

FAMILY SUPPORT ADVISORY COMMITTEE

Monday, December 9, 2013

Call Meeting to Order: The Family Support Advisory Committee meeting was called to order by Cheryl Ketelhut on December 9, 2013 at 1:10 p.m. at the USDA Building, UW Extension Room #2.

Members Present: Attendance included: Donna Kalmon, Michele Armbrust, Joseph Greget and Cheryl Ketelhut.

Members Absent: Kim Lewandowski, Roxanne Dachel, Lori Willner and Rachel Loucks

Other Attendees: None

Approve Minutes of the September 9, 2013 meeting: A motion was made by Michele Armbrust to approve the minutes of the September 9, 2013 meeting. Joseph Greget seconded the motion. Motion carried.

Approve Current Agenda: A motion was made by Donna Kalmon to approve the agenda as amended. Michele Armbrust seconded. Motion carried.

There was no public input.

2013 CLTS Program Report: 13 children have received funding from the Children's Long Term Support Waivers in 2013. The CLTS Report indicates that 12 children are currently receiving funding. There are no children on the waiting list for Family Support.

2013 Family Support Program Report: Family Support detailed program allocation and expenditures:

DHS Allocation	20,050
Administration	-\$ 1,000
Per Diem Payments	<u>-\$ 640</u>
Program Allocation for Services	\$18,410
Carry Over from 2012	<u>\$ 493</u>
Total Allocation for Services	\$18,903
Program Expenditures	<u>-\$15,031</u>
Remaining 2013 service budget	\$ 3,951

15 children/families have received FSP funding in 2013. All families have used a portion of their allocation. Services paid for are reflected in the handout. Cheryl indicated letters are sent to the families reminding them of the portion of their allocation that is unspent and giving them a deadline to turn in receipts. The remaining funds are then redistributed. There is no waiting list for funding.

Birth to Three Program Report: We have served 40 families in the Birth to Three Program, with 20 children currently receiving services. There are 6 assessments in progress and 44 referrals have been received in 2013.

Joseph Greget made a motion to accept the 2013 CLTS, Birth to Three and Family Support Program Reports. Michelle Armbrust seconded. Motion carried.

2014 Meeting Dates: Dates for the 2014 Family Support Program Advisory Committee were set: 3/10/14, 6/9/14, 9/8/14 and 12/8/2014 at 1:00.

Recruitment to Fill Vacancy on Committee: Cheryl reminded members there is an open position on this committee. This has been discussed at staff meetings as well. Joseph

Greget suggested that perhaps this meeting could be combined with one of the committees at the school. Cheryl will discuss with Amber Fallos, Director of Human Services.

Other Business:

- Based on Family Care not coming to Taylor County in the near future, Cheryl reported a Long Term Support Coordinator will be hired at Human Services. Cheryl will remain as the Developmental Disabilities Coordinator supervising the adult developmental disabilities waivers, children's waivers, Birth to Three and the Family Support Program.
- Joseph Greget reported several things:
 - Taylor County Transition Council hosted Transition Night on 11/4/2013. Twenty-six agencies were represented. There was a presentation on Special Needs Trusts. This event is similar to what other districts call a 'Resource Fair' and they alternate it with a more formal training on transition issues. The Transition Council is considering options for next year.
 - Numbers were down at Child Development Days. Reasons for the drop in numbers were discussed at the birth rate has not dropped that significantly. The new clinic in Medford will be invited to participate in Development Days.
 - A new support group for families of children with special needs is starting, most likely for those families with children on the autism spectrum. Details are still being developed. Joseph will update members as things are formalized.

Adjourn: Motion to adjourn was made by Michele Armbrust, with a second by Donna Kalmon. Meeting adjourned at 12:40 p.m.

Handouts: September 9, 2013 minutes
2013 CLTS, Birth to Three and Family Support Program Reports

Respectfully Submitted,
Cheryl Ketelhut
Developmental Disabilities Coordinator/Taylor County Human Services

FAMILY SUPPORT ADVISORY COMMITTEE

Monday, September 9, 2013

Call Meeting to Order: The Family Support Advisory Committee meeting was called to order by Kim Lewandowski on September 9, 2013 at 1:05 p.m. at the USDA Building, UW Extension Room #2.

Members Present: Attendance included Kim Lewandowski, Donna Kalmon, Michele Armbrust, Roxanne Dachel, Joseph Greget and Cheryl Ketelhut.

Members Absent: Lori Willner, Dana Hopkins and Rachel Loucks

Other Attendees: None

Approve Minutes of the June 10, 2013 meeting: A motion was made by Donna Kalmon to approve the minutes of the June 10, 2013 meeting. Roxanne Dachel seconded the motion. Motion carried.

