

Sub-PAC Meeting Agenda / Minutes

GROUP: Self Sufficiency Sub-PAC **DATE:** 4/07/11 **TIME:** 12:30 – 3:30 **LOCATION:** Arapahoe County DHS

Facilitator(s): Pauline Burton

Attendees: Melissa Acosta (via T/C), Lorraine Archuleta, Nick Barela (via T/C), Joe Carrica, Melinda Cox, Larry Desbien, Jennifer Eads, Lynnae Flora, Katie Griego, Todd Jorgensen, Susan Kern (via T/C), Levetta Love, Kathleen Lyons (via T/C), Sue McGinn, Margie McIntyre, Joanne McLain, Toni Myles, Jack Rudd, Sheryln Stephens, Michelle Trujillo (via T/C), and Laura Willems (via T/C); Pauline Burton of the State Office attended as an alternate co-chair for John Bernhart; Paula Lujan of Colorado Works and Karen Howland of GOIT attended as guests. Carol Friedrich of Montrose County and Mary Lu Lechuga of Adams County also attended the meeting (via T/C).

Excused: John Bernhart, Maria Garcia, and Jon Merritt

Preliminary Meeting Items

Item #	Description	Requested By	Assigned To
1	<p>Title/Subject: WELCOME AND INTRODUCTIONS</p> <p>Action/Comments:</p> <p>The meeting convened; Pauline Burton called the roll and welcomed new member Jennifer Eads of Boulder County. Jennifer replaced Kirby Stone of Adams County as one of the Metro Region County Representatives.</p>		
2	<p>Title/Subject: REVIEW OF MINUTES OF MARCH 3 MEETING</p> <p>Action/Comments:</p> <p>In the interim, no revisions to the DRAFT minutes of the previous meeting were requested. Motion was made to accept the DRAFT minutes; the motion was seconded and unanimously carried.</p>		

Old Business

Item #	Description	Requested By	Assigned To
1	<p>Title/Subject: REVIEW OF MORNING PAC MEETING / PAC POLICY SUBMITTALS AND DISCUSSION ITEMS</p> <p>Action/Comments:</p> <p>Policy Submittals and Other Discussion Items:</p> <ul style="list-style-type: none"> • There were no Policy Submittals assigned to the Self Sufficiency Sub-PAC. • There was one Policy Submittal assigned to the Child Welfare Sub-PAC. • The PAC discussed PAC/Sub-PAC communication processes—what was working and what needed improvement? <ul style="list-style-type: none"> ○ The new PAC website is still being developed. Many PAC members felt that technology was not being utilized to enhance communication between the PAC, Sub-PACs, and the Counties. ○ There will be some changes coming to the PAC/Sub-PAC structure, per Reggie Bicha. ○ Most Sub-PACs have an open door policy and allow non-members to regularly attend their meetings. Pauline Burton suggested that the SS Sub-PAC be more flexible in letting county staff attend their meetings as well. 		

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1	<p>Title/Subject: EXECUTIVE ORDER DISCUSSION</p> <p>Action/Comments:</p> <p>Pauline told the members that since the PAC had not yet discussed the Executive Order, we (the SS Sub-PAC) will hold off on our discussion of the item until May or, more likely, June.</p>		
2	<p>Title/Subject: CHILD SUPPORT ENFORCEMENT (CSE) RESOURCES PRESENTATION</p> <p>Action/Comments:</p> <p>Larry Desbien shared the mission and vision of the CSE program and the federal performance measures for FFY 2009-2010 and for CY 2011. A handout he provided detailed the specific federal performance measures and where Colorado ranked nationally on each of the measures. He congratulated the CSE professionals in the county offices who helped to improve the percent of current support paid from 55% to 62.7%. Larry also mentioned the Goal Letters that had been sent to the counties to acknowledge their outstanding efforts. He then reviewed a handout of the CSE organizational chart and a contact list that detailed SMEs, their areas of expertise, and their contact information.</p> <p>Larry told the members about the CSE website that could provide a wealth of information and of the work being done to further enhance the website. He noted that the Automated Child Support Enforcement System (ACSES) was celebrating its 25th Anniversary this year and that the ACSES was the first ever system to be certified by the OCSE.</p> <p>The members commended Larry for the great job he did on the presentation; they were very pleased with the comprehensive information he provided.</p>		
3	<p>Title/Subject: UPDATE ON CBMS CHANGES</p> <p>Action/Comments:</p> <p>Jack Rudd introduced Karen Howland of the GOIT to the members; he brought her along to help give the CBMS update and answer questions. Both Jack and Karen outlined some specific projects that were being worked:</p> <ul style="list-style-type: none"> • Develop an Executive Steering Committee to oversee strategic projects • Archiving of old information • The slow roll-out of CBMS Web • Tackling correspondence issue • Roll-out of PEAK – Phase I <p>The members discussed some of the projects and shared their concerns. Regarding the PEAK Roll-out, some of the county representatives noted that they were excited about the roll-out, the training was very clear, and their staff liked the training.</p>		
4	<p>Title/Subject: PROPOSED CUTS TO FEDERAL LIHEAP BUDGET</p> <p>Action/Comments:</p> <p>Todd Jorgensen gave the LEAP Update and shared the current statistics of the program. He also shared his concerns about the</p>		

