



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 11, 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, Harland Lee, Paul Millan, Ken Storms (via video), Holly Tomlanovich (via video), Bob Thome(via video), Ted Cushing(via video joined 3:09 and left 3:35)

Members Excused:

Members Absent: None

Staff Present: Keith Haselton, Kelly Von Oepen, Melissa Gauthier

Others Present: None

I. MEETING CONVENED

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

APPROVE THE MINUTES FROM JULY 14, 2021.

All ayes, motion carried.

III. 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 continues to meet monthly with the meeting scheduled next Tuesday, August 17, 2021 and Forest County will meet as needed. HSC is working with Vilas County to establish new dates and times for the collaboration meetings. Von Oepen also reported that the HSC continues to meet internally with cases involved in multiple programs.

IV. BIRTH TO 3 PROGRAM UPDATE

Von Oepen reported there are currently 50 participants in the Birth to 3 program. Of the 50 enrolled, 4 are from Forest County, 17 from Vilas County, and 29 are from Oneida County. Von Oepen also reported that the Birth to 3 program received 19 referrals in July which included 5 from Forest County, 4 from Oneida County, and 10 from Vilas County. The referrals came from a variety of sources including parents, Marshfield Clinic, Aspirus, and Ascension.

Von Oepen reported that she met with the Forest County Potawatomi Health and Wellness Speech Language Pathologist and HSC's Billing Specialist to discuss the contract and rates to provide speech evaluations and early intervention services in the families' natural environment with the Birth to 3 families in Forest County. Von Oepen also reported that HSC did receive a resume for a SLP, and an interview has been set up for August 18, 2021.

Von Oepen reported that the Birth to 3 program continues to work with the 5 interns from the University of Whitewater. The interns are near completion of their service projects. The interns completed the tri-county resource guide for the Birth to 3 families and also created an exit survey for the parents of the Birth to 3 children. Von Oepen reported that the Birth to 3 program will start using the exit survey in August 2021.

Von Oepen reported that the Metastar audit was scheduled for August but has since been put on hold while they review their grading rubric. Von Oepen reported she received an email stating they will be in touch to reschedule once they have the official date they will resume audits.

V. EARLY HEAD START HOME VISITOR PROGRAM UPDATE

Von Oepen reported that there are currently 12 children enrolled in this program. Two clients from Forest County, 8 from Oneida County, and 2 from Vilas County. Von Oepen reported that of the 12 children enrolled, 6 are also in foster care, having been referred from Forest, Oneida, and Vilas Departments of Social

Services making the joint meetings critical to maintain communication between agencies. Von Oepen reported that 5 of the children will be aging out of the program in a few months and is hopeful to fill the class list again, for the total of 12 participants.

VI. CHILDREN'S LONG TERM SUPPORT SERVICES PROGRAM UPDATE

Von Oepen reported that 6 referrals were received in July, 5 from Oneida and 1 from Vilas, and in August so far 5 referrals have been received, 1 from Oneida and 4 from Vilas. Referrals has been received from parents, Oneida County Social Services, CCS program, and Birth to 3 program. Von Oepen reported that CLTS has submitted all 30 files to Metastar by the August 5th deadline for the audit. Von Oepen reported that she has not heard anything yet, but the final results are expected around early October.

Von Oepen also reported that an interview was completed on Monday, August 9th for a CLTS Service & Support Coordinator and an interview with another candidate is scheduled for Friday, August 13, 2021.

VII. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE

Von Oepen reported again that the MAPC Registered Nurse has given her notice of retirement and her last day will be September 3, 2021. Von Oepen reported that there is continued dialogue with MILC and Nicolet Staffing in regard to continuity of care for the families during the transition to MILC. Von Oepen reported that there are 26 people enrolled in this program, many of which are also in the CLTS program. Von Oepen also reported that there are currently 3 people on the waitlist and 2 of those people have been assessed and will qualify.

VIII. 2022 DEVELOPMENTAL DISABILITIES BUDGET: ACTION ITEM

Haselton was present to report on the proposed 2022 Developmental Disabilities budget. A handout breaking down the proposed budget was provided 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.

Motion by Thome, second by Millan to:

APPROVE THE 2022 DEVELOPMENTAL DISABILITY BUDGET AS PRESENTED IN THE AMOUNT OF \$3,093,104 AND FORWARD TO ADMINISTRATION COMMITTEE FOR APPROVAL.

All ayes, motion carried.

IX. NEXT MEETING DATE

Wednesday, September 9, 2021 at 3:00 PM

X. ADJOURNMENT

There being no further business, Chair Lee declared the meeting adjourned at 3:46 PM.

Melissa Gauthier
Administrative Assistant

APPROVED