Approve Current Agenda: Cheryl added one item to the agenda, that being the resignation of Dana Hopkins following Service Dog Policy development. A motion was made by Donna Kalmon to approve the agenda as amended. Joseph Greget seconded. Motion carried.

There was no public input.

2013 CLTS Program Report: The CLTS Report indicates that 13 children have received funding from the Children's Long Term Support Waivers in 2013. Two children are currently being assessed for Family Support and we have funding available for the families should they qualify. There are no children on the waiting list for Family Support.

2013 Family Support Program Report: Family Support detailed program allocation and expenditures:

DHS Allocation	\$20,050
Administration	-\$ 1,000
Per Diem Payments	<u>-\$ 640</u>
Program Allocation for Services	\$18,410
Carry Over from 2012	<u>+\$ 493</u>
Total Allocation for Services	\$18,903
Program Expenditures	<u>-\$ 7,345</u>
Remaining 2013 service budget	\$11,637

15 children/families have received FSP funding in 2013, with the last one approved late last week. Eleven families have used a portion of their allocation. Cheryl reported she called case managers last week as numerous families have yet to turn in receipts for services in 2013. This is not unusual as respite and other expenses for families increase when school is not in session. Services paid for has included: medical care not covered by other sources, respite care, specialized equipment and dietary supplements. There is no waiting list for funding.

Birth to Three Program Report: We have served 35 families in our Birth to Three Program, with 22 children currently receiving services. There are 3 assessments in progress and 35 referrals have been received in 2013. Cheryl stated that this program is mandated but severely underfunded with costs for therapy services increasing each year but funding remaining the same. There are many Federal regulations tied to the program that require a tremendous amount of documentation. There is a possibility of receiving more funding should the proposed Birth to Three Medical Assistance Waiver be accepted by the Centers

for Medicare and Medicaid. However this waiver has been proposed for several years and has yet to come to fruition. With the new appointment of a Secretary of Human Services for the State of Wisconsin it is hoped progress will be made in submission and approval of the waiver.

Roxanne Dachel made a motion to accept the 2013 CLTS, Birth to Three and Family Support Program Reports. Donna Kalmon seconded. Motion carried.

2014 Allocation: Cheryl stated she has received word that in 2014 the Family Support Program will be funded at the same level of 2013.

Service Dog Policy Development: Cheryl stated that through meetings and interactions with other staff who administer the Family Support Program throughout the State, there is an increasing request to fund the purchase and training of service dogs to assist children with meeting various needs. Cheryl is at the very beginning of consideration of a policy for this as the cost is very high. Cheryl will keep the committee updated on progress and advises this process will take some time.

Committee Member Resignation: Dana Hopkins has submitted her resignation to the committee and such has been forwarded to Jim Metz, County Board Chairman. Members were asked to inform Cheryl if they know of someone to fill the vacancy.

Next Meeting Date: The next meeting will be held December 9, 2013 at 1:00 p.m. at the USDA Building, U.W. Extension Room #2.

Other Business:

- We are continuing to investigate a means to develop back-up for Laura Holmes who is the Service Coordinator and Special Educator for the B-3 Program.
- Joseph Greget informed members that there will be a Special Education Family Fun Day on Saturday, September 27 at 10:00 with a showing of the movie Cloudy with a Chance of Meatballs II at the Broadway Theatre and distributed a flyer to all present.
- Taylor County Transition Council will host a Transition Night on 11/4/2013 from 6:00p.m. - 8:00p.m. at Medford High School with a free spaghetti dinner at 5:30. Cheryl and Joseph are in the process of planning additional details of this event. It is an opportunity for a wide array of service vendors to present information about services for adults with disabilities and assist families in planning for their child's transition from school-based services to community based services. Last year's Transition Night was a great success and it is hoped it will become a regular part of the school year for Taylor County students with special needs and their parents.
- Child Development Days will be held at the Medford Elementary School on October 17 starting at 8:00a.m. for those children 2-5 y.o. residing in the Medford School District.

Adjourn: Motion to adjourn was made by Donna Kalmon, with a second by Michele Armbrust. Meeting adjourned at 1:30 p.m.

Handouts: June 10, 2013 minutes
2013 CLTS, Birth to Three and Family Support Program Reports

Respectfully Submitted,

Cheryl Ketelhut
Developmental Disabilities Coordinator/Taylor County Human Services

FAMILY SUPPORT ADVISORY COMMITTEE

Monday, June 10, 2013

Call Meeting to Order: The Family Support Advisory Committee meeting was called to order by Kim Lewandowski on June 10, 2013 at 1:05 p.m. at the USDA Building, UW Extension Room #2.

