

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: _____ Date: _____

**WAUKESHA COUNTY CHILDREN'S COMMUNITY OPTIONS PROGRAM
ADVISORY COMMITTEE BYLAWS**

Article I – Name

The name of this organization shall be the “Waukesha County Children’s Community Options Program Advisory Committee,” hereinafter referred to as the “CCOP Advisory Committee.”

Article II – Mission Statement

In partnership with the Waukesha County Health and Human Services Department (“HHS”), we seek to help develop and monitor the children’s community options program to better support and assist Waukesha County families that have a child with a disability. We strive for the children’s community options program to better support, nurture, and facilitate self-determination, interdependence, and inclusion in all facets of community life for the child and family.

Article III – Membership

- A. The CCOP Advisory Committee shall consist of eleven (11) persons meeting the requirements below:
1. A total of six (6) members shall be parents of children with disability, including, if possible, parents from families engaged in the children’s community options program. To the maximum extent possible, these members should be representative of the various disabilities, racial, and ethnic groups of Waukesha County.
 2. Two (2) members shall be representatives of Waukesha County Health and Human Services. One (1) of these members shall be a member of the Waukesha County Wis. Stats. §46.23, §51.42, or §51.437 department. One (1) of these members shall be a member of the Waukesha County Wis. Stats. §46.215 or §46.22 department.
 3. One (1) member shall be a representative from a Waukesha County school district.
 4. One (1) member shall be a representative from a local health department in Waukesha County, as defined in Wis. Stats. §250.01(4).
 5. One (1) member shall be a person providing social or educational services to children with disabilities other than those members identified in 2., 3., and 4. above.
- B. The members shall serve for a one (1) year term that shall expire each year in September.
- C. Members shall be appointed by the HHS Director.
- D. Vacancies shall be filled by appointment of the HHS Director; such appointee shall serve the balance of the term of the member whose place is being filled. New appointments or reappointments shall be for a term of one (1) year with no term limits.

Article IV – Duties of the CCOP Advisory Committee

- A. Per §46.272(4), Wis. Stats., the CCOP Advisory Committee shall serve as the advisory committee of the children's community options program to assist in developing the CCOP plan and to monitor the program.
- B. The CCOP Advisory Committee shall assist HHS in the development of the annual CCOP plan, which should include all of the following:
 - 1. A description of the proposed CCOP operations.
 - 2. The estimated number of families that will be assessed and served.
 - 3. A list of specific groups, if any, that will be given priority for available funding.
 - 4. A description of the outreach procedures that will be used to ensure that the program will be made available to children with physical, emotional, and developmental disabilities.
 - 5. The procedures that will be used to determine family needs.
 - 6. A description of the methods that will be used for the development and monitoring of service plans and for coordinating the provision of services and goods to participating families.
 - 7. A description of the methods that will be used to promote the creation of informal support and advocacy systems for families.
 - 8. A description of the method that will be used to monitor CCOP.
- C. Following the development of the proposed CCOP plan, HHS will submit the plan to the CCOP Advisory Committee for approval.
- D. Following approval of the CCOP plan, the CCOP Advisory Committee shall assist in monitoring the CCOP plan, including, but not limited to, providing HHS insight and feedback on various procedures.

Article V – Officers

- A. The officers of the CCOP Advisory Committee shall be a Chair and Vice Chair.
- B. The Chair is appointed by the HHS Director for a one (1) year term.
- C. The Vice Chair will be elected by ballot at the first meeting following the appointment of members for a one (1) year term and will assume office immediately.
- D. The Vice Chair will be elected by a majority of the CCOP Advisory Committee members present and if the first ballot does not produce a majority, the name of the member securing the least number of votes shall be dropped on subsequent ballots. In case of a tie in the lowest number of votes, all members tied for lowest number of votes shall be dropped if at least two (2) names remain.

- E. A vacancy in the office of Chair shall be filled by the HHS Director. A vacancy in the office of Vice Chair shall be filled by election at the first CCOP Advisory Committee meeting at which the vacancy exists. Procedure shall be as outlined in Section D above. CCOP Advisory Committee members filling a vacancy under this section shall serve the balance of the term of the member they are replacing in these vacancies.

Article VI – Duties of the Officers

- A. The Chair shall be a member of the CCOP Advisory Committee and shall preside at all meetings when present.
1. The Chair shall exercise all powers common to the office of Chair and shall sign all CCOP Advisory Committee meeting minutes.
 2. The Chair shall work closely with the HHS Children with Special Needs Coordinator and the HHS Child and Family Division Manager.
 3. The Chair will prepare agendas with the assistance of the HHS Children with Special Needs Coordinator and the HHS Child and Family Division Manager.
 4. The Chair shall, with the assistance of the HHS Director, HHS Children with Special Needs Coordinator, and HHS Child and Family Division Manager, review these bylaws once per term or as needed to comply with any applicable law or regulation.
- B. The Vice Chair shall act as Chair in the latter's absence and, when so acting, shall have the power, responsibility, and authority of the Chair.

Article VII – Attendance

- A. Members will attend all CCOP Advisory Committee meetings. If they are unable to attend, they will report their absence in advance of the meeting to be considered an excused absence.

Article VIII – Conflict of Interest

- A. Any CCOP Advisory Committee member who believes a conflict of interest exists for him or her regarding a specific item of CCOP Advisory Committee business must so state and refrain from discussion and voting regarding that item. The minutes shall record their statement and indicate their abstaining vote. Any CCOP Advisory Committee member who believes that a conflict of interest exists for any other CCOP Advisory Committee member regarding a specific item of CCOP Advisory Committee business shall have the right and responsibility of challenging that CCOP Advisory Committee member. If the majority of those present agree that a conflict of interest does in fact exist, the challenged CCOP Advisory Committee member will abstain from discussion and voting. Such action shall be recorded in the minutes.

Article IX – Meetings

- A. A fixed quorum of six (6) members shall be present to transact official business of the CCOP Advisory Committee.

1. Members approved in advance by the CCOP Advisory Committee Chair to appear by remote means and who fully comply with the CCOP Advisory Committee's remote appearance guidelines shall be considered present for quorum and attendance purposes and shall be entitled to vote.
- B. The CCOP Advisory Committee will meet quarterly on a date, time, and place specified by the CCOP Advisory Committee.
- C. Special meetings may be called at the discretion of the two (2) officers, or of any four (4) members of the CCOP Advisory Committee and shall be in accordance with the County Board rules of order which provides for appropriate meeting notice.

Article X – Amendments

- A. These bylaws may be amended by a majority vote of the CCOP Advisory Committee at any regular or special meeting provided notice of the intent to amend and a copy of the proposed amendment shall be given to each member of the CCOP Advisory Committee at least two (2) weeks prior to such meetings.
- B. These bylaws become effective when approved by a majority of the CCOP Advisory Committee.

Approved by:

_____, CCOP Advisory Committee Chair
_____, CCOP Advisory Committee Vice Chair

Adopted _____