



MINUTES

MARINETTE COUNTY CHILDREN'S ADVISORY COMMITTEE (CHILDREN'S COMMUNITY OPTIONS PROGRAM)

Tuesday, November 13, 2018

3:30 P.M.

Basement Conference Room "G"

Marinette County Health & Human Services Department

Members Present: Nina Blaisdell, Molly Bonjean, Kelly Christensen, Kelly Christian and Holly Smith

Members Absent: Kathy Adams, Naomi Adams, Michelle Mans & Traci Olson

Others Present: Glenn Sartorelli, Camille Gerbyshak and Katie Kinney

1. **Call meeting to order.**
Meeting called to order by Kelly Christian at 3:39 p.m.
2. **Approval of agenda**
Motion (Blaisdell/Christensen) to approve. Motion carried.
3. **Identify new consumer/community representatives for the Committee**
Introduction of newly appointed committee member, Holly Smith. Welcome to Holly and brief overview of Committee purpose and function.
4. **Approval/correction of May 14, 2018 minutes**
Motion (Blaisdell/Christensen) to approve. Motion carried.
5. **Public Comment** ~ Introductions of everyone present at the meeting.
6. **Correspondence** ~ Overviewed communications with program representative from the State of Wisconsin.
7. **CCOP Coordinator's report / update.** ~ Favorable feedback from the State representative regarding the CCOP program and our Department's positive collaboration between units/programs within the Department.
8. **Annual Children's Community Option Program Plan** Exhibit A
Motion (Bonjean/Blaisdell) to approve program plan as presented with spelling correction in item B #2. Motion carried.
9. **Future Agenda Items** ~ ideas for future Agenda items: new procedures, tour of SHARE Academy and long term planning with regards to concern for shortage of caregivers for those in need.
10. **Identify Next Meeting Date.** *Tentatively February 25, 2018*
11. **Adjournment**
Motion (Bonjean/Christensen) to adjourn at 4:21 pm.

Bobbie Dolliver, Recorder

**COUNTY AGENCY CHILDREN’S COMMUNITY OPTION PROGRAM (CCOP)
 ANNUAL PLAN UPDATE**

The *County Agency Children’s Community Options Program (CCOP) Annual Plan Update* form must be submitted to the Department of Health Services, Division of Medicaid Services, Bureau of Children’s Services, for review and approval by the deadline date established by DHS. DHS will review and approve or disapprove each county’s CCOP Plan.

Please complete the step-by-step CCOP Annual Plan Update for 2019 calendar year (CY), according to the instructions detailed below:

A. County Agency Contact Information

Please provide your County Agency CCOP Coordinator’s contact information, as indicated below:

County Agency Marinette County Health and Human Services		Name of CCOP Coordinator Camille Gerbyshak	
CCOP Coordinator Phone Number 715-732-7700		CCOP Coordinator Fax Number 715-732-7766	
CCOP Coordinator Email cgerbyshak@marinettecounty.com			
CCOP Coordinator Street Address 2500 Hall Avenue Marinette WI 54143	Mailing Address 2500 Hall Avenue Marinette	State WI	ZIP Code 54143
Date the Annual Plan Update was Approved by the County CCOP Advisory Committee*			(MM/DD/YYYY) 11/13/2018

B. County CCOP Administration

For each numbered item below, please check the box to indicate if a change or update to the CCOP Five-Year Plan has occurred, and provide brief summary of the change.

1. County CCOP Operations

- Describe any changes to your county’s operations from your CCOP Five-Year Plan, including the following activities:
- Access
 - Intake
 - Assessments

Brief summary:
 No updates in this area.

2. Updated estimated number of families that will be assessed and served

- Provide an updated estimate of the number of families that will be assessed and served utilizing CCOP funds during calendar year Approximately 75 families .

Brief summary:
 Marinette County Health and Human Services Department is projecting to assess and service approximately 75 families in 2018 with CCOP funding which is an increase from 2018.

3. Outreach procedures changes for children with disabilities

- Describe any changes to your county’s outreach procedures to ensure families are aware of the CCOP funds, and their availability to children with physical, emotional and developmental disabilities.

Brief summary:
 Marinette County Health and Human Services Department has been doing outreach at schools within our county to

educate them about CLTS, CCOP, and other services available to our county residents under the age of 18. We have brochures for CLTS and CCOP that are now available to community members and professional staff to encourage outreach and potential referrals. Staff continues to attend team meetings, IEP meetings, and any other pertinent meetings that provides us the opportunity to link services to children and families within our community. Also increased collaboration between Marinette County Health and Human Services Departments continues to occur in order to successfully meet the needs of children and their family's in Marinette County.

4. Other County CCOP Plan Changes

- Describe any other changes to your county's CCOP Five-Year Plan, including updates to the county's program operations, outreach efforts, assessment to determine family needs, or monitoring protocols.

Brief summary:

No updates in this area.

5. County CCOP Advisory Committee

State law requires that the county CCOP Advisory Committee consist of following defined members; Wis. Stat. § 46.272(4)(a):

- Parents of children with disabilities, including, if possible, parents from families participating in CCOP. To the maximum extent possible, parents must be representative of the various disability, racial, and ethnic groups in the service area.
- Representatives from the following list (at least one person from this list must represent community, human, social services departments delivering services to CCOP participants):
 - County departments or divisions of human services, community programs, or developmental disabilities services
 - County departments of social services
 - School districts
 - Local health departments
- Individuals in the service area who provide other social or educational services to children who have disabilities.

Please provide a brief summary of any changes to your county's CCOP Advisory Committee since the last plan approval, including a description of the following details:

- Role of the county's CCOP Advisory Committee and its members
- Frequency of the CCOP Advisory Committee meetings
- Information about the activities of the Advisory Committee

If you have attached separate documentation or materials that provides this information, please indicate "Attached" in the box below.

Brief summary:

No changes. We continue to do outreach to increase and include a more diverse ethnicity make up of committee members.

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- Complete the county's CCOP Advisory Committee Membership Roster, listed on page 3, item 7.

6. CCOP Annual Plan Update Submission

The County CCOP Coordinator must submit the completed *CCOP Annual Plan Update* form to the Department of Health Services (DHS) by the established date.

Please submit this completed CCOP Annual Plan Update and any supporting documentation via email to the Bureau of Children's Services at: dhscop@dhs.wisconsin.gov. Please include the following information in the subject line of your email message: "CCOP Annual Plan Update for <INSERT YOUR COUNTY'S NAME>"

7. County Children’s Community Options Program Advisory Committee Membership Roster

Complete the County CCOP Advisory Committee Roster below. Identify the CCOP Advisory Committee Chairperson and include each member’s name and affiliation. You may attach your local County CCOP Advisory Committee roster, if it contains all the information listed below.

Name	Affiliation
Kelly Christian	Chairperson
Holly Smith	Parent
Kathy Adams	Parent
Kelly Christensen	B-3, MCHHSD
Traci Olson	Foster Care Provider
Michelle Mans	Parent
Molly Bonjean	Public Health
Naomi Adams	Marinette School District
Nina Blaisdell	Parent