Members Present: Attendance included Kim Lewandowski, Donna Kalmon, Dana Hopkins, Michele Armbrust and Cheryl Ketelhut.

Members Absent: Lori Willner, Roxanne Dachel, Rachel Loucks and Joseph Greget

Other Attendees: None

Approve Minutes of the March 25, 2013 meeting: A motion was made by Michele Armbrust to approve the minutes of the March 25, 2013 meeting. Donna Kalmon seconded the motion. Motion passed unanimously.

Approve Current Agenda: A motion was made by Michele Armbrust to approve the agenda as corrected. Donna Kalmon seconded. Motion passed unanimously.

There was no public input.

2013 CLTS Program Report: The CLTS Report indicates that 13 children have received funding from the Children's Long Term Support Waivers in 2013. One child was found recently functionally ineligible however may be re-assessed in the future as developmental delays become more apparent. One child is being assessed for funding for Intensive Autism Treatment. The child needs a disability determination before being placed on the State's wait list for funding. This wait list is about eighteen months long. There were no children on the local waiting list.

2013 Family Support Program Report: Family Support detailed program allocation and expenditures:

DHS Allocation	\$20,050
Administration	-\$ 1,000
Per Diem Payments	<u>-\$ 640</u>
Program Allocation for Services	\$18,410
Carry Over from 2012	<u>+\$ 493</u>
Total Allocation for Services	\$18,903
Program Expenditures	<u>-\$ 3,532</u>
Remaining 2013 service budget	\$15,371

14 children/families have received FSP funding in 2013, with the last one approved late last week. Cheryl reported she called case managers last week as numerous families have yet to turn in receipts for services in 2013. This is not unusual as respite and other expenses for families increase when school is not in session. Services paid for has included: medical care not covered by other sources, respite care, specialized equipment and dietary supplements. Cheryl will be allocating the emergency funding now that the summer is here and no emergent needs have been noted. There is no waiting list for funding.

2013 Birth to Three Report: In 2013 there have been 19 referrals, a total of 32 children/families have been served, 27 currently are receiving services and 5 others are in the process of being assessed. We have a large number of infants, no doubt due to establishing good relationships with the area NICU staff.

Michele Armbrust made a motion to accept the 2013 CLTS, Birth to Three and Family Support Program Reports. Dana Hopkins seconded. Motion passed unanimously.

Next Meeting Date: The next meeting will be held September 9, 2013 at 1:00 p.m. at the USDA Building, U.W. Extension Room #2.

Other Business:

- Cheryl informed committee members of Adult Family Home Training on 7/25/2013 in this same room.
- Sarah Peterlik is the new Developmental Disabilities Case Manager, having replaced Roya Heinz who resigned. Sarah and current Case Manager Coral Branstiter-VanDerLeest will have an all adult caseload. For training purposes and due to the small nature of our FSP and CLTS programs in Taylor County, it is more cost effective to have two staff trained in these program requirements rather than all the DD staff. Coral's FSP and CLTS families have been transferred to Diane Zuleger's caseload, who shares these programs with Laura Holmes.
- We are currently investigating a means to develop back-up for Laura Holmes who is the Service Coordinator and Special Educator for the B-3 Program.

Adjourn: Motion to adjourn was made by Michele Armbrust, with a second by Donna Kalmon. Meeting adjourned at 1:30 p.m.

Handouts: March 25, 2013 minutes
 2013 CLTS, Birth to Three and Family Support Program Reports

Respectfully Submitted,
Cheryl Ketelhut
Developmental Disabilities Coordinator/Taylor County Human Services

FAMILY SUPPORT ADVISORY COMMITTEE

Monday, March 25, 2013

Call Meeting to Order: The Family Support Advisory Committee meeting was called to order by Kim Lewandowski on March 25, 2013 at 1:05 p.m. at the USDA Building, UW Extension Room #2.

Members Present: Attendance included Kim Lewandowski, Donna Kalmon, Dana Hopkins, Roxanne Dachel, Michele Armbrust, Rachel Loucks, Joseph Greget and Cheryl Ketelhut.

Members Absent: Lori Willner

Other Attendees: None

Approve Minutes of the December 10, 2012 meeting: A motion was made by Donna Kalmon to approve the minutes of the December 10, 2012 meeting. Roxanne Dachel seconded the motion. Motion passed unanimously.

