

**OPEN MEETING MINUTES**  
**Waukesha County Health and Human Services**  
**Special Services Advisory Committee (SSAC)**  
**September 16, 2021**

**Present Committee Members:** Sara Barron, Heather Heard, Mardy Juhl (Chair), Alissa Hetzel, Saira Tahir

**Absent Committee Members:** Ryan Freund, Katie Bathie, Nicole Boyington (Vice Chair), Wendy Heyn

**HHS Staff Liaisons:** Vickie Smith

**Guests:** Nicole Breu, Tracy Stainslawski, Janelle McClain, Kimberlee Coronado

**1. Call to Order**

Chair Juhl called the meeting to order at 12:06 p.m.

**2. Review and Approval of Minutes**

**a. May 20, 2021**

Motion: Barron moved, seconded by Hetzel, to approve the Special Services Advisory Committee minutes of May 20, 2021. Motion passed unanimously.

**3. Business**

**a. Quorum**

Motion: Hetzel moved, seconded by Barron to approve to keep quorum 5 members, but change that 3 members must be parents. Motion passed unanimously.

**b. Term Lengths**

Motion: Barron moved, seconded by Heard to approve membership term lengths running from November 1 to October 31 of the following year. Motion passed unanimously.

**c. Elections (Term: November 1, 2021- October 31, 2022)**

• **Chair**

Motion: Hetzel moved, seconded by Tahir to approve Juhl as Chair of SSAC for the term of November 1, 2021 - October 31, 2022. Motion passed unanimously.

• **Vice Chair**

This topic has been tabled until a future meeting.

**d. Membership Reappointments (Term: November 1, 2021 – October 31, 2022)**

• **Agency Service Provider Representative Seats**

• **Broadscope Disability Services**

Motion: Barron moved, seconded by Heard to approve Lutheran Social Services as an Agency Service Provider for the term of November 1, 2021 - October 31, 2022. Motion passed unanimously.

- **Lutheran Social Services**

Motion: Barron moved, seconded by Heard to approve Lutheran Social Services as an Agency Service Provider for the term of November 1, 2021 - October 31, 2022. Motion passed unanimously.

- **Waukesha County Health and Human Services**

Motion: Barron moved, seconded by Hetzel to approve Waukesha County Health and Human Services as an approved Agency Service Provider for the term of November 1, 2021 - October 31, 2022. Motion passed unanimously.

- **Waukesha County Public Health Department**

Motion: Hetzel moved, seconded by Barron to approve Waukesha County Public Health Department as an approved Agency Service Provider for the term of November 1, 2021 - October 31, 2022. Motion passed unanimously.

- **Parent Members (Term: November 1, 2021 – October 31, 2022)**

- **Kate Bathie**

This topic has been tabled until a future meeting.

- **Ryan Freund**

This topic has been tabled until a future meeting.

- **Wendy Heyn**

This topic has been tabled until a future meeting.

- **Saira Tahir**

Motion: Hetzel moved, seconded by Tahir to approve Juhl as Chair of SSAC for the term of November 1, 2021 - October 31, 2022. Motion passed unanimously.

#### **4. Committee and Organizational Updates**

##### **a. Children's Long-Term Support (CLTS) and Children's Community Options Program (CCOP) Program Updates**

Smith distributed and reviewed documents titled "Become a CLTS Provider," "CLTS Renewal," and "Summary."

Smith shared the following staffing updates:

- Lisa Roberts is now the Deputy Director
- Penny Nevicosi is the new Child and Family Manager
- Allison Anschutz she is a transition staff member; she has joined the LSS team

- Smith has returned to overseeing all the special need's programs for Waukesha County

Currently, there are 10 County Service Coordinators, with Juhl as the Supervisor. Three new social work positions have been filled and will begin on October 4. There is 1 open position for a Spanish-speaking Service Coordinator, and 9 open positions for contracted services.

The upcoming budget for 2022 will request funding for the new positions. Smith noted that the County is continuously hiring contract staff to eliminate the waiting list.

The County will start moving forward with the "No Wrong Door" model that takes effect on October 1. The goal is that families no longer need to reach out to 2 separate "doors" to access services. They would be able to funnel through the Children's Intake Line and be able to determine eligibility for all programs. The direct phone number is 262-896-3397.

Smith provided details about CCOP funding, stating that the CCOP funds were exhausted in July 2021. She explained that CCOP funds are used to enhance waiver services for families. In addition, funds are used for families who do not qualify for the waiver program but have the same level of need. The County is required by DHS regulations to serve all families to the full capacity.

Smith advised the Functional Screen has evolved. The clinical instructions reflect updated language and the addition of new categories. A few examples of the changes are that youth will no longer be asked if they know their home phone number, as well as replacing the terms "he/she/him/her" with the terms "they/them" to make the language more binary.

**5. Topics for the Next Meeting's Agenda**

- Partner agencies with virtual options
- Membership reappointments for absent members/new members
- In-person versus virtual meetings

**6. Open Forum for Public Comment for General Questions/Concerns**

There was no public comment.

**7. Adjourn**

Motion: Tahir moved, second by Heard, to adjourn the meeting at 1:12 p.m.

Motion passed unanimously.

**NEXT MEETING:**

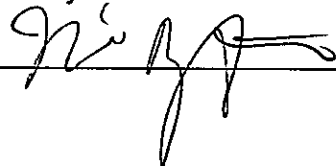
Thursday, November 18, 2021

12:00 PM – 1:30 PM

Meeting Location: Room 114 at HHS

Minutes respectfully submitted by Nicole Breu.

Minutes Were Approved:



Chair

Date:

7/25/2022