

**MEETING MINUTES FOR THE SPECIAL SERVICES ADVISORY COMMITTEE (SSAC)
November 16, 2017**

MEMBERS PRESENT: Sara Barron, Patrick Jauquet

MEMBERS ABSENT: Jennifer Bertram, Eden Christman, Kimberlee Coronado, Amy Elfner, Emily Enockson, Lisa Fusco, Jason Gahan, Wendy Heyn, Benhi Khabebe, Amy Shurte, Jennifer Siderits, Bonnie Siegel.

DEPARTMENT STAFF PRESENT: Jane DeGeorge, Megan Fishler, Tammy Kokan, Casey Vullings, Katelyn Winans

GUESTS PRESENT: Lukas Dommerk, Andre Gregory, Nicole Gregory, Pat Kwiatkowski, Saira Tahir, Katie Bathie

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

INTRODUCTIONS

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

Vullings reviewed the SSAC Mission, the Children's Long Term Support (CLTS) Waiver Program, and the Children's Community Options Program (CCOP).

Jauquet questioned, do all Waukesha County schools have information available to families looking for assistance/information about Waukesha County Children with Special Needs unit. Vullings stated there is not a liaison between the schools and the Department this time and will research that possibility. The committee discussed the importance of schools having information available to families seeking information for special needs children.

APPROVAL OF MINUTES FROM SEPTEMBER 21, 2017

Motion: Jauquet moved, second by Barron, to approve the minutes of the September 21, 2017 meeting. Motion carried unanimously.

CLTS AND CCOP PROGRAM UPDATES

Vickie Smith replaced Diane Scheerer as the Children with Special Needs Supervisor

Vullings stated the approval of the State budget has provided monies allowing Waukesha County to hire a new supervisor and 5 new service coordinators to assist with eliminating the CLTS Wait List and meet the needs of families. To date 60 families have been contacted for waiver assistance.

With the elimination of the wait list there is a shortage of providers for respite, daily living skills, mentoring, behavioral treatment services, etc. The County is aware of this issue and has contacted providers as well as them contacting the County to discuss the short and long term effects and to look at their business model and to possibly expand their services to help serve more children.

Vullings noted that a service coordinator is contacting families for the CCOP program and anticipates serving approximately 110 families in 2018.

Vullings advised the committee that surveys will continue to be sent out to all families who are eligible for CCOP funding and to address unmet needs and crisis situations.

When a family is at the top of the CLTS Waiver Wait List a service coordinator will contact the family and schedule a home visit. If there is a functional screen completed in the past 12 months, that screen will determine if an update is necessary and if more information is needed to verify accuracy. If a functional screen is completed and the child is not functionally eligible for the program, steps are

taken to review the case and/or communicate with the State to verify necessary changes. If the child does not meet the level of care they will be removed from the CCOP program.

Vullings provided the new telephone number for Compass Wisconsin Threshold for families wanting to apply for CLTS and CCOP - phone: 414-345-6338. And also provided the telephone number and website address for the Southeast Regional Children's Center: 1-800-234-5437 (www.southeastregionalcenter.org) as a resource guide.

NEW MEMBERS AND CHAIRPERSON

Vullings stated that the member list needs to be updated. At this time the current chairperson is Patrick Jauquet. A report is given to the State advising who the members are, the State requires that more than half of the committee consist of parents. Vullings asked the committee to discuss what they think is expected of a new member.

Jauquet commented that commitment to attend three meetings or more a year is important and providing feedback about their experiences as a parent of a special needs child, and also asking questions and thinking broader than themselves by sharing experiences they have had with other families with special needs children.

The committee continued the discussion regarding member expectations, all agreed with the outcome. Parents attending today's meeting who have voiced their interest in becoming members were: Pat Kwiatkowski, Saira Tahir, Andre & Nicole Gregory.

SCHEDULE/AGENDA ITEMS FOR 2018

Vullings asked for input regarding change in meeting times and dates that the committee meets and agenda topics. The committee agreed unanimously to maintain the meeting time of 12:00-1:30 p.m. and the continuation of meeting on the third Thursday of the month quarterly. The following dates for SSAC meetings in 2018 are as follows: February 15, May 17, September 20, and November 15.

Vullings stated agenda items historically discussed that he would like to remain are the Client Satisfaction Survey in May and the Review of the CCOP Plan in September. Vullings asked the committee if there are topics they would like to add as agenda items in 2018. Some suggestions were: Social Media Safety, School Communications - Parent/student Rights, Information and understanding of the Individual Education Program (IEP), Vocational Planning/Resources for young adults, and Job Training.

ADJOURN

Motion: Jauquet moved, second by DeGeorge, to adjourn the meeting at 1:34 p.m. Motion passed unanimously.

SPECIAL NEEDS ESTATE PLANNING PRESENTATION (held after meeting was adjourned):

See attached Power Point presentations:

- Special Needs Planning – Estate Planning
- Creating Financial Security for a Loved One with Special Needs

February 15, 2018

Date Approved

*Respectfully submitted,
Tammy Kokan
Administrative Specialist*