Approve Current Agenda: Cheryl stated the Plan Update was incorrectly listed on the agenda as a part of the Birth to Three Report. Rather it is a part of the 2013 Family Support Program Report. A motion was made by Rachel Loucks to approve the agenda as corrected. Michele Armbrust seconded. Motion passed unanimously.

There was no public input.

Introduce New Committee Members: Current committee members welcomed the new members. Introductions were given. Cheryl distributed handouts containing updated information on the 2013 Family Support Program.

2012 CLTS Program Report: The CLTS Report indicates that 15 children received funding from the Children's Long Term Support Waivers in 2012. There were no children on the waiting list.

2012 Family Support Program Report: Family Support detailed program allocation and expenditures:

DHS Allocation	\$20,050
Administration	-\$ 2,005
Per Diem Payments	<u>-\$ 580</u>
Program Allocation for Services	\$17,465
Carry Over from 2011	<u>+\$ 1,000</u>
Total Allocation for Services	\$18,465
Program Expenditures	<u>-\$17,972</u>
Carryover to 2013	\$ 493

16 children/families received FSP funding in 2012. 3 additional children/families were allocated funds but did not turn in receipts for reimbursement, therefore their allocation was redistributed. Services paid for included: specialized equipment, medical care not covered by other sources, respite care, attendant care, dietary supplements, transportation, recreation and parent education. Cheryl reported that throughout the year case managers encourage families to turn in receipts. A letter is sent for reminders. At the end of the year a date is established to have receipts turned in and if allocations are not spent the amount is redistributed. The maximum amount that can be spent is \$3000/family. There was no waiting list for funding.

2012 Birth to Three Report: In 2012 there were 49 referrals and a total of 46 children/families were served.

Donna Kalmon made a motion to accept the 2012 CLTS, Birth to Three and Family Support Program Reports. Joseph Greget seconded. Motion passed unanimously.

2013 CLTS Program Report: The 2013 CLTS Report indicates that 13 children are receiving funds from the Children's Long term Support Waivers. Of the two children being assessed one has been determined to be functionally ineligible and the other is still being assessed. Cheryl explained that as a child ages the functional delays may increase, therefore a re-assessment in the future may determine the child to be eligible. Families are made aware of this after assessments are completed. The family is also given the option to have a referral to the Children and Families Unit at Human Services to determine if services/funding is available through voluntary services. There are no children on the waiting list.

2013 Birth to Three Report: There have been 10 referrals in 2013. 23 children/families have been served and there are 21 children currently enrolled. There are 5 pending evaluations. Cheryl reported that the attendance at the Rib Lake Child Development Day was very low this year, Michele Armbrust agreed. The Gilman Child Development Day is tonight.

Roxanne Dachel made a motion to accept the 2013 CLTS and Birth to Three Reports. Michele Armbrust seconded. Motion passed unanimously.

2013 Family Support Program Report and Plan Update: Family Support detailed program allocation and authorizations:

DHS Allocation	\$20,050
Administration	-\$ 1,000
Per Diem Payments	<u>-\$ 640</u>
Program Allocation for Services	\$18,410
Carry Over from 2012	<u>493</u>
Total Allocation for Services	\$18,903

13 children/families have been approved for FSP funding in 2013. Services authorized include: specialized equipment, medical care not covered by other sources, respite care, attendant care, dietary supplements, transportation, recreation and parent education. \$17,275 has been allocated to families with the remainder for urgent needs, should those funds not be spend by mid-year the funds are allocated to families. There is no waiting list for funding. At the next committee meeting this report will include information on the allocation amount spent so far in 2013.

The 2013 Family Support Program Data Information and Annual Plan Update were reviewed and discussed. Updates regarding the Electronic Equipment Policies/Procedures and membership of the committee will be included in the Plan Update. Some members did not want email and telephone information shared unless the State required it. Cheryl will submit the report without that information and contact the members individually should the State request it.

Rachel Loucks made a motion to accept the 2013 Family Support Program Report and Plan Update. Joseph Greget seconded. Motion passed unanimously. Cheryl will submit the Plan Update and Data Information Report to the State.

Next Meeting Date: The next meeting will be held Monday, June 10, 2013 at 1:00 p.m. at the USDA Building, U.W. Extension Room #2.

Other Business: None

Adjourn: Motion to adjourn was made by Michele Armbrust, with a second by Donna Kalmon. Meeting adjourned at 1:45 p.m.

Handouts: December 10, 2012 minutes, 2012; 2012 CLTS, Birth to Three and Family Support Program Reports; 2013 CLTS and Birth to Three Program Reports; and 2013 Family Support Program Reports and Plan Update.

Respectfully Submitted,
Cheryl Ketelhut
Developmental Disabilities Coordinator/Taylor County Human Services