



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 14, 2019 at 3:00 P.M.

Person Taking Minutes: Jessica Kaul

**Minutes reflect the recorder's notations of actions taken and are subject to approval of the appropriate committee and/or Board.*

Members Present: David Campbell, Dick Johns, Harland Lee, Ken Storms, Ted Cushing

Members Excused: None

Members Absent: Dave Hintz, Tom Tallier

Staff Present: Kelly Von Oepen, Jessica Kaul, Tamara Feest, Keith Haselton

Others Present: None

I. MEETING CONVENED

Chair Lee called the meeting to order at 3:00 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 Johns, second by Storms to:

APPROVE THE MINUTES FROM JUNE 12, 2019.

All ayes, motion carried.

III. BIRTH TO 3 PROGRAM UPDATE

Von Oepen updated the committee on the status of the two University of Wisconsin-Whitewater Birth to 3 interns, who have completed their internships. The interns experienced administrative duties and time in the field with providers and case managers. They also both completed a project – one intern redesigned the Birth to 3 section on the HSC website and the other intern assembled a tri-county resource guide for families.

Von Oepen told the committee about the MetaStar audit the week of July 22, 2019. Auditors reviews eight client charts. Official final communication has not yet been received, but auditors had noted that charts were precise and well-organized and it was easy to follow the “story” of each child. Official audit results will be presented to committee once received.

Von Oepen reported that Dana Romary, DHS Technical Assistance, met with her team on July 26, 2019 to complete third quarter face-to-face contact.

Von Oepen reported 22 referrals in July, three (3) from Forest, fourteen (14) from Oneida, and five (5) from Vilas. Referrals were received from a variety of locations, including Crandon, Rhinelander, and Lake Tomahawk. Referral sources included Ascension, Aspirus, Oneida County Department of Social Services, and Marshfield Clinic. Von Oepen reported 64 children are currently receiving services.

A. Early Head Start Home Visitation Contract-Action Item

Von Oepen communicated to the committee that The Human Service Center has been approached about the potential for partnering with Rhinelander-based Family and Child Learning Centers to perform home visits as part of the federal Early Head Start program. Von Oepen noted that this would align well with the Birth to 3 program, as well as allow us to reach children that may not be eligible for the Birth to 3 program.

Von Oepen noted that the home visitation program would provide an opportunity for HSC to enhance family education services and ensure connections to much needed community resources. Home visitors can have a positive impact on the overall wellbeing of at-risk children in the tri-county area.

One FTE employee would need to be hired to perform the assessments, weekly home visits, and socialization events with families in the program. Cost of hiring would be offset by funding by Family and Child Learning Centers via the Early Head Start Program, as funds would flow directly to grantees.

Motion by Cushing, seconded by Storms to:

APPROVE THE EARLY HEAD START CONTRACT AS PRESENTED TO BE FORWARDED TO FINANCE AND PERSONNEL COMMITTEES.

All ayes; motion carried.

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

Von Oepen updated the committee about the MetaStar audit the week of July 22, 2019. Auditors reviewed 30 files to ensure compliance with the Home and Community Based Services waiver requirements. Exit interviews with auditors expressed that charts were well-organized. Official communication from auditors will be presented to committee once received.

Von Oepen reminded the committee that, effective July 1, 2019 we can no longer have a waiting list for CLTS clients. Von Oepen has dedicated one case manager to handle intakes. Once a referral to CLTS is made, HSC has 10 calendar days to schedule a home visit, 45 calendar days to complete the function screen, and 60 calendar days to complete the enrollment.

A. Staff Vacancy

Von Oepen reported that an internal candidate has been hired to fill the role of full-time CLTS case manager to replace a case manager that retired in June. The new case manager will begin on August 15, 2019.

B. Rate Setting Update

Von Oepen provided an update on the rate setting initiative. Rates are being monitored and authorizations/expenditures on ISPs are being updated as needed.

V. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE

Von Oepen noted that there are currently 20 children in the MAPC program. Oneida County has eleven (11) consumers, Vilas has nine (9), and Forest has zero.

Von Oepen communicated to the committee that HSC is facing a shortage of MAPC workers due to rates/wages being raised for the CLTS providers but not the MAPC providers.

VI. 2020 DEVELOPMENTAL DISABILITIES BUDGET

Haselton discussed the proposed 2020 budget for the Developmental Disabilities programs. He reviewed total budgeted expenses, program revenue, and revenue needed. Haselton noted differences in 2020 budget versus the 2019 budget. For the Birth to 3 program, the difference of \$80,000 reflects the potential addition of the Early Head Start Home Visitor contract/position. He also noted that CLTS is facing a substantial change in 2020 due to state initiatives including no waitlist and increase in respite care expenditures following the rate setting initiative.

In the CLTS program, the newly implemented foster care reimbursement also contributed to increased expenditures. Feest discussed the deficit and noted cost-containment efforts made by the Agency. Motion by Cushing, seconded by Lee to:

ACCEPT THE DEVELOPMENTAL DISABILITIES BUDGET IN THE AMOUNT OF \$2,416,397.00 AND FORWARD TO FINANCE FOR CONSIDERATION.

All ayes, motion carried.

VII. NEXT MEETING DATE

Wednesday, September 11th, 2019 at 3:00 PM

VIII. ADJOURNMENT

Chair Lee declared the meeting adjourned at 3:46 PM.

Respectfully submitted,
Jessica Kaul
Administrative Assistant

APPROVED