



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, June 12, 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

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 Storms, second by Cushing to:

APPROVE THE MINUTES FROM APRIL 10, 2019.

All ayes, motion carried.

III. BIRTH TO 3 PROGRAM UPDATE

Von Oepen reported that the team attended the networking meeting in Appleton on May 21, 2019. She noted that the meeting was a great opportunity to network with other Birth to 3 program administrators and DHS staff.

Von Oepen discussed a phone call with Dana Romary, Technical Assistance with DHS, who provided DHS updates. Dana Romary has a face-to-face meeting scheduled on July 26, 2019.

Von Oepen reported that MetaStar, contractor with DHS, will complete a Birth to 3 record review on July 22, 2019. Findings from this review are used by DHS to ensure we're meeting requirements outlined in the Home and Community Based Services waiver.

Von Oepen discussed a positive meeting that was held with Potawatomi Indian Child Welfare regarding the Birth to 3 services we provide in addition to learning more about the services that ICW can provide.

Von Oepen reported 17 referrals in March, zero (0) from Forest, eleven (11) from Oneida, and six (6) from Vilas. Referrals were received from a variety of locations, including Eagle River, Minocqua, Rhinelander, and Lake Tomahawk. Referral sources included Ascension, Aspirus, Early Head Start, Oneida County Department of Social Services, Vilas County Department of Social Services, and Marshfield Children's Hospital. Von Oepen reported 68 children are currently receiving services.

Von Oepen reported that two interns from University of Wisconsin-Whitewater will be completing an internship with the Birth to 3 team. Each will do 150 hours shadowing the Birth to 3 team. The interns will also complete 150 hours each of service outside of HSC.

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

A. High Cost Stepdown from Mendota Update

Von Oepen provided an update on the high cost placement. She, Chuck Lechmaier, and Tammy McKinney went to Mendota on March 26, 2019 to meet with the individual. Lechmaier had been in contact with several providers to discuss a transition. Placement in a group home happened on May 7, 2019 and was successful.

B. Staff Vacancy

Von Oepen reported that service coordinator Melanie Fralick retired on June 12, 2019. Her caseload was divided between the remaining service coordinators and herself. Three interviews for the service coordinator opening are scheduled the week of June 17th.

C. Rate Setting Update

Von Oepen reported on a meeting held with StaffWorks and Employment Options to review information surrounding the rate setting initiative that goes into effect on July 1.

Von Oepen reported that there are currently two (2) kids on the CLTS waiting list, with screens to be completed by the end of the week.

V. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE

Von Oepen noted that she will attend the Wisconsin Personal Service Association conference on June 13 and 14, 2019.

She noted that there are currently 21 children in the MAPC program. Oneida County has twelve (12) consumers, Vilas has nine (9), and Forest has zero.

Von Oepen has been working through an update to our policies and procedures and has requested information from various contracted agencies in regard to the specific training that they supply their employees.

VI. NEXT MEETING DATE

Wednesday, July 10, 2019 at 3:00 P.M.

VII. ADJOURNMENT

Chair Lee declared the meeting adjourned at 3:36 PM.

Respectfully submitted,
Jessica Kaul
Administrative Assistant