



# THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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## **AMENDED 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, February 12, 2020 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, Tom Tallier, Ted Cushing

Members Excused:                    Harland Lee, Dave Hintz, Ken Storms

Members Absent:

Staff Present:                        Kelly Von Oepen, Jessica Kaul, Donna Shimeck, Tamara Feest

Others Present:                        None

### **I. MEETING CONVENED**

Vice Chair Campbell 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 Johns to:

**APPROVE THE MINUTES FROM DECEMBER 11, 2019.**

All ayes, motion carried.

**III. VACANCY AND RECRUITMENT UPDATE**

Von Oepen updated the committee on vacancies and recruitment efforts. She noted that she received a resignation from a CLTS service facilitator. Interviews were held for the position and an offer was made. The new candidate will start on March 2<sup>nd</sup>, 2020. Resumes will continue to be received and reviewed to fill the 2020 budgeted CLTS position.

Von Oepen also reported that a part-time Early Head Start Home Visitor position has been posted.

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

Von Oepen provided the committee with an update on the Early Head Start Home Visitor program. She reported that the home visitor now has a full caseload of 12. There are an additional seven children on a wait list.

She reported to the committee that the Early Head Start Home Visitor has been attending meetings with the Birth to 3 program staff to help increase collaboration and understanding between the two programs.

Von Oepen provided an update about a meeting that occurred with Children's Hospital staff to discuss using space for socialization events.

She will continue to have meetings with the team at the Head Start corporate office to discuss and communicate program goals, outcomes, compliance, and training opportunities.

**V. BIRTH TO 3 PROGRAM UPDATE**

**A. Program Update**

Von Oepen gave the committee a Birth to 3 program referral update. She reported referrals from each of the three counties – three from Forest, 18 from Oneida, and seven from Vilas. Referrals were received from a variety of locations, including Argonne, Lac du Flambeau, and Rhinelander. Referral sources included Ascension, Aspirus, and Oneida, Vilas, and Forest County's Departments of Social Services.

Von Oepen updated the committee about a Birth to 3 networking meeting she and other staff attended at the regional office on January 23<sup>rd</sup>, 2020. Other counties and state staff were in attendance.

She updated the committee about plans to potentially network with other Birth to 3 program coordinators statewide in order to create a unified Policy and Procedure manual. She also noted that the current Emergency Service Program intern will join the Birth to 3 program for the last two weeks of her HSC internship.

**B. Innovation in Social-Emotional Development Grant Update**

Von Oepen provided the committee with an update about the Innovation in Social-Emotional Development Grant. She reported that the grant was submitted and the team is waiting to hear about grant awards, which should be announced at the end of March 2020. She gave an overview of what was requested in the grant and thanked both Tamara Feest and the Birth to 3 team for their hard work in preparing and writing the grant.

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

Von Oepen updated the committee on the CLTS program. She noted that the team recently held quality assurance calls with contractors. She also noted that, due to the recent number of referrals for children with autism, she reached out to Caravel Autism Health to learn more about resources that they offer in our tri-county area and discuss HSC referring clients to their services.

Von Oepen reported to the committee that she recently participated in the 2020 Impact & Planning Survey in which she explained the issues with providing care in a rural area, including lack of providers and transportation difficulties.

On January 10<sup>th</sup>, 2020, Von Oepen met with local managed care organizations (MCOs) Lakeland Care and Inclusa. In the meeting, participants discussed ways to ensure the smoothest transition from one care provider to the next.

She reported to the committee the number of referrals into the CLTS program for the months of January and February 2020.

**VII. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE**

Von Oepen updated the committee about the MAPC program. She provided referral numbers for each county. She reported that there are 24 clients enrolled, but some are soon to transition out and others are being referred into the program.

**VIII. NEXT MEETING DATE**

Wednesday, March 11<sup>th</sup>, 2020 at 3:00 PM

**IX. ADJOURNMENT**

There being no further business, Vice Chairman Campbell declared the meeting adjourned at 3:33 PM.

Respectfully submitted,  
Jessica Kaul  
Administrative Assistant