



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, December 9, 2020 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, Ken Storms, Paul Millan, Bob Thome (via phone)

Members Excused: None

Members Absent: None

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

Others Present: None

I. MEETING CONVENED

Chair Lee called the meeting to order at 3:03 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 Thome, second by Millan to:

APPROVE THE MINUTES FROM OCTOBER 14, 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 Coordinator is out on leave and her case load has been distributed amongst the other coordinators. Feest reported that after recruiting and interviewing candidates for the part time Early Head Start Home Visitor position, the position is not filled at this time and will be filled when there are at least 6 kids on the waitlist. Feest also noted that a part time Administrative Assistant position has been included in the 2021 budget for the DD department and the job description has been completed and advertising has started for the position.

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 and Vilas County meetings are scheduled, and Forest County meeting is pending. VonOepen noted that these meetings are a great opportunity for staff to collaborate.

V. EARLY HEAD START HOME VISITOR PROGRAM UPDATE

Von Oepen updated the committee on the Early Head Start Home visitor program. Von Oepen noted that November 25th marked the 1-year anniversary for this program being at HSC. Von Oepen noted that having the Early Head Start Home Visitor program as part of HSC has been a big improvement for efficiency between Early Head Start Home Visitor and the Birth to 3 programs. Having both programs in-house has made communication and opportunity for services more available to our families in both programs.

The program has 12 families participating. She noted that there is one family from Forest, three from Vilas, and eight from Oneida. There are currently 10 mutual clients with Early Head Start and Birth to 3 program with one family from Forest, three from Vilas, and six from Oneida. Also, there are 5 mutual clients between the Early Head Start program and Social Services with 2 families from Vilas and 3 families from Oneida. There are currently 4 families on the wait list.

VonOepen remarked on how resilient our families are and how well they have adapted to the virtual format.

VonOepen updated the committee about HSC's work to collaborate with the Children's Hospital in order to plan and host twice-monthly socialization events for Early Head Start Home Visitor Program Participants during the pandemic. The program is called Families and Schools Together (FAST), and it hosts virtual activities which allows for socialization and networking between families.

VI. BIRTH TO 3 PROGRAM UPDATE

Von Oepen reported there are currently 61 participants in the Birth to 3 program. She provided November referral data from each of the three counties – one from Forest, four from Oneida, and nine from Vilas. Referrals were received from a variety of locations, including Crandon, Arbor Vitae, Lac du Flambeau and Rhinelander. Referral sources included parents, Ascension, Marshfield Clinic, Aspirus NICU and Aspirus.

Von Oepen reported on the number of referrals that the program received where the children were not enrolled and the reasons for non-enrollment.

Von Oepen reported to the committee that the Birth to 3 program continues to collaborate with Social Services and has recently been collaborating with Protective Services in another state for a child that recently moved to this area. Meetings are scheduled with Vilas and Oneida County Local Education Agencies on January 20, 2021 and working on scheduling the Forest County meeting. Von Oepen also reported that HSC will be having a meeting with DHS this Friday to review the County Performance Plan and any other changes or information to the program.

Von Oepen reported that the state will soon be releasing a newsletter to all families that are active in the program for more than 6 months. Von Oepen also reported that the Birth to 3 team will be completing another book study on a book about coaching and how great it is to work on it together as a 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 MetaStar audit results have come in and during the next week's teleconference they will inform counties of when the next audits will be in 2021.

She reported that changes to the Waiver Manual are coming as the renewal for the program is coming due on 12/31/2021.

Von Oepen reported that the program is seeing a trend in additional supports for children doing online schooling.

Von Oepen reported that from August 2020- December 8, 2020 there have been 20 referrals into the program; 15 from Oneida, 2 from Forest, 2 from Vilas, and 1 from Lincoln. The referral from Lincoln was referred back to Lincoln County. Von Oepen reported that CLTS is working on stabilizing their caseloads. Von Oepen also reported that they will continue to enroll clients into the CLTS program as long as they have case management capacity prior to DHS monitoring and managing the CLTS statewide waitlist in 2021.

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 23 people enrolled on the MAPC program with 2 being from Forest, 13 from Oneida, and 8 from Vilas. There are 9 males and 14 females enrolled, ranging in age from 4-54. One new client was recently approved for 15 hours a week in personal care assistance but is waiting to start the program. There are currently still 2 families not using MAPC services due to COVID and not being able to find personal care workers. Currently the regulations say we cannot disenroll anyone during the pandemic.

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.

VonOepen reported that the Electronic Visit Verification (EVV) system Soft Launch started November 2. There have been some bumps in the road with implementation of the new system, we continue to work with our contracted providers for a smooth transition as the hard launch goes into effect on January 1st, 2021.

IX. DATA COLLECTION SURVEY RESULTS

Feest reported that the other committees have not had much of a request for change in the frequency or types of information being shared. After discussing, it was determined to continue to meet monthly or as needed per the by-laws.

A. DETERMINE MEETING FREQUENCY: ACTION ITEM

Lee stated no action needs to be taken as meeting frequency will be in accordance with the by-laws.

B. DETERMINE TYPES OF DATA TO BE SHARED AND FREQUENCY OF PRESENTING DATA: ACTION ITEM

Lee stated no action needs to be taken as no changes were made.

X. NEXT MEETING DATE

Wednesday, January 13th, 2021 at 3:00 PM

XI. ADJOURNMENT

There being no further business, Chairman Lee declared the meeting adjourned at 3:41 PM.

Respectfully submitted,
Melissa Gauthier
Administrative Assistant