



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 14, 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 (via Teams), Jennifer Dornfeld, Harland Lee (via Teams), Ken Storms (via Teams), Holly Tomlanovich (via Teams)

Members Excused: Ted Cushing

Members Absent: None

Staff Present: Tamara Feest, Melissa Gauthier

Others Present: Mary Rideout (via Teams)

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 the meeting had been announced in accordance with the Wisconsin Open Meeting Law.

II. APPROVE PREVIOUS MEETING MINUTES

Motion by Tomlanovich, second by Storms to:

APPROVE THE MINUTES FROM NOVEMBER 9, 2022.

All ayes, motion carried.

III. PROPOSED ORGANIZATIONAL STRUCTURE: ACTION ITEM

The Committee received a handout of the proposed organizational structure.

Feest reported that she has spent the last several months reviewing the current

organizational structure and how to modernize. The proposed structure would create a Children's Community Service Manager, Adult Community Services Manager, Outpatient Clinic Manager and Emergency Services Manager rather than just Behavioral Health Manager and Developmental Disabilities Manager. The proposed structure would also include a Deputy Director that will be developed at a later time. The Committee reviewed and discussed the proposed organizational structure.

Motion by Lee, second by Anderson to:

APPROVE THE PROPOSED ORGANIZATIONAL STRUCTURE AS PRESENTED WITH THE DEPUTY DIRECTOR POSITION TO BE DISCUSSED FURTHER AND FORWARD TO OPERATIONS COMMITTEE FOR APPROVAL.

All ayes, motion carried.

IV. BIRTH TO 3 PROGRAM UPDATE

Feest reported that the Occupational Therapist started December 5, 2022 and is currently working through the training. The Occupational Therapist will also train with an Occupational Therapist from another county to learn the program specific requirements as the Occupational Therapist position has never been filled in-house at HSC.

Feest reported the program received 10 referrals in November. There are currently 85 participants in the Birth to 3 Program: 16 from Forest County, 47 from Oneida County, and 22 from Vilas County.

V. CHILDREN'S LONG-TERM SUPPORT SERVICES PROGRAM UPDATE

Feest reported that DHS and DCF recently released a memo in regard to respite. The memo offered some guidance on how HSC and Social Services can work together to provide the services.

There are currently 206 clients enrolled in the program and that 16 referrals were received in November.

VI. NEXT MEETING DATE

Wednesday, January 11, 2023, at 3:00 PM

VII. ADJOURNMENT

There being no further business, Chair Lee declared the meeting adjourned at 3:22 PM.

Melissa Gauthier
Administrative Assistant