

CHILDREN'S COMMUNITY OPTIONS PROGRAM (CCOP) ADVISORY COMMITTEE

December 13, 2021

Call Meeting to Order: The Children's Community Options Program Advisory Committee meeting was called to order by Donna Kalmon on Monday, December 13, 2021, at 1:00 p.m. Meeting was held via Zoom due to COVID-19.

Members Present: Donna Kalmon, Erin Meyer, Cheryl Ketelhut and Joseph Greget.

Members Absent: Lori Willner and Roxanne Dachel

Approve Agenda: A motion was made by Joseph Greget to approve the eleven-item agenda. Erin Meyer seconded. Motion carried.

New Member Recruitment: There will be a new representative from Public Health at the next meeting. Ms. Ketelhut sent letters of interest to all the parents/caregivers of children enrolled in the Children's Long-Term Support (CLTS) Program and did not receive a response indicating interest in joining the committee. The CLTS Support and Service Coordinators are aware of the need and are inquiring with CLTS families as well. So far there is no interest. Members agreed that time time/day of the meeting may need to change.

Approve Minutes of the July 12, 2021, meeting: The June meeting was rescheduled to July. September 13, 2021, meeting did not have a quorum, so no meeting was held. Motion was made by Joseph Greget motioned to approve the minutes of the July 12, 2021, meeting. Erin Meyer seconded. Motion carried.

Public Input: None

Review Agency and Program Response to COVID-19: Ms. Ketelhut reported that a hybrid model of consumer contact is in place for all programs within the agency. COVID screening questions are completed before face-to-face visits. Due to increasing COVID numbers the agency has limited face to face contact with consumers/families to 15 minutes if possible and social distancing/masking is recommended for face-to-face visits. Contact via telehealth is permitted by the DHS programs so if needed phone and/or video contact is used. There is no masking in the Human Services building. Public areas are sanitized after use.

Review and Approve December 2021 Children's Long-Term Support (CLTS) Program Report, C-COP Report and Birth to 3 Reports: Reports were distributed prior to the meeting and contain the following information:

Final 2020 Birth to 3, CLTS and CCOP Reports:

<u>Birth-to-Three Report</u>	
Children Served in Birth to 3	31
Number of Referrals	44
Total Number Enrolled	19
Number Screens/Evaluations	2

Children's Long-Term Support Report

Number of Children Served	42
Number of Referrals	25
Total Number of Children Enrolled	41
Number of Functional Screens in Process	13

Notes:

1. Waiting List: Three at the time of the report data gathering but up to seven now. One child can come off the list but Mom inconsistent in contact with staff. CLTS does not allow removal of a child from the wait list during the public health emergency and requires us to attempt to contact mom on a regular basis. Should Mom indicate lack of interest in the program the child can then be removed from the wait list. That child currently on a deferred status.
2. No children on the wait list have immediate needs or they will be enrolled to meet the needs of the child/family.
3. Cheryl Ketelhut reported that at the January 2022 Human Services Board Meeting a request for an additional staff person will be made, with this person having the CLTS families on their caseload.
4. Reasons for the increased enrollment:
 - a. All children are now fully funded. There was no need for budgetary monitoring by the counties. The State started monitoring CLTS as one State budget rather than individual county allocations.
 - b. Change in how Functional Screens are reviewed for those who are determined to not be eligible has increased the children who are eligible.
 - c. The DHS Functional Screen team refers Katie Beckett eligible children to the counties for CLTS enrollment.
 - d. Families now can have only case management on a child's plan without other services.

CCOP Report

DHS Allocation	\$20,050
Administration (7% of base allocation)	<u>-\$ 1,404</u>
2020 Allocation for Services	\$18,646
2021 Carry-Over	<u>+\$ 1,073</u>
Total Available for Services	\$19,073
Services Used	<u>\$ 5,629</u>
Unspent Funds	\$14,090

22 children/families have received funding in 2021

1. There was no wait list
2. Services included: specialized equipment, medical care not covered by other sources, respite care, homemaker services, dietary supplements/specialized clothing, transportation, recreation, child-care, and parent education.

