

OPEN MEETING MINUTES

Name of Governmental Body: Subcommittee-Children Come First Advisory Committee			Attending: David Carlson, Leanne Delsart, Kenya Bright, Jill Ellinwood, Jill Chaffee, Kia Kjensrud, Legardea Jackson, Phillip Robinson, Zachary Todd
Date: 5/9/2025	Time Started: 10:06am	Time Ended: 12:27pm	Staff to Committee: Ann Kelley-Kuehmichel
Location: Microsoft Teams Meeting			Presiding Officer: Phyllis Greenberger and Samantha Feryance

Minutes

1. Call to order Phyllis Greenberger called the meeting to order at 10:06AM.
2. Welcome/introductions

This is the first meeting of the subcommittee introductions were conducted. Co-chairs Samantha Feryance and Phyllis Greenberger started introductions off.
3. Children Come First Advisory Committee Co-chair Phil Robinson along with member and DHS Children Youth and Family Section Manager Leanne Delsart provided the subcommittee scope: The CCFAC strategic plan priorities compose the scope of the subcommittee, and the subcommittee will determine the need for ad hoc/workgroups to achieve the objectives and key results. Further discussion about this group being instrumental in providing guidance and putting forth recommendations to the full committee.
4. Subcommittee membership
 - a. Commitment: Co-chair Samantha Feryance reviewed the commitment requested of the subcommittee. She discussed the work to be done to move the strategic plan priorities forward. There was discussion about membership and keeping the subcommittee smaller 10-14 members. Current members listed in attendance along with a noted members absence. Co-Chairs of CCFAC will have one member and the other as an alternate for the meetings (so only one vote if both attend the meeting). There was discussion about possible inclusion a parent, a representative from Dept of Public Instruction, and David Carlson put forth an individual as well. Ann Kelley Kuehmichel will reach out to each of the possible members to include and on behalf of the co-chairs to see if there may be interest.
 - b. Expectations: Samantha reviewed the expectations and work to be done during and at times in between meetings. This group may, as needed, decide an ad/hoc time specific group may be needed to fulfil a task. This meeting follows a revised Roberts Rule of order and therefore follows public meetings law. Quorum (50%+1) is required to conduct business as a subcommittee. The meeting agendas and minutes will be publicly posted; anyone from the public will be able to attend and submit public comment or contribute during public comment.
5. Children's System of Care strategic plan progress and next steps
 - a. Substantial time was provided to review the strategic plan and the objectives. Phil summarized steps that have been taken since the Summit over 2 years ago. Members had an opportunity to review the plan and the key results that were highlighted to be facilitated in years 1 and 2 and the progress thus far.
 - b. There was a request for clear direction regarding reading and material review that may be needed prior to meetings. The clarity will allow members to be truly present and in this together.
 - c. Request for one document to include the updates and progress to prevent losing track and being able to draw connections consistently and continue to be conscious of the timelines.
 - d. The strategic plan is the founding document that is guiding the trajectory and there needs to be flexibility in need for shift and ability to provide timely recommendations.
 - e. Discussed a layout to include progress within the same document to prevent having several documents to reference.
 - f. Assignment for the group: Due June 2nd
 - o Each member to review (preferably with a team within their organization) the year 1 and 2 key results.
 - o Discuss what needs to be tackled first and foremost.
 - o Create a proposal that includes brainstorming ideas on how to address them.
 - o Send those proposals to Samantha and Phyllis no later than June 2nd EOB.
 - o The Co-chairs will meet, review, and compile those ideas into one document.
 - o This information will be used in the August meeting to get this group started.

- g. There was an invitation and interest of members to attend the May 16th Governor's Equity and Inclusion Advisory Council. David Carlson will make sure members interested in attending have the invite and invitation and agenda for the meeting. This is a great example of the networking and pivoting necessary to keep the strategic plan relevant with new initiative and initiatives the Committee may use to share and recognize cross over and common interest/objectives.

6. Survey update

- a. Survey has been distributed and a reminder to CCFAC members will be sent with encouragement to complete. This reminder is due to the lower number of surveys received. The information is important and may be used to prevent duplicative efforts.
- b. More importantly, the aim is to identify entities state-wide who share interests, initiatives, and strategic focus for the purpose of collaboration to ensure the right people are involved to maximize network impact in advancing the strategic plan. If you are involved in one or more of those entities or initiatives described, please provide the names of them.
- c. It may be the direction of the CCFAC for the subcommittee to review the results of the survey and prepare a summary of them.

<https://survey.alchemer.com/s3/8218851/Children-Come-First-Advisory-Committee-Member-Activity-Scan>

7. Subcommittee meeting dates for 2025: May 9th, August 8th, Nov 14th

The November date on the agenda was incorrect, there was clarification that the date for November meeting is the 14th.

8. Public comment:

No public comment

9. Adjourn:

All business conducted at time. Meeting adjourned at 12:27pm.

The purpose of this meeting is to conduct the governmental business outlined in the above agenda. The CCF Advisory Committee is established by [state statute](#) to support the development of a comprehensive service system of coordinated care for children who are involved in 2 or more systems of care. Information about the CCF Advisory Committee may be found at: <https://www.dhs.wisconsin.gov/cst/providers.htm>.

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Prepared by: Ann Kelley-Kuehmichel on 4/22/2025.

These minutes are in final form. They were presented for approval by the governmental body on: 8/8/2025