

**OPEN MEETING MINUTES**  
**Waukesha County Health and Human Services**  
**Children's Community Option Program (CCOP)**  
**November 16, 2023**

**Present CCOP Committee:** Vickie Smith (Chair), Jennifer Nicholson, Joelle Goesda, Tracy Stanislawski, Katie Bathie, Julie Kowalske, Sarah Burbey, Kelley Serano, Julia Freunk

**Guests:** Dua Vang-Ramirez, Nicole Breu

**Absent:** Sara Hawkins, Stacy Pawlak

**1. Call to Order**

Chair Smith called the meeting to order at 12:04 p.m.  
Introductions were exchanged among the committee members and guest.

**2. Review and Approval of Minutes**

Motion: Nicholson moved, second by Kowalske, to approve CCOP minutes of September 14, 2023. Motion passed without a negative vote.

**3. Introduction of Newly Appointed Committee Members**

- a. Review of materials provided to all committee members.
  - CCOP Advisory Committee Bylaws
  - 2024 CCOP Membership Description
  - May 2023 CCOP Plan
  - 2023 CCOP Guidelines

**4. Committee Business**

- a. **Committee Appointment of Chair Position and voting for Vice Chair position**
  - Smith has been appointed Chair of the 2023-2024 CCOP Committee by HHS Director, Liz Aldred.
- b. The committee voted to appoint Nicholson as Vice Chair of the CCOP Committee for 2023-2024. Nicholson accepted the position.
- c. **Scheduling of 2024 Dates**
  - **Proposed dates: February 22; May 23; September 19; November 14**
  - Motion: Kowalske moved, second by Bathie, to approve future CCOP meeting dates. Motion passed without a negative vote.

**d. Report Out on status of 2023 CCOP Funding Status**

As of November 13th, \$135,461.74 of CCOP money was used, leaving 90 thousand dollars available for spending. If not, all funding is used, referrals above \$500 will be given on a first-come, first-served basis, leaving over \$47,000 available. CCOP requests can be submitted until December 31st to avoid cuts before the end of the year. Service Coordinators are contacting families with CCOP opportunities to use up funds.

- e. **Remote Committee Participation - Review of proposed draft letter by Committee members**

Kowalske distributed and reviewed a letter directed to Waukesha County Corporation Counsel, requesting an update to the remote meeting guidelines for the CCOP Committee. Attendees discussed a desire to update the committee's bylaws to remove the three-day notice requirement for remote appearances, as well as allowing excused illness to apply to both the member and their immediate family. Committee members felt this would align more with the standards posted on the internet for the Waukesha County Circuit Courts, allowing for remote participation. Smith explained that the courts are governed by the State of Wisconsin with their own Corporation Counsel, so their guidelines will differ from the County's; however, she will consult and follow up with the County's Corporation Counsel.

Motion: Nicholson moved, second by Kowalske, to have Nicholson and Kowalke rewrite the letter to Waukesha County Corporation Counsel outlining the committee's desires for the remote guidelines. Motion passed without a negative vote. The CCOP Committee will hold a special meeting on Tuesday, December 12 from 12:00 p.m. - 1:00 p.m. to discuss the revised letter prior to the letter being presented to Waukesha County Corporation Counsel.

**f. Parental Payment Itemized Invoicing Update**

Health and Human Services is currently looking to revise the current billing invoices for a possible launch of the new updated invoice in spring of 2024. It is thought that this new revised invoicing will not have as great of an impact on CLTS participants as the State requires the program to use a 3rd party administrator for billing, the invoices will not have the same itemized billing as the rest of the department.

**5. Agency Updates**

**a. 2024 Consumer Quality Assurance Survey**

Smith distributed and reviewed a document titled, "2022 - CSN Consumer Quality Assurance Survey. Smith is working on an electronic survey that uses a QR code after reviewing the CSN Consumer Quality Assurance Survey from 2022. To gather further information, a survey will be sent out at the end of December. The findings will be addressed at the CCOP conference in May.

**b. 2024 Staffing Capacity Update**

The division is one short of its maximum staffing level. The goal is to have this position filled by the end of the year. In 2024, a full unit of 7 service coordinators and 1 supervisor will be added. That brings a total of 7 ongoing units and 1 intake unit.

**c. Enhancing Deciding Together Conversations in 2024**

Smith distributed and reviewed a document titled, "Deciding Together."

In 2023 Waukesha County's annual CLTS Audit by Metastar, has been deemed that Waukesha County must increase the Deciding Together conversations. In discussions with DHS regarding the concept of Deciding Together, DHS stated that a Deciding Together conversation should involve live discussions regarding the identified need versus the family emailing the specific requested item. In 2024, families will be notified of this change via a letter in the mail. The committee was informed that DHS does not allow a specific list of services to be available as the determined services are based off individual outcomes and the "Deciding Together Process". It is also hoped that much of the discussions about needed services can occur at the six-month home visit and recertification visits. Discussions outside of this visit can occur for additional items or adjustments to already discussed services, or emergent needs.

**d. New Provider Relations Specialist Position**

Kayla Wright, who transitioned into the role in September, aims to improve the division's provider connection by working directly with providers to streamline the onboarding and contracting process for new CLTS Waiver providers, help resolve authorization questions. A new email inbox has been created for all providers to be able to send emails to one person for timely and accurate responses.

**e. Childcare Service Requirements Update by DHS effective 11/1/23**

The State updated the childcare waiver manual definition and rate structure limits for community-based childcare for children with special needs on November 1, 2023. DHS will be terminating its contract with WPS and will transition to Gainwell Technologies by January 2025 for authorization and claiming of CLTS Waiver services.

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

- Reviewing the revised document to present to Corporation Council

**7. Public Comment**

Dua Vang-Ramirez gave a public comment. Variety Children's Charity shared that the Chatter Matters Communication Camp applications are now open.

**8. Adjourn**

Motion: Kowalske moved, second by Nicholson, to adjourn the meeting at 1:33 p.m.  
Motion carried unanimously.

*Respectfully submitted by Nicole Breu.*

Minutes Were Approved: \_\_\_\_\_

Date: \_\_\_\_\_



11/16/2023

**FUTURE MEETING DATES:**

- December 12**
- February 22**
- May 23**
- September 19**
- November 14**