

**FAMILY SUPPORT PROGRAM
ADVISORY COMMITTEE**

Meeting Minutes

DATE: Tuesday, February 10, 2009

TIME: 11:30 a.m. – 1:00 p.m.

PLACE: Neenah Human Services Building
211 N. Commercial St., Neenah
Conference Room #008

MEMBERS PRESENT: Carol D’Amelio, Beth Culp, Cindy Flauger, Ashley Hesse, Elizabeth Jones, Cindy Knaggs, Luann Rodriguez, and Kara Van Vooren

ABSENT/EXCUSED: Carie Achterberg, Mary Beth Connors, Danica Lewis, Lisa Mcallister, Katie Schierl, and Kathy Wagner

OTHERS PRESENT: Rob Paterson, citizen and Dorothy De Grace, Human Services Department

Cindy Flauger called the meeting to order at approximately 11:30 a.m.

1. **Approval of agenda:** Cindy Flauger approved the agenda as written.
2. **Approval of minutes for November 11, 2008 meeting:** Liz Jones moved for approval of these minutes; motion carried unanimously.
3. **Member sharing:**

Liz Jones said the “Friends of Autism” will be hosting a walk for autism which will start with a rock band performing at Tanner’s on Friday, April 24 followed by the walk on April 25. Liz also said she is coordinating with Fox Valley Tech and Lakeland College to do training on autism for first responders. She said Lakeland will be offering a Health Care Management degree with specific classes on disabilities. The classes will also be offered toward a counseling degree.

Ashley Hesse said they are working with teachers and parents of children with Down’s syndrome and other disabilities in doing staff development and training.

Cindy Flauger said there has been a push at the state level for autism insurance coverage. She said there are dollars included in the federal stimulus package for early development programs.

4. **Family Support Coordinator’s Report:**

- 2009 Budget – Beth Culp said that in preparing the 2009 Budget she and a team of service coordinators included the ongoing needs of the families that had been previously assessed, and they considered any additions or changes to service.

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Beth said that of the LTS budgeted amount of \$114,613 they approved \$94,171 for Family Support services for 2009. They plan to fill ongoing requests throughout the year and expect to stay within budget. She encourages families to reapply for funding, even if they were denied in the past.

- Family Support Team Statistics – Beth Culp said there were 65 children identified as needing services in 2008. They have seen an increase in referrals since last October.
- 2009 Family Support Plan – Beth Culp said she will submit the plan as is, since she hasn't gotten any more feedback from committee members.

5. Birth-to-Three Program Director's Report:

- Stats – Budget Update – Cindy Flauger said they served 254 children in 2007 and 234 in 2008. So far this year there have been 51 referrals for evaluation compared to 41 at this same time last year. Cindy said they are preparing for their self-assessment and their on-site review from the state. They must be serving the number of children based on the state's target for our county. Cindy noted that more families are leaving the program once they are reassured their child's development is making gains on target; whereas in the past they would continue in the program until the age of three.
- On Site Review for 2009

Cindy said that they will have an on-site review from the state on March 25. To prepare for this they are planning to do possible parent and provider interviews. They will also be meeting with staff.

6. Advisory Committee Role:

Kara Van Vooren led a discussion on the role of the FSP Advisory Committee. It was suggested that we are here to offer advice and potentially improve how business is being conducted within Family Support based on our experiences while learning on the job or personally. Another thought was that we are to identify future needs and help the county look inside the autism world through our insight. The inclusion of both the Birth-to-Three and the Family Support Program into the Advisory Committee makes it more convenient for the same groups of people and to meet the state requirement for both programs to have a committee. The members share an interest, investment, and opportunity to be a contributor at the meetings.

Kara said the majority of committee members are to be parents of children with disabilities who are under 21 years of age. The County Human Services is to be represented on the committee, with at least one person who provides services to children and families. Other agencies that provide services to families through Human Services are to be represented on the committee. Committees that represent services to children with disabilities could be combined with the Family Support Program Committee.

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Kara said the primary responsibility of the Family Support Advisory Committee is to assist in developing the program plan and to monitor the program. Kara listed the other responsibilities of the committee, which will be sent to the members. She said the committee can make decisions that will affect all families, but it can't make decisions about a specific family. Beth Culp said we need to operate within the guidelines of the goals and best practices of the Long Term Support Division.

Ashley Hesse said he is interested in seeing how the children's functional screen affects funding. Beth said it determines waiver eligibility and Family Support funding based on how significant or severe the child's symptoms are. At the next meeting she will share how the screening tool works.

It was suggested that we review the Roberts Rules of Orders at a future meeting and discuss how individuals become members of the committee. We will look at sending a letter to all of the parents explaining the major issues the committee will work on. We will look at the eligibility criteria for funding and the priorities that need to be met in approving services for funding. We will talk about resources that become available for families that might have a need for them and guidelines for using or distributing them. It was suggested that we could discuss making new policies regarding this and other issues.

7. Future agenda items – updates at state level:

Cindy Flauger will share updates from the next Inter-Agency Coordinating Council meeting, of which she is a member. She is also a member of three work groups at the state level—a fiscal work group, “child find”, and a work group for low incidence population.

With no other business Cindy Flauger adjourned the meeting at 1:00 p.m. The next meeting of the Family Support Advisory Committee will be held on Tuesday, **June 2, 2009** from 11:30 a.m. to 1:00 p.m. in **Room 002** of the Neenah Human Services Building.

Respectfully submitted by:
Dorothy De Grace, Secretary
Winnebago County Department of Human Services