

June 5, 2019

**CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE**  
**Douglas County Health and Human Services Department**  
**Wednesday, June 12, 2019, 2:00 p.m., Courthouse Room 207C,**  
**1313 Belknap Street, Superior, Wisconsin**

If you are unable to attend, please call the County Clerk's Office (715-395-1569) prior to meeting.

MEMBERS: Debora Carroll, Chair  
Susan Hendrickson, Vice Chair  
Kristina Lampi  
Shari Piore  
Paulette Alseth  
June Finsland  
Kelly Schoen

**A G E N D A**


(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes from the March 13, 2019, meeting (attached).
3. Informational items - updates:
  - a. Program;
  - b. Budget (to be distributed);
  - c. By-laws review (attached); and
  - d. Respite services.
4. Future agenda items.
5. Adjournment.

cc: Ann Doucette                      Susan Sandvick                      Douglas County Website  
Pat Schanen                          Erika Johnson                      Shelley Nelson (Telegram)  
County Board Supervisors        Samantha Roark                      Shena Gerchman  
Michelle Bittinat                      Dave Longsdorf

Note: Attachments to agenda are available in County Clerk's Office for review or copying, and are also available on the county's website [www.douglascountywi.org](http://www.douglascountywi.org). Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of any accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request, depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Telegram copied



6-5-19

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE**  
**Douglas County Health and Human Services Department**  
**Wednesday, March 13, 2019, 2:00 p.m., Room 207C**  
**Douglas County Courthouse, 1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Deb Carroll.

**ROLL CALL:** Present – Deb Carroll, June Finsland. Absent – Susan Hendrickson, Shari Piro, Paulette Alseth, Kelly Schoen, Kristina Lampi. Others present – Dave Longsdorf, Erika Johnson, Michelle Bittinat, Samantha Roark, Katy Dorin, Kaci Lundgren, Committee Clerk.

**APPROVAL OF MINUTES:** Motion by Finsland, second Carroll, to approve minutes from the December 12, 2018, meeting. Motion carried.

**ACTION ITEM:**

**Officer Election:** By-laws require election every 3 years; 2 years remain on current terms.

**Annual Update Approval:** Included with agenda.

**ACTION:** Motion by Finsland, second Carroll, to approve annual update as presented. Motion carried.

**INFORMATIONAL ITEMS - Updates:**

**Policy:** Included with agenda. Policy was previously approved; distributed to ensure members had current copy.

**Program:** 70 individuals on program; 2 on waitlist. List will be eliminated by June 2019. At least 6 referrals to program are pending.

**Budget:** In line with projected budget; no concerns.

**Respite Services:** Local providers unable to attend meeting; will attempt to recruit for June meeting.

**FUTURE AGENDA ITEMS:** Respite services; by-law revisions. Next meeting - June 12, 2019.

**ADJOURNMENT:** Motion by Finsland, second Carroll, to adjourn. Motion carried. Meeting adjourned at 2:16 p.m.

Submitted by,

Kaci Jo Lundgren, Committee Clerk

## **BY-LAWS**

### **ARTICLE I – NAME**

Douglas County Children’s Community Options Program (CCOP) Advisory Committee

### **ARTICLE II – MISSION**

To provide support to families who have a child with severe disabilities.

### **ARTICLE III – PURPOSE**

1. Assist in developing, reviewing, and approving the local CCOP plan and to monitor the program.
2. To develop informal supports and advocacy to families experiencing difficulties in meeting individual needs in the home environment.
3. To support the development of adequate services which can meet the needs of severely disabled children and their families.

### **ARTICLE IV – MEMBERSHIP**

1. Composition: There is no set number of members for the committee; however, the majority of members must be parents of children with disabilities. Wis. Stat. 46.272 (4)(a)(1)
  - Parents of children with disabilities, including, if possible, parents from families participating in CCOP. To the extent possible, parents must be representative of the various disability, racial, and ethnic groups in the service area.
  - Representatives from (at least one person from this list must provide community social services to children who are eligible for CCOP).
    - County departments or divisions of human services, community programs, or developmental disabilities services
    - School districts
    - Local health departments
  - Individuals in the service area who provide other social or educational services to children who have disabilities.
2. Appointments: Individuals interested in serving on the committee shall complete an application and submit it to the program supervisor. The supervisor of the program or committee members can propose new memberships. Committee members will vote on new memberships.
3. Terms: The term of the administrator of the program will be ongoing. Ongoing terms shall be five years. With committee majority, terms can be extended an additional two years.
4. Attendance: Regular attendance is expected. Persons unable to attend should call the program supervisor or another committee member. Members missing three consecutive, unexcused meetings will be contacted to identify any problems and determine if the member desires to continue to serve. Lack of response from the member shall result in a letter from the program supervisor informing them of the removal from the committee. Members may voluntarily withdraw with written notification to the program supervisor or chairperson. Members present constitute a majority to conduct business.

## **ARTICLE V – MEETINGS**

Meetings will be held four times per year, approximately quarterly, with dates and times determined by the committee; any changes will be posted.

## **ARTICLE VI – OFFICERS**

Shall consist of Chairperson and Vice-Chairperson, elected via nomination, seconding and affirmative voice vote of the majority. Terms shall be for three years.

Duties – Chairman shall preside over all meetings. In his/her absence, the Vice-Chairperson shall preside. In the absence of both, the Administrator shall preside.

Revised 01/2009  
Revised 08/2017  
Revised 11/2017