



# 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, March 9, 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:               Harland Lee(via Teams), Paul Millan, Ken Storms, Holly Tomlanovich, Bob Thome,

Members Excused:             Tina Anderson, Ted Cushing

Members Absent:               None

Staff Present:                   Kelly Von Oepen, Melissa Gauthier

Others Present:                 None

### **I. MEETING CONVENED**

Vice Chair Thome 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 Storms, second by Millan to:

**APPROVE THE MINUTES FROM JANUARY 12, 2022.**

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. The Vilas County meeting took place this morning as the meetings are scheduled the 2<sup>nd</sup> Wednesday of the month, Oneida County meeting occurs on the 3<sup>rd</sup> Tuesday of each month. Von Oepen and Vargas attended the Forest County Social Services meeting on February 16, 2022.

Von Oepen reported that a Birth to 3 staff member attended the Jumpstart Your Heart Family Fun Night at Forest County Potawatomi Health and Wellness Center on February 23 and that there is a 4K/Early Childhood screening event in Crandon on April 29<sup>th</sup> that Birth to 3 staff will attend as well.

#### **IV. BIRTH TO 3 PROGRAM UPDATE**

Von Oepen reported there are currently 53 participants in the Birth to 3 Program: 5 from Forest County, 29 from Oneida County, and 19 from Vilas County. The Birth to 3 Program received 21 referrals in January and 19 in February which included 2 from Forest County, 20 from Oneida County, and 18 from Vilas County. There were also referrals from Birth to 3 to Early Head Start, CLTS, and foster care.

Von Oepen reported that HSC's Speech Language Pathologist has given her resignation and her last day will be April 1, 2022. HSC is currently recruiting for a Speech Language Pathologist, Licensed Psychologist, Social Worker, and Registered Nurse for the Birth to 3 program. The Forest County Potawatomi Health and Wellness Speech Language Pathologist is currently working with 4 families in Birth to 3 and will add on more families as her time permits.

PresenceLearning is a teletherapy and software solutions company for special education related services and behavioral health counseling. Von Oepen and Feest had completed a demo on PresenceLearning a few years ago to see if this would be a possibility to support families in the Birth to 3 program, but at the time they were not able to bill Wisconsin Medicaid.

The Occupational Therapist has agreed to contract with HSC for 2022 to assist to meet the needs of families when there is a high census of referrals.

Birth to 3 Welcome Packets have been made for new families entering the program. The packets include parent and child rights; Families are the Foundation and An Introduction to Parental Cost Share brochures; a Milestone Matters booklet; CHAD identity card; WI child passenger safety info card; the guidebook that explains the processes of the Birth to 3 program; notice of rights; the application; and a feelings thermometer.

**V. EARLY HEAD START HOME VISITOR PROGRAM UPDATE**

Von Oepen reported that the Early Head Start Home Visitor program's contract with HSC officially ended on February 21, 2022. Letters and emails were sent to the seven families that were being served in the program at the time. The seven families being served included 6 families from Oneida County and 1 from Forest County and several of those families were dually enrolled in either Birth to 3 or CLTS and will continue to be served under those programs. The Early Head Start Home Visitor program and the Family Learning Center worked closely together to ensure a smooth transition for all the families that were still interested in the program.

A comprehensive inventory list of the materials and equipment that was afforded to HSC from Family Learning Center was provided to Carol Jackomino on 3/9/22 and the items will be picked up from HSC on 3/10/22. The client files and In-Kind information was hand delivered to Carol Jackomino to ensure the security, safety, and confidentiality of the children served. Jackomino was appreciative of the collaboration and partnership and hopes down the road her agency and HSC are able to partner again.

**VI. CHILDREN'S LONG TERM SUPPORT SERVICES PROGRAM UPDATE**

Von Oepen reported that there are currently 180 children being served in this program. There are currently 17 children from Forest County, 110 from Oneida and 53 from Vilas. There have been 15 referrals to CLTS so far in 2022, which includes 6 from Forest County, 7 from Oneida County, and 2 from Vilas County. The CLTS department continues to work on stabilizing caseloads and keep up with the new referrals.

Von Oepen also reported that she is working on setting up meetings with the contracted providers. HSC CLTS staff and New Horizons staff met on 3/8/22 to discuss updates, staffing and standardized materials, family needs, New Horizon's referral form, and the CLTS updated DLS logs. The meetings will continue to take place monthly.

All CLTS contracted providers have been contacted and requested their brochures to provide to new families, so far MILC has provided their brochures.

Von Oepen reported that CLTS staff attended a training on March 3, 2022 consisting of a refresher in case note writing and an overview in regards to billing case notes.

The new Intake Coordinator continues to learn about both the CCS and CLTS programs. Shadowing and training has been set up in both departments and progress is moving toward utilizing the one referral form.

**VII. NEXT MEETING DATE**

Wednesday, April 13, 2022 at 3:00 PM

**VIII. ADJOURNMENT**

There being no further business, Vice Chair Thome declared the meeting adjourned at 3:34 PM.

Melissa Gauthier  
Administrative Assistant

APPROVED