



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, April 11, 2018 at 3:00 P.M.

Person Taking Minutes: Michelle Bellile

**Minutes reflect the recorder's notations of actions taken and are subject to approval of the appropriate committee and/or Board.*

Members Present: Dave Campbell, Ted Cushing, Dick Johns, Harland Lee, Paul Millan, Ken Storms

Members Excused:

Members Absent: Dave Hintz

Staff Present: Tamara Feest, Keith Haselton, Kelly Von Oepen

Others Present: None

I. MEETING CONVENED

Chairman Millan 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 Johns, second by Cushing to:

APPROVE THE MINUTES FROM FEBRUARY 14, 2018.

All agreed, motion carried.

III. VACANCIES AND RECRUITMENT UPDATE

Von Oepen reported the vacancies of the part-time Physical Therapist and a Bachelor's level Registered Nurse.

Von Oepen reported on recruiting efforts for the Physical Therapist and Occupational Therapist openings for Birth to 3, including a direct email campaign to all license holders in the state and announcement of the open positions by the University of North Dakota.

IV. BIRTH TO 3 PROGRAM UPDATE

Von Oepen reported a total of 52 children are receiving services as of March 2018. 18 referrals from a wide variety of sources were received in March.

Von Oepen explained the evaluation procedure and five developmental areas that are assessed.

Von Oepen reported 51 evaluations were performed in 2017 and 26 evaluations have been performed in 2018 year-to-date.

V. CHILDREN'S LONG-TERM SUPPORT PROGRAM UPDATE

Von Oepen reported thirteen children on the waiting list and two new referrals needing screening. If found eligible, the referred children will be added to the waiting list. Von Oepen discussed referral sources, including internal referrals from the Birth To 3 Program.

Von Oepen reported the State expectation is a minimum of 71 children should be enrolled in and receiving services in the program each year. Seven children are no longer receiving services for various reasons and four children will be aging out in 2018.

Staff continue to learn the new Eligibility and Enrollment Streamlining system.

Von Oepen reported the Birth to 3 Program staff and Children's Long-Term Support Program staff meet weekly to discuss common clients.

Von Oepen reported on several upcoming presentations attended by staff and distributed a survey sent to families with children enrolled in the program.

VI. 2018 CHILDREN'S COMMUNITY OPTIONS EXPENDITURE REPORT: DISCUSSION

Haselton distributed a report detailing the 2018 Budget, 2018 Individual Service Plan Projection, Surplus/Deficit amounts and Year-To-Date Actuals. This report is furnished to Forest, Vilas and Oneida County Department of Social Services.

VII. MEDICAL ASSISTANCE PERSONAL CARE PROGRAM UPDATE

Von Oepen reported 26 consumers are currently receiving services in the program.

Von Oepen discussed the upcoming vacancy of the agency's Registered Nurse. As a result of the vacancy, two nurses, previously employed by the agency until the Family Care transition occurred, have been brought back as Limited Term Employees for oversight of the Medical Assistance Personal Care Program and Outpatient Clinic.

VIII. NEXT MEETING DATE

Wednesday, May 9, 2018 at 3:00 p.m.

IX. ADJOURNMENT

Motion by Cushing, seconded by Storms to:

ADJOURN THE MEETING.

Meeting adjourned at 3:34 P.M.

Respectfully submitted,
Michelle Bellile, Administrative Assistant

APPROVED