

**MEETING MINUTES FOR THE  
SPECIAL SERVICES ADVISORY COMMITTEE  
MAY 17, 2018**

**MEMBERS PRESENT:** Sara Barron, Chelsee Bates, Patrick Jauquet, Lisa Roberts, Vickie Smith, Casey Vullings

**MEMBERS ABSENT:** Kim Coronado, Emily Enockson, Wendy Heyn, Murrene Payton, Jennifer Siderits,

**DEPARTMENT STAFF PRESENT:** Tammy Kokan, Caitlin Lang, Lauren Polahar, Lindy Schrader

**GUESTS PRESENT:** Bryan Andringa, Katie Bathie, Nicole Boyington, Jennifer Cera, Arvel Cousins, Andre Gregory, Nicole Gregory, Patrice Kwiatkowski, Tracy Nevins, Rich Pollex, Jennifer Schultz, Saira Taihr

Vullings called the meeting to order at 12:00 p.m.

**INTRODUCTIONS:**

Members introduced themselves and their roles (parent and professional).

**APPROVE MINUTES OF FEBRUARY 15, 2018**

Motion: Sara Barron moved, seconded by Bryan Andringa, to approve the minutes of the February 15, 2018 meeting. Motion passed unanimously.

**WALK ON ITEMS:**

Attention was drawn to internship programs with high school/college/technical college students and if they are approved CLTS providers, and that a discussion about that topic be added to the next Agenda. Smith gave an update from a past meeting discussion regarding this topic and stated that the Department did contact Carroll College and UW-Waukesha to gain unpaid respite providers looking specifically for individuals who are Spanish speaking with few responses. It was suggested that WCTC may be a larger resource for unpaid internships.

**RESOURCES REVIEW:**

SSAC Brochures and Welcome letters. Please take and share with others.  
Financial Planning Special Needs Trust folders to take and share.  
Talk to Me Technologies Speech Pathology information available to take and share.  
City of Waukesha Police Department Special Needs forms available.  
Broadscope Respite & Recreation Services brochures.  
Compass Wisconsin brochures for families in the intake & assessment stage.  
Zachariah's Acres Handicap Accessible facility (nature center) information.  
Southeast Regional Center Save the Date regarding a conference (Sept. 27) flyer about family well-being and mental health support.  
IRIS Independence First provider for physically and developmentally disabled support.  
Special Needs Parents and Caregivers support group at Fox River Christian Church Saturday evenings.  
Camp Pow Wow.  
Team Up with Families Resource – they offer a free summer camp and connect with families.

Katie's Closet a lending resource library of medical equipment to get equipment for free. Open Wednesday afternoons and Saturday mornings.

#### **CLTS AND CCOP UPDATES:**

Smith gave an update on the CLTS Wait List. In 2017 there were monies given to the County to eliminate the Wait List. At that time there were 406 youth waiting as long as 5 years dating back to 2012 to receive services and a service coordinator. In October 2017 the County began taking youth off of the Wait List and are projected to remove all by the end of 2018. To date there have been 255 families being assessed, approximately 40 of the families declined waiver. There is an additional 92 youth who have applied and will also be served. Since the new concept of no Wait List there has been an increase of referrals to the waiver program. Waukesha County was the largest County for the number of youth on a wait list and are the third largest county in the state with youth being served on the waiver. Milwaukee County is first and Dane County second. At the completion of the wait list Waukesha County will have 720 on the Waiver program. Due to the increase 7 new staff with an additional 3 have been/will be added.

Vullings gave CCOP updates. CCOP funding is allocated to serve families on the Wait List. There is a service coordinator supplying services to 25 families at this time to meet short term health and safety needs and will continue on to the others waiting. Services being funded through CCOP are Summer Camps, home modifications, etc.

Vullings also gave staffing updates. Vullings has taken a new role as program manager with Lutheran Social Services and will be more behind the scenes. Caitlin Lang and Chelsea Bates have become program supervisors. Chelsea along with the guidance of Caitlin, and Vickie Smith will be facilitating the SSAC meetings in the future.

#### **ANNUAL SURVEY RESULTS:**

Jen Cera from Neighborhood Analytics presented the results of the 2017 Children with Special Needs Consumer Quality Assurance Survey. The survey is a 13 question survey that was mailed out to families who received services in 2017 starting in January through October when the survey was mailed out. See attached Power Point.

#### **2018 GOAL/AGENDA FOR NEXT MEETING/ADJOURN:**

Smith gave an update on the concept of a Web/Facebook page to help with resources, etc. The creation of the page will be a large undertaking and may be available by early 2019.

Motion: Patrick Jauquet moved, seconded by Rich Pollex, to adjourn the meeting at 12:45 p.m. Motion passed unanimously.

**September 20, 2018**

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Approved

*Respectfully submitted,  
Tammy Kokan  
Administrative Specialist*