
**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE MEETING MINUTES AMENDED**

Bayfield County Courthouse, Special Meeting held by
Phone and/or Conference Room B, Wednesday, April 17,
2019 at 10:00 a.m.

Committee Members Present by Phone: Shelli Listing, Sara Wartman, Mary Lou Jahr, Barb Gadbois, John Knight, Lona Schmidt

Committee Members Absent: Jaime Goodlet, Robyn Klobucher

Staff Present: Kristin Opperman, Heather Gilbertson

Call to order: Lona called the meeting to order at 10:07 am.

Discussion and Possible Action to Developing a Risk Reserve for unspent CCOP funding:

- Financial Staff have been working with the state to reconcile allocated funding by finding what was used/spent.
- It was found that CCOP has unspent funding for the 2018 program year.
- Extra funding was received in 2018 to eliminate the CLTS wait list. Bayfield County had been supporting some of the children on the CLTS wait list with CCOP funds. Several children's service plans are now primarily supported with CLTS funding, which is why there is unspent funds for CCOP.
- If the money is not used it will be returned to the state.
- There are 3 different ways to use this money: a risk reserve, carry forward or DHS-Establish Exceptional Expense Funds.
- The Risk Reserve account may not exceed 10% of the county's most recent CCOP allocation. The total amount of the Reserve, including interest, may not exceed 15%.
- Bayfield County can also carry forward unused CCOP funding, up to 5% of the county's allocation minus any amount being placed in a risk reserve.
- \$5,913.00 is allocated to be put in the CCOP Risk Reserve, if the vote goes through. Nikki Revak (Financial Manager) will work with the Treasurer's Office to get an account established, transfer the money and will then send the appropriate forms to the state by the end of month.
- If approved by the CCOPAC, the request will get sent to the Bayfield County Department of Human Services Board for Discussion and Possible Action at the April 25th meeting for Resolution Establishment of a Non-lapsing Risk Reserve Account for the Children's Community Options Program.

Motion by John seconded by Sara, to approve developing a risk reserve for unspent CCOP funding. Motion passed unanimously.

2019 Meeting Dates:

- June 11, 2019
- September 10, 2019
- December 10, 2019

Motion to Adjourn: Lona adjourn the meeting at 10:21 am

Minutes respectfully submitted by Heather Gilbertson, Support Staff

