



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, January 12, 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(via Teams), Ken Storms, Holly Tomlanovich (via Teams), Bob Thome(via video), Ted Cushing(via video)

Members Excused: Tina Anderson

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 3:06 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. ELECTION OF VICE CHAIR

Lee advised the committee that Cheri Collins had resigned and is no longer on the HSC Board leaving the Vice Chair position open for the Developmental Disabilities Committee and nominations could begin. Storms made a motion to nominate Bob Thome as Vice Chair. Cushing seconded the motion. Lee moved to close nominations and unanimously elect Thome as Developmental Disabilities Committee Vice Chair.

BOB THOME ELECTED AS DEVELOPMENTAL DISABILITIES VICE CHAIR.

All ayes, motion carried.

III. APPROVE PREVIOUS MEETING MINUTES

Motion by Cushing, second by Millan to:

APPROVE THE MINUTES FROM OCTOBER 13, 2021.

All ayes, motion carried.

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. The Vilas County meeting took place this morning as the meetings are scheduled the 2nd Wednesday of the month, Oneida County meeting occurs on the 3rd Tuesday of each month, and Forest County continues to meet on an as needed basis.

Von Oepen reported that the Birth to 3 staff attended the GLITC Healthy Families Advisory Board meeting on December 7, 2021. Von Oepen reported that the Birth to 3 staff also attended a Well Child/Immunization clinic with PCHC and ZHS/Early Head Start on January 5th, 2022 and will also attend an immunization clinic on January 20, 2022. Von Oepen also reported that Birth to 3 staff attended a child find event at Terri's Tree House in November. The Individuals with Disabilities Education Act includes the child find mandate which requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disability.

Von Oepen reported that the DHS/Birth to 3 county collaboration meetings continue to take place monthly via Zoom. Von Oepen reported the meetings are helpful for problem solving and obtaining information.

V. BIRTH TO 3 PROGRAM UPDATE

Von Oepen reported there are currently 52 participants in the Birth to 3 Program. Von Oepen reported that the Birth to 3 Program received 12 referrals in December which included 2 from Forest County, 8 from Oneida County, and 2 from Vilas County. Von Oepen also reported that there have been 8 referrals received in January so far including 1 from Forest County, 5 from Oneida County, and 2 from Vilas County. The referrals came from a variety of sources including Marshfield Clinic, Aspirus, and Forest County Potawatomi.

Von Oepen provided an update on the Forest County Potawatomi Health and Wellness Speech Language Pathologist. Von Oepen reported that the contract between HSC and the Forest County Potawatomi Health and Wellness Speech Language Pathologist has been signed for 2022 and an established caseload in

Forest County and a small geographic area of Oneida County has been established.

Von Oepen reported that the 2021 Metastar audit summary of findings has been received and the Birth to 3 team will be reviewing the summary to identify strengths and opportunities for improvement. Von Oepen reported that the audit focused on 4 key areas: Family Engagement, Social and Emotional Practices, Transition and Child Individual and Family Service Plan (IFSP) Outcome Practices. Von Oepen reported that joint planning with families was reported as a strength and the assessment tool was listed as an opportunity for improvement. Von Oepen reported that she is currently looking at a more robust assessment tool that is currently being used by 2 other counties.

VI. EARLY HEAD START HOME VISITOR PROGRAM UPDATE

Von Oepen reported that there are currently 7 children enrolled in this program, which is a lower census of the usual classlist of 12 participants. Of the 7 children enrolled, one client is from Forest County, 6 from Oneida County, and zero from Vilas County. Von Oepen reported that of the 7 children enrolled, 6 of those children are also in the Birth to 3 program, 2 also participate in the CLTS program, and 1 child is also in foster care.

Von Oepen reported that the EHS-HV program continues to partner with the Rhinelander District Library and Children's Hospital to sponsor family programming events twice a month to meet the compliance for the EHS-HV program of twice a month socialization events.

Von Oepen also reported that the Office of Head Start is requiring universal masking for all children ages 2 years and older and staff effective November 30, 2021.

VII. CHILDREN'S LONG TERM SUPPORT SERVICES PROGRAM UPDATE

Von Oepen reported that there are currently 192 children being served in this program. There are currently 20 children from Forest County, 115 from Oneida and 57 from Vilas.

Von Oepen also reported that both CLTS Service & Support Coordinator positions have been filled. One SSC started in October and the other position was filled on January 5, 2022. The addition of the SSC's will help meet the demands of the referrals and eligible participants that the program has been experiencing.

Von Oepen reported that DHS has completed standardizing CLTS documents and materials across the CLTS programs throughout the state. Von Oepen reported that HSC has ordered printed copies of the documents from DHS and the documents have been received to share with the CLTS Service & Support Coordinators and families in the program. Von Oepen reported that these

documents will be useful for the Intake Coordinator and also any family transferring between counties in the CLTS programs as it assures they will receive the same information from county to county.

VIII. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE

Von Oepen reported that this is the last update for the MAPC program. HSC received the letter from DHS stating that as of December 18, 2021 HSC is no longer enrolled in Medicaid for the MAPC program. Von Oepen reported that the strong collaboration with MILC made the transition very smooth.

Von Oepen also gave some general updates for the Developmental Disabilities department. Von Oepen reported that the 2022 contracts have been completed. Von Oepen reported that new for 2022 she included a brochure for Respite Care Certificate Program (RCCP) Course, which is a free training course, for contracted providers providing respite for families. Von Oepen also reported that the new Program Assistant continues to learn the programs in the DD department and has been very helpful in assisting Von Oepen. Von Oepen also reported that her goals for 2022 include continuing to research new providers that can meet the needs of the families in the tri-county area and meeting more frequently with the current contracted providers.

IX. NEXT MEETING DATE

Wednesday, February 9, 2022 at 3:00 PM

X. ADJOURNMENT

There being no further business, Chair Lee declared the meeting adjourned at 3:33 PM.

Melissa Gauthier
Administrative Assistant