Other Business: Cheryl Ketelhut reported the resignation of one Case Manager in the Comprehensive Community Services Program, thereby causing that caseload to be redistributed

until another person was hired. A CLTS Case Manager took on several of these people, thereby reducing the ability to take children off the CLTS wait list. Laura Holmes (Birth to 3 Teacher and Case Manager) has submitted her plan to retire in February 2022. At the December 2021 meeting of the Human Services Board, it was approved to fill the position with the plan that someone will be hired and trained before Laura retires. DHS staff are concerned about the growing CLTS wait list but are aware of the staffing issues we are facing. Liza Daleiden (Agency Director) has also submitted her plan to retire in February 2022. The advertisement for the position closed last week and the Human Services Board will be interviewing candidates.

Joseph Greget provided school activity update including application for a federal grant to assist with literacy and resources for middle and high school students, funding received to continue the CARES Program, which provides counseling for students, taking the lead for Taylor County Drug Opposition Partners, improving outdoor learning spaces to make them more handicap accessible, and increased partnerships with community leaders/committees to offer improved family activities for special needs families.

Proposed 2021 Meeting Date: Committee determined meeting dates for 2022 March 14, June 13, September 12 and December 12. All meetings will be held from 1:00 p.m. – 2:00 p.m. via Zoom.

Motion to adjourn was made by Joseph Greget and seconded by Erin Meyer. Meeting adjourned at 2:00 p.m.

Respectfully Submitted,
Cheryl Ketelhut
CCS Coord/Taylor County Human Services

CHILDREN'S COMMUNITY OPTIONS PROGRAM (CCOP) ADVISORY COMMITTEE

July 12, 2021

Call Meeting to Order: The Children's Community Options Program Advisory Committee meeting was called to order by Donna Kalmon on Monday, July 12, 2021, at 1:05 p.m. Meeting was held in person at Taylor County Human Services and via Zoom due to COVID-19.

Members Present: Donna Kalmon, Lori Willner, Roxanne Dachel, Erin Meyer and Cheryl Ketelhut.

Members Absent: Joseph Greget and Trisha Winchell

Approve Agenda: A motion was made by Roxanne Dachel to approve the eleven-item agenda. Erin Meyer seconded. Motion carried.

Approve Minutes of the November 9, 2020, meeting: December 2020 and March 2021 meetings did not have a quorum present, so no meeting was held. June meeting was rescheduled to July. Motion was made by Lori Willner to approve the minutes of the November 9, 2020, meeting. Roxanne Dachel seconded. Motion carried.

New Member Recruitment: Brittany Reinhart, was removed from the committee due to lack of attendance. Michele Armbrust, the Public Health representative on the committee, retired and is being replaced by Trisha Winchell and will be present at the September meeting. Erin Meyer of Black River Industries has joined as a provider representative and introduced herself to committee members. Ms. Ketelhut sent letters of interest to all the parents/caregivers of children enrolled in the Children's Long-Term Support (CLTS) Program and did not receive a response indicating interest in joining the committee. At the next CLTS program meeting Ms. Ketelhut will be asking staff at each to speak with parents/caregivers at each home visit about joining the committee. Members agreed that time time/day of the meeting may need to change.

Public Input: None

Review Agency and Program Response to COVID-19: Ms. Ketelhut reported that a hybrid model of consumer contact is in place for all programs within the agency. COVID screening questions are completed before face-to-face visits. Most consumer contact is face to face, often outside due to warm weather. Should caregivers and/or staff feel social distancing and/or masking is needed such is done. Contact via telehealth is permitted by the DHS programs so if needed phone and/or video contact is used. There is no masking in the Human Services building. Public areas are sanitized after use.

Review and Approve Final 2020, February and May 2021 Children's Long-Term Support (CLTS) Program Report, C-COP Report and Birth to 3 Reports: Reports were distributed prior to the meeting and contain the following information:

Final 2020 Birth to 3, CLTS and CCOP Reports:

Birth-to-Three Report

Children Served in Birth to 3	37
Number of Referrals	28

Total Number Enrolled	30
Number Enrolled 1/1/2020	17
Number enrolled 12/31/2020	16

Children’s Long-Term Support Report

Number of Children Served	49
Number of Referrals	27
Total Number of Children Enrolled	30
Number Enrolled 1/1/2020	17
Number Enrolled 12/31/2020	29

Notes:

1. Waiting List: 1 – Child can come off the list but Mom inconsistent in contact with staff. CLTS does not allow removal of a child from the wait list during the public health emergency and requires us to attempt to contact mom on a regular basis. Should Mom indicate lack of interest in the program the child can then be removed from the wait list.
2. At the end of 2020 all children enrolled in CLTS were fully funded. There was no need for budgetary monitoring by the counties. The State started monitoring CLTS as one State budget rather than individual county allocations.

CCOP Report

DHS Allocation	\$20,050
Administration (10% of base allocation)	<u>-\$ 2,005</u>
2020 Allocation for Services	\$18,045
2019 Carry-Over	<u>+\$ 1,073</u>
Total Available for Services	\$19,118
CLTS Match Money	<u>-\$ 6,304</u>
Available for Services	\$12,814
Services Used	<u>\$ 8,401</u>
Unspent Funds	\$ 4,413 (used for CLTS Match Money)

Notes:

1. 17 children/families received funding in 2020
2. There was no wait list
3. Services included: specialized equipment, medical care not covered by other sources, respite care, homemaker services, dietary supplements/specialized clothing, transportation, recreation, child-care, and parent education.

May 2021 Birth to 3, CLTS and CCOP Reports:

Birth to 3:

Number of Children Served in 2021	23
Number of Referrals	24
Current Number of Children Enrolled	18
Pending Screens/Evaluations	9

CLTS:

Number of Children Served	34
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Number of Referrals	4
Total Number of Children Enrolled	33

Notes: We have 3 children on the wait list. The CLTS wait list is now at a State-level and they tell us when a child can be enrolled (funding available). One child has been on wait list since fall of 2020 when funds were available but unable to take off list as moved to a new county, but Mom has not returned the Release of Information to new county for referral. We anticipate two children will come off the list next month.

CCOP:

DHS Allocation	\$20,050
Administration (7% of base allocation)	<u>-\$ 1,404</u>
2020 Base Allocation for Services	\$18,646
2020 Carry Over	+ <u>1,073</u>
Funds Available for Families	\$19,719
Services Provided	<u>\$ 2,544</u>
Remaining Funds	\$17,175

Notes:

1. Amount Budgeted \$15,400 therefore have funds available for new children or added needs.
2. 20 Children/Families are approved for funding in 2021. There is no wait list for funding.
3. Services authorized include adaptive aids, counseling and therapeutic Services, medical/dental (not covered by other funding), parent training, recreation, specialized clothing, specialized nutrition, specialized medical/therapeutic supplies, supportive home care and transportation.

A detailed spreadsheet of CCOP funding was distributed in the meeting packet. Ms. Ketelhut reported that Birth to Three enrollment is back to the typical amount (18) and growing. CLTS continues to grow with 1-2 children being added to the wait list every month with enrollment funded within 1-2 months. Caseloads are full. Discussed using the February report as information only. Roxanne Dachel motioned to approve the Final 2020 and May 2021 Birth to 3, CLTS and CCOP reports. Lori Willner seconded. Motion carried.

Format for Future Meetings: Committee members discussed holding future committee meetings face to face at Human Services or via Zoom. All agreed both would be used. This will promote ease of member attendance.

Other Business: Ms. Ketelhut reported that the annual Department of Health Services Birth to 3 and CLTS file reviews are completed by an external quality review organization (MetaStar) and are scheduled for December. There will be 5-10 files reviewed for each program. Files are copied and electronically submitted for review. There is discussion at a State and County level that the tool used for the Birth to 3 file reviews is not measuring accurately, as quality and long-standing programs are being scored poorly. This is happening throughout the state. Reviews for this program are temporarily on hold and County Human Services agencies are meeting with DHS to discuss the issues. Should issues not be resolved, Taylor County may not participate in the review. Committee in agreement.

Proposed Next Meeting Date: Committee determined next meeting is September 13, 2021

Motion to adjourn was made by Erin Meyer and seconded by Roxanne Dachel. Meeting adjourned at 2:00 p.m.

Respectfully Submitted,
Cheryl Ketelhut
CCS Coord/Taylor County Human Services

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE

March 8, 2021

Call Meeting to Order: Unable to have meeting as quorum not present.

Members Present: Lo and Cheryl Ketelhut. Joseph Greget and Donna Kalmon

Members Absent: Brittany Reinhart, Michele Armbrust, Lori Willner and Roxanne Dachel

Next meeting date is 6/14/2021 at 1:00 p.m.

Respectfully Submitted,

Cheryl Ketelhut

CCS Coord/Taylor County Human Services