



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, May 12, 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, Ken Storms, Paul Millan, Holly Tomlanovich (joined at 3:08 via video), Bob Thome (via video), Ted Cushing (via video)

Members Excused:

Members Absent: None

Staff Present: Tamara Feest, Kerri Nordby, Melissa Gauthier

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 Cushing, second by Millan to:

APPROVE THE MINUTES FROM APRIL 14, 2021.

All ayes, motion carried.

III. COMMUNITY ENGAGEMENT UPDATE

Feest 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 and Vilas County continue to meet monthly and Forest County will meet as needed. Feest also noted that a Child Find event was completed with staff from Birth to 3 on April 30th at the Crandon High School.

IV. BIRTH TO 3 PROGRAM UPDATE

Feest reported there are currently 48 participants in the Birth to 3 program. Of the 48 enrolled, 5 are from Forest County, 17 from Vilas County, and 26 are from Oneida County. Feest reported that a master list of Birth to 3 referrals has been created so that information can be easily accessed by all the service coordinators on the team so that if one service coordinator is not available, another one can easily step in.

Feest also reported that a part-time Speech Language Pathologist gave notice and will be leaving the end of June. Feest reported that she will be requesting approval from the Administration Committee to make this a full-time position and will begin the process to fill this position soon.

Feest reported that the Birth to 3 team continue to partner with the new Billing Specialist to review and update the forms to assure the most accurate codes and proper documentation are being used for billing purposes. Feest also reported that the Birth to 3 team continue to have monthly calls with the DHS Birth to 3 Resource Contact to discuss challenges that come up.

A. PRESENTATION BY BIRTH TO 3 STAFF MEMBER

Feest introduced Kerri Nordby, Birth to 3 Support and Service Coordinator. Nordby gave a very thorough presentation covering the entire process from the time Birth to 3 receives a referral to discharge for enrolled and non-enrolled clients including where the referrals come from.

V. EARLY HEAD START HOME VISITOR PROGRAM UPDATE

Feest 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. Feest reported that of the 12 children enrolled, 8 are also in the Birth to 3 program. Feest reported that a couple of the children enrolled have already turned three, but will stay on the home visitor program until there are slots available for them to transition to center based Headstart for the 2021-22 school year.

VI. CHILDREN'S LONG TERM SUPPORT SERVICES PROGRAM UPDATE

Feest reported that Employment Options, a provider for 27 years, gave very short notice that they sold to Nicolet Staffing. Feest reported that Von Oepen has been very busy ensuring that Nicolet Staffing receives all the necessary information to make the transition as seamless as possible for the clients. Feest reported that she drafted a letter to send to the CLTS families to make them aware of the change. Feest reported that Von Oepen has been in contact with providers outside of the area to try to contract with them to offer more provider choices for the CLTS families.

Feest also reported that 11 children have become enrollable in May 2021 from the CLTS State Waitlist.

VII. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE

Feest provided the committee with an update on the Medical Assistance Personal Care Program. She noted that there are currently 30 people enrolled in the MAPC program. Feest reported that the 5 referrals from last month were assessed and 4 were approved and 1 is still pending.

Feest reported that Nicolet Staffing is having difficulty finding new personal care workers for clients and 6 MAPC clients are in need of workers.

Feest reported that the MAPC families were asked if they are ready for in-home visits and all but 3 families will be ready for in-home visits starting in June.

Feest reported that the Electronic Visit Verification (EVV) System will be easier to use now that Nicolet Staffing bought out Employment Options as now the referral information is only going to one provider.

VIII. NEXT MEETING DATE

Wednesday, June 9, 2021 at 3:00 PM

IX. ADJOURNMENT

There being no further business, Chair Lee declared the meeting adjourned at 3:44 PM.

Respectfully submitted,
Melissa Gauthier
Administrative Assistant