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4 (cont.)	<p>proposed 50% reduction to the federal Low Income Home Energy Assistance Program (LIHEAP) for FFY 2012, noting that federal funds represented 98% of the State's LEAP budget. The rationale for the proposed cuts is based on returning to 2008 program levels. If the reduction did get approved, it will mean that Colorado will have to reduce benefit amounts and reduce the number of individuals helped by the program. He covered the options that are available to lessen the impact of the reduction.</p> <p>Unfortunately, if the changes he noted have to be made, they will drastically impact vulnerable families, especially seniors and families with young children. Todd asked for feedback about the Program, and the members discussed ideas to improve program processes and save money. Todd will provide another program update at the May meeting.</p>		
5	<p>Title/Subject: FOOD ASSISTANCE PROGRAM UPDATE Action/Comments:</p> <p>Sue McGinn addressed the members and provided a handout that detailed the following:</p> <ul style="list-style-type: none"> • FAP statistics through March 2011. • Update on Amended Court Stipulation Agreement – No agreement has been reached yet on the benchmarks that will be added to the agreement to measure the timely processing of re-determination applications. • Correction of Court Report Data – The Plaintiffs are aware that corrected data is forthcoming. • EBT Workgroup Update – The workgroup met on March 30. They are looking at Mail Card Issuance. A member of Sue's staff has worked on a white paper that identified issues. The workgroup is going over each of the identified issues. Sue hopes to bring their final decisions/recommendations to the SS Sub-PAC in 3-4 months. 		
6	<p>Title/Subject: COLORADO WORKS UPDATE Action/Comments:</p> <p>Katie Griego and Paula Lujan gave the update for Colorado Works. Katie handed out two Agency Letters that had previously been distributed to the TANF Workgroup. She asked the members to provide any feedback about them by Wednesday, April 13. She also noted that more changes would be coming regarding refugees; she would detail those changes at the May meeting.</p> <p>Paula attended the meeting to explain the Case File Review (CFR) process to the members. She explained that all states are required to complete a Review Plan and submit it to the federal office. The Plan explains what info/data is pulled and in what month it is reviewed. CO Works has identified what elements needed to be looked at and removed what did not. There have been some problems with data due to staffing changes, but the State follows what is outlined in Volume I. Rebuttals are reviewed as a collective process. Letters are sent that detail the rebuttal process. Paula then asked for feedback and answered questions from the members about scoring and tracking processes, data collection, ad hoc reports, and streamlining processes. Paula told the members that the CFR process is helping to make improvements to the program and that feedback from the counties has been positive. She also talked about County Site Visits that were being conducted to help counties to identify problem areas. County Contracts will be on a separate review cycle, which is currently being developed. A presentation overview of CFR Elements will be provided at the Colorado Works Professional Development Academy.</p>		

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7	<p>Title/Subject: IMPACT OF FEDERAL GOVERNMENT SHUTDOWN</p> <p>Action/Comments:</p> <p>Pauline told the members that she could not offer any guidance on what to do in case of a federal government shutdown at this time.</p>		
8	<p>Title/Subject: CHILD SUPPORT (FIX) CHANGE REQUEST 2044</p> <p>Action/Comments:</p> <p>Child Support researched this issue and found that all of the necessary child support data is being transmitted to CBMS. It appears that Change Request 2044 caused some issues that have not yet been fully corrected. The focus should be on making the necessary changes in CBMS to fully utilize the child support data that is being transmitted from the Automated Child Support Enforcement System (ACSES).</p>		

Meeting Closure			
Item #	Description	Requested By	Assigned To
1	<p>Title/Subject: NEXT MEETING</p> <p>Action/Comments:</p> <p>The next meeting will take place on Thursday, May 5, 2011, @ 12:30 PM @ Arapahoe County DHS.</p>		
2	<p>Title/Subject: AGENDA ITEM SUGGESTIONS FOR NEXT MEETING</p> <p>Action/Comments:</p> <ul style="list-style-type: none"> • Colorado Works Resources Presentation – Katie Griego <ul style="list-style-type: none"> ○ Rule – Refugee Process • Work Support Strategies Grant – Pauline Burton • Child Care Update – Leslie Bulicz • Food Assistance Program Update – Sue McGinn <ul style="list-style-type: none"> ○ RRR Alignment • LEAP Rules – Todd Jorgensen • CSE Rule