



# 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, July 14, 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(via video), Ken Storms, Paul Millan, Holly Tomlanovich (joined at 3:03), Bob Thome, Ted Cushing

Members Excused:                    Cheri Collins

Members Absent:                    None

Staff Present:                        Tamara Feest, Kelly Von Oepen, Melissa Gauthier

Others Present:                      None

### **I. MEETING CONVENED**

Secretary Storms called the meeting to order at 3:00 P.M. It was noted that a quorum was present and 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 Thome to:

**APPROVE THE MINUTES FROM MAY 12, 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 monthly and Forest County will meet as needed. Although Vilas County Department of Social Services sees this as a valuable meeting, the last couple of meetings did not occur due to HSC not receiving the names of clients or the invitation to the meeting until the day of the meeting. Von Oepen also reported that family specific staffing with OCDSS continues to take place monthly as needed and FCDSS weekly as needed.

Von Oepen also noted that she completed an overview presentation of the programs in the DD Department to the Vilas County Aging and Disability Resource Center Committee on June 21, 2021. A Birth to 3 staff member attended the LDF WIC/Healthy Family/Birth to 3 Car Seat Event on June 22, 2021. This event was a great opportunity for families to see several agencies collaborating together and to hand out materials about the Birth to 3 program.

**IV. BIRTH TO 3 PROGRAM UPDATE**

Von Oepen reported there are currently 49 participants in the Birth to 3 program. Of the 49 enrolled, 5 are from Forest County, 16 from Vilas County, and 28 are from Oneida County. Von Oepen also reported that the Birth to 3 program received 14 referrals in June which included 3 from Forest County, 4 from Oneida County, and 7 from Forest County. The referrals came from a variety of sources including parents, Ascension, Early Head Start, and Oneida and Vilas Departments of Social Services.

Von Oepen reported that Forest County Potawatomi Health and Wellness Speech Language Pathologist reached out to her to advise that she would be willing to provide speech evaluations and treatment in the families' natural environment with the Birth to 3 families in Forest County in the absence of HSC's part-time SLP that left the end of June. More communication will take place to establish a contract as HSC decides to move in that direction.

Von Oepen reported that the Birth to 3 program is currently working with 5 interns from the University of Whitewater. Due to COVID, the interns are all working remotely and they need to complete service projects as part of their internship. The interns are working on updating a tri-county resource guide for the Birth to 3 families and also creating an entry and an exit survey for the parents of the Birth to 3 children.

Von Oepen reported that the Metastar audit was scheduled for August but has since been put on hold. Feest reported that Metastar changed its grading rubric

and several agencies that have scored very well on their audits in the past did not do well under this new rubric as Metastar did not provide information on the changes prior to the audits. DHS is going to re-tool the scoring mechanism and re-score the agencies that have already been surveyed and then move on to those that haven't been surveyed yet.

Von Oepen also reported that she has been participating in the monthly DHS leadership calls which has been a great networking opportunity to connect with other Birth to 3 coordinators to discuss topics that counties may be struggling with.

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

Von Oepen 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. Von Oepen reported that of the 12 children enrolled, 9 are also in the Birth to 3 program. Von Oepen reported that 3 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.

Von Oepen reported that she reviewed and signed the EHS-HV agreement June 30<sup>th</sup> for the contract cycle of July 5<sup>th</sup>, 2021-June 24<sup>th</sup>, 2022. Von Oepen reported there will be a \$3.00/per 90-minute visit increase in reimbursement. Von Oepen also reported there will be an increase to the in-kind match from \$2750.00/per child/per year to \$2900.00/per child/per year.

Von Oepen reported that according to Carol Jackomino at The Office of Head Start, effective July 1<sup>st</sup>, 2021, all programming must resume to in-person services, including home visits and socialization activities. If families are not comfortable with someone coming in their home, then an alternative location should be found for the visit.

Von Oepen also reported that a new process for any child in foster care in the EHS-HV program with parental reunification as the goal, the EHS-HV, now has the opportunity to meet with the foster parents bi-weekly and the biological parents bi-weekly. This change will provide a connection between the DSS, foster placements, the child's biological parents and the EHS program, when reunification is the goal.

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

Von Oepen reported that there are currently 156 children enrolled in this program, 18 from Forest County, 93 from Oneida County, and 45 from Vilas County. Von Oepen reported that CLTS has been contacted by Metastar and the CLTS audit will be taking place early August. Von Oepen reported that 30 names will be pulled for the audit. Audit information will be sent to them electronically as they are not completing any CWA face to face visits at this time.

Von Oepen reported that she has been partnering with the Behavioral Health Department to develop one agency referral form, which is still in draft, to help streamline the referral process for HSC.

Feest reported that a meeting with Caravel was held to discuss coordination of care opportunities and that Caravel is interested in opening a center in Rhinelander. Feest reported that she provided contact information for Nicolet College to help recruit staff and offered office space in the HSC building temporarily while they get up and running.

Von Oepen reported that she is continuing to work on finding new providers for the CLTS program and just completed contracts with Stable Hands, an Equine Therapy Center formed in 1992 and Music Therapy Services of Central Wisconsin, Inc.

**A. ENROLLMENT AND WAITLIST COMPLIANCE REPORT**

The Human Services Center Enrollment and Waitlist Compliance Report – May 2021 was distributed to the committee. Feest reported that the report comes from the state every month. Feest highlighted some areas of the report, including that every child that the state makes enrollable for HSC, HSC is enrolling. Feest also reported that due to the pandemic, the state is not allowing agencies to disenroll anyone in CLTS at this time, unless at parent request to be disenrolled and it is approved by BCS (Bureau of Children’s Services) staff.

**B. ADDITIONAL CLTS SUPPORT & SERVICE COORDINATOR POSITION**

Feest reported that the current CLTS Support & Service Coordinators are working with caseloads of 35-40 children and enrollment has been steady since August of 2020. Feest reported that an additional CLTS Support & Service Coordinator will help to redistribute the caseload from the other Coordinators to continue to allow enrolling children released from the state waitlist.

Motion by Cushing, second by Thome to:

**ADD A CLTS SUPPORT & SERVICE COORDINATOR AND FORWARD TO ADMINISTRATION COMMITTEE FOR APPROVAL.**

All ayes, motion carried.

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

Von Oepen reported that the MAPC Registered Nurse has given notice of retirement and her last day will be September 3, 2021. Von Oepen reported that there are 28 people enrolled in this program, many of which are also in the CLTS program. Feest reported that Feest and Von Oepen had a conference call with MILC (Midstate Independent Living Choices), and they are working on a transition plan to MILC. They currently provide these services for 11 counties, including the 3 counties we serve, and they have the staff and capacity to serve these clients. Feest and Von Oepen are working on a letter to send out to the MAPC clients to inform them of the change and assist to make the transition as smooth as possible.

**VIII. NEXT MEETING DATE**

Wednesday, August 11, 2021 at 3:00 PM

**IX. ADJOURNMENT**

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

Melissa Gauthier  
Administrative Assistant

APPROVED