

**B-3 EARLY INTERVENTION PROGRAM (B-3 EIP)/CHILDREN'S COMMUNITY OPTIONS PROGRAM
(C-COP) ADVISORY COMMITTEE**

November 14, 2017

CALL TO ORDER: Chairman Linda Kirchner called the meeting to order at 4:50 pm. and gave the opening meeting statement.

ROLL CALL:

Members Present: Flonnie Pliska, Sue Otterson, Nicole Lauritzen, Linda Kirchner, Hannah Lamers

Members Absent: Eileen Lamm, Steve Wowzynski, Sue Johnson, Jeanne Gehrke, Shannon Kelly

REVIEW AND APPROVE AGENDA: Motion made by Sue Otterson, seconded by Flonnie Pliska to approve the agenda. Motion carried without a negative vote.

APPROVAL OF MINUTES: Motion made by Nicole Lauritzen and seconded by Linda Kirchner to approve the minutes from the July 18, 2017 meeting. Motion carried without a negative vote.

PUBLIC COMMENT: None

CHILDREN'S COMMUNITY OPTIONS PROGRAM:

Staff Changes/Board Member Update: Susan Younger left the Department in mid-August. We are in the process of hiring a new manager. Shannon Kelly is the interim manager. Michael Whitman, County Board representative, took another job and moved out of the area. A new representative will be appointed at the December Board meeting. Sarah Heinrich, Early Head Start Program, took another job. Her replacement will be contacted for committee involvement.

Review 2018 C-COP Plan Update: Hannah reviewed changes to the 2018 C-COP Plan update. Children utilizing C-COP funding will be served on an on-going basis and an assessment will be completed annually. The service plan is reviewed every six months with the family. An assessment will be scheduled within 10 days of the referral. Flonnie Pliska made a motion to approve the 2018 C-COP Plan updated November 2017 and seconded by Sue Otterson. Motion carried without a negative vote. The plan will now go to the DHHS Board for approval. Shannon will be submitting the plan to the State. **ACTION REQUIRED**

Thiago and Felicia Souza are interested in filling one opening on the committee for a parent member. Flonnie Pliska made a motion to recommend Thiago/Felicia Souza replace Jenny Shanak as a parent representative to the B-3 EIP/C-COP Advisory Committee. Seconded by Nicole Lauritzen and motion carried without a negative vote. **ACTION REQUIRED**

Current Program Status: Enrollment and Funding: We have received 23 referrals to date in 2017. We are currently serving 36 children using pure C-COP funding and 14 children using C-COP match funding.

Continued Discussion for Increasing Parent Membership on Committee and Alternative

Meeting Style: Nicole reviewed the information discussed at the July meeting. Hannah will contact Mary Jo Bardon, teacher to see if she is interested in being a committee member. A letter to parents could be included with the C-COP survey which is sent out in January. We are in need of two more parent members. Suggested holding two meetings in Waupaca and two meetings in Manawa. A stipend would be helpful. Ask parents if they can't attend due to no child care. It would be too difficult to hold a phone conference or skype from home with kids to take care of.

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Feedback Questionnaires: Nicole handed out and reviewed the results from the survey. The comments were positive. Questions referred to the B-3 team as a whole and not individual workers.

Quarterly Report: Nicole reviewed the quarterly referral report.

Data 7/1/17 – 9/30/17

Number of children served: (had or have an open IFSP): 65

Number of referrals: 32

Of the 32 referrals there were no CAPTA referrals

7 – eligible and accepted services

5 – lost to follow-up

0 – transfer to different county (child moved after initial referral)

6 - screen only

6 – family denied a screen or an evaluation

0 – screen being done by Healthy Beginnings

0 – already receiving services

0 – child was over 3 years of age

3 – still in the process of screening or evaluation – IFSP

1 – did not qualify

2 – eligible but denied services

0 – referred to school – was close to three years old

1 – referred to wrong county, forwarded referral

0 – transfer from another county

1 – outpatient services chosen

0 – hold on services, family reason

0 – eligible but turned 3 before services were opened

State On-Site Visit: The visit is scheduled for December 4. Workers from the State of Wisconsin come every four or five years. They will be reviewing:

1. Child outcomes – rated in 3 different areas
2. Promoting every day learning opportunities
3. Compliance in all areas of record keeping
4. Look at how administration is supporting the workers

SCHEDULE NEXT MEETING: The meeting dates in 2018 will be the third Tuesday of the month: January 16, April 17, June 19 and September 18.

ADJOURN: Flonnie Pliska made a motion to adjourn the meeting at 5:45 pm, seconded by Sue Otterson. Motion carried without a negative vote.

Submitted by,
Beth A. Hintz, Clerk/Typist III

These minutes will be posted to the website prior to approval from the Committee and are considered to be in draft form until approved at the next scheduled meeting.