



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, October 13, 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: Harland Lee, Paul Millan, Ken Storms (via video), Holly Tomlanovich, Bob Thome(via video), Ted Cushing(via video)

Members Excused: Cheri Collins

Members Absent: None

Staff Present: Kelly Von Oepen, Melissa Gauthier

Others Present: None

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

II. APPROVE PREVIOUS MEETING MINUTES

Motion by Cushing, second by Tomlanovich to:
APPROVE THE MINUTES FROM AUGUST 11, 2021.
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. Oneida County continues to meet on the 3rd Tuesday of every month and Forest County will meet as needed. Von Oepen reported that the meetings are back on track with Vilas County, and they will be held on the 2nd Wednesday of every month.

Von Oepen reported that she attended the virtual Forest, Oneida, and Vilas Counties Community on Transition(CCoT) meeting on October 4, 2021. The CCoT is a collaboration of educators, community agencies, families, youth, employers, and other service providers in Forest, Oneida, and Vilas counties that provide connections to quality transition services and life opportunities for our students with disabilities, transitional process with our CLTS kids aging out and going into adult Services, at 17.5. The next meeting is scheduled for November 1st, as the team plans to meet every 1st Monday of the month from 3:15 for an hour.

IV. BIRTH TO 3 PROGRAM UPDATE

Von Oepen reported there are currently 58 participants in the Birth to 3 program. Of the 58 enrolled, 7 are from Forest County, 20 from Vilas County, and 31 are from Oneida County. Von Oepen also reported that the Birth to 3 program received 16 referrals in September which included 3 from Forest County, 5 from Oneida County, and 8 from Vilas County. The referrals came from a variety of sources including parents, Marshfield Clinic NICU, Lac du Flambeau Head Start, and Ascension Eagle River.

Von Oepen provided an update on the Forest County Potawatomi Health and Wellness Speech Language Pathologist. Von Oepen reported that the attorney had sent her a copy of what they had used with Marinette County as an abbreviated agreement/document, and it is at the review of our HSC Attorney at this time.

Von Oepen reported that the Metastar audit that was scheduled for August 2021 where 9 charts will be reviewed, has now occurred as all 9 charts were processed and uploaded to the Metastar website by the deadline of October 7th, 2021. Results will be provided by the end of the year. Von Oepen reported that she will be asking for the updated summary per file to review consistency and opportunities for improvement once the results have been received.

Von Oepen reported that she continues to participate in the Birth to 3 Leadership calls that are held the 2nd Friday of the month. The calls provide opportunities to

gain networking resources and direction and clarification from BCS(Bureau of Children's State Staff).

Von Oepen also reported that DHS will be sending out the Family Experience Survey. The Family Experience Survey is sent to all families of children in the Birth to 3 program approximately one month after the child exits the program.

V. EARLY HEAD START HOME VISITOR PROGRAM UPDATE

Von Oepen reported that there are currently 12 children enrolled in this program. Five clients from Forest County, 7 from Oneida County, and zero from Vilas County. Von Oepen reported that of the 12 children enrolled, 7 of those children are also in the Birth to 3 program and several are also in foster care, making the joint meetings critical to maintain communication between agencies.

Von Oepen reported that she spoke with the EHS Director of the Family and Child Learning Center about the possibility of creating a Foster Care Handbook, just like they have for parents/caregivers' handbooks to introduce the Foster Parents to the EHS-HV Program. She thought this would be a good idea, as they stated that HSC has the most kids in the EHS-HV Program that has several kids in Foster Care in the program.

Von Oepen also reported that with the increase in Covid-19 cases in the tri-county area recently, the Headstart office has given HSC the latitude to call the families and or utilize Teams to meet with the families that are affected by Covid-19, so the continuity of care continues without missed visits with families.

VI. CHILDREN'S LONG TERM SUPPORT SERVICES PROGRAM UPDATE

Von Oepen reported that there are currently 177 children being served in this program. There are currently 19 children from Forest County, 107 from Oneida and 51 from Vilas. Von Oepen also reported that HSC has completed a referral form that can be used for all programs at HSC instead of each program using a different referral form.

Von Oepen reported that CLTS submitted the final remediation to Metastar by the September 25, 2021 deadline and expect the final summary of the audit by the end of the year. Von Oepen reported that the takeaway from the remediation is the need for provider trainings. Von Oepen has been in contact with Respite Care Association of Wisconsin and will work on getting the training information to the contracted providers for the 2022 contracts.

Von Oepen also reported that HSC continues to work on filling the CLTS Service & Support Coordinator position.

Von Oepen reported that changes to the waiver manual were issued this week. Von Oepen reported that there are several changes to the manual that HSC will review and make internal modifications to come in compliance.

Von Oepen also reported that any child that is screened and found functionally screened, is now considered to be enrollable and no longer placed on the state waitlist. Von Oepen also reported that children cannot be disenrolled during the COVID-19 pandemic unless the family specifically requests to be disenrolled.

Von Oepen also reported that the staff from Birth to 3, CLTS, and Early Head Start Home Visitor program will participate in "Emergency Service Program Intervention" training on October 19, 2021. The training will be provided by HSC's Emergency Services Coordinator and the Hospital Liaison and Crisis Facilitator.

VII. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE

Von Oepen reported that the MAPC nurse had agreed to stay on and work Tuesdays for 4 hours while the program is being transitioned to MILC. MILC will be taking over the MAPC program November 1, 2021 if all of their PA's get DHS approval by then.

Von Oepen also gave some general updates for the Developmental Disabilities department reporting that she is currently working on the 2022 contracts for providers. Von Oepen also reported that the Intake Position job description has been completed and will be forwarded to the Operations Committee for approval and that the position has been included in the 2022 budget. Von Oepen reported that the Microsoft Teams platform continues to be utilized with families as the COVID numbers fluctuate and at the parents' discretion.

VIII. NEXT MEETING DATE

Wednesday, November 10, 2021 at 3:00 PM

IX. ADJOURNMENT

There being no further business, Chair Lee declared the meeting adjourned at 3:32 PM.

Melissa Gauthier
Administrative Assistant