

OPEN MEETING MINUTES
Waukesha County Health and Human Services
Children's Community Option Program (CCOP)
December 8, 2022

Present CCOP Committee: Vickie Smith (Chair), Jennifer Nicholson, Tracy Stanislawski, Stacy Pawlak, Greg Knott, Kate Bathie, Nicole Boyington, Julie Kowalske, Alissa Hetzel

Absent CCOP Committee: Sallie Jo McLaughlin

Present HHS Staff: Gabby Manders, Alissa Hetzel

Guests: Nicole Breu, Jena Sherer, Penny Nevicosi

1. Call to Order

Chair Smith called the meeting to order at 12:02 p.m. Introductions were exchanged among the committee members and guests.

2. Review and Approval of Minutes

Due to CCOP being a new committee, there were no minutes for approval.

3. Introductions of Committee Members and Committee Appointed Chair

Smith confirmed that Health and Human Services Director Aldred appointed Smith to be Chair of CCOP.

4. Review and Consideration of Committee Bylaws

Motion: Bathie moved, second by Stanislawski to approve the Children's Community Option Program (CCOP) CCOP Bylaws. Motion passed without a negative vote.

5. Committee Business

• **Elections (Term: December 8, 2022-December 31, 2023)**

Nevicosi stated that the dates for the Vice Chair term will be September 8, 2022 - September 30, 2023.

Motion: Nicholson moved, second by Boyington, to approve the restructured term dates not listed on the agenda. Motion passed without a negative vote.

Motion: Bathie moved, second by Stanislawski, to vote Boyington as the CCOP Committee Vice Chair. Motion passed without a negative vote. Boyington accepted the position of Vice Chair.

6. 2023 Annual CCOP Plan

Smith explained that a plan must be submitted to Health and Human Services every five years, with an update sent every year in between. Since a plan was not required due to the public health emergency, a plan has not been submitted since 2019. Smith added that an official plan will not be required to be submitted in 2023.

Smith shared that a goal of the Committee is to develop the CCOP plan each year.

7. Planning of 2023 Committee Meeting Dates

The committee came up with the following meeting dates and time:

- 2/16/2023
- 9/14/2023

- 11/16/2023
- Time: 12:00 p.m. - 1:30 p.m.

8. 2023 Meeting Objectives

The committee discussed the following possible 2023 meeting objectives.

Smith to provide previous CCOP plan for new committee members for reference

- How to make the CCOP funding the most equitable for the families served
- Provide parent education
- Increase transparency and communication regarding CCOP Program
- Consumer education/ What is available through CCOP vs Children's Long-Term Support (CLTS)
- What is the mechanism to acquire funds for CCOP/CLTS
- Communication to families on how to qualify for funding for the program
- Service Coordinator to attend a CCOP meeting to assist in answering questions regarding the wait list, the process, what is available to families
- How to best to work with the Service Coordinator
- Bring presenters to help with topics such as tips on IEP meetings and explain Special Needs Trust vs Able Trust
- Families dealing with mental health and how it interplays with cognitive disabilities
- Develop a CCOP brochure similar to the CLTS brochure
- How to hire and maintain Service Coordinators
- Change the way CCOP is perceived by the community
- Change the current perception of Waukesha County for Special Needs Families
- Communication regarding CCOP to the public
- Brainstorm better ways to advertise CCOP
- Communicate with Special Education Directors and School Districts
- Out of the box thinking/digital communication to families that may have cognitive disabilities
- Reach out to other community providers to get information out to families

9. 2021 Children with Special Needs Consumer Quality Assurance Survey Review

Smith distributed and reviewed a document titled "2021 Children with Special Needs Consumer Quality Assurance Survey."

In response to the 2021 Survey, the committee expressed that it would be helpful to see specific results for families now enrolled in the program as opposed to those on the waiting list, stating this could then help the committee develop future changes/updates to the CSN Survey.

Smith confirmed that the 2022 survey was mailed out in November 2022. She plans to present the survey results at the February 16 meeting.

10. Agency Updates

Smith informed the committee that they are working hard to eliminate the wait list and that service coordinators have been increased. After the addition of 23 new employees, the total number of Service Coordinators now stands at 42. By the end of January, Waukesha County will have three bilingual employees. According to Smith, onboarding and training typically take six months.

Currently, 1,115 people are enrolled in the waiver program. There are presently 34 intakes each month, down from 40 intakes each month in 2021. As of December 1, 2022, there are 254 families on the waiting list. Smith also stated that 50 cases will be assigned before the end of the year.

Professional Services Group (PSG) was added as a new contract agency. The department has also added an Intake Staff Unit, an Ongoing CLTS Waiver Unit, and three units within the Lutheran Social Services (LSS) contracted staff.

11. Topics for the Next Meeting's Agenda

The committee came up with the following topics for the next meeting:

- 2023 CCOP Plan
- Guidelines of CCOP
- Difference between CCOP vs CLTS

12. Public Comment

There was no public comment.

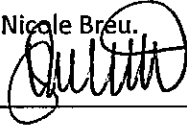
13. Adjourn

Motion: Hetzel moved, second by Stanislawski, to adjourn the meeting at 1:30 p.m. Motion passed without a negative vote.

Respectfully submitted by Nicole Breu.

Minutes Were Approved: _____

Date: _____

 3/16/23