshfield Clinic.

Von Oepen reported on the number of referrals that the program received where the children were not enrolled and the reasons for non-enrollment. She reported that there were two of these cases from Forest, nine from Oneida, and two from Vilas.

Von Oepen reported to the committee that staff took part in the Wisconsin American Indian Studies Institute, a training program designed to increase cultural awareness for the Birth to 3 team.

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. She noted that our program audit materials are to be sent to MetaStar by Friday the 14th. The auditors will be reviewing 30 CLTS client files.

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 a few of our enrolled families aren't currently using the program due to the pandemic, but that HSC is in close contact with them all and will help them get restarted when they are comfortable having PCWs in their homes again. She provided a breakdown of enrollment by county, noting that there are 13 clients from Oneida County, 8 from Vilas County, and 2 from Forest County.

She also provided an update around the upcoming Electronic Visit Verification (EVV) system that is due to be implemented 01/01/2021. Using EVV, the worker providing personal care services or supportive home care services sends visit data to an EVV vendor at the beginning and end of each visit using methods such as a mobile app. A soft launch is scheduled to take place 11/02/2020.

IX. 2021 DEVELOPMENTAL DISABILITIES BUDGET: ACTION ITEM

Haselton was present to report on the proposed 2021 Developmental Disabilities budget. A handout breaking down the proposed budget was distributed to the committee members. Haselton provided a brief overview as to how budget calculations are made. The committee reviewed the program-level budgets and the total DD budget as proposed. The committee discussed the budget and the programs.

Motion by Cushing, second by Thome to:

APPROVE THE 2021 DEVELOPMENTAL DISABILITY BUDGET IN THE AMOUNT OF \$2,529,139 AND FORWARD TO FINANCE.

All ayes, motion carried.

X. NEXT MEETING DATE

Wednesday, September 9th, 2020 at 3:00 PM

XI. ADJOURNMENT

There being no further business, Chairman Lee declared the meeting adjourned at 3:40 PM.

Respectfully submitted,
Jessica Kaul
Administrative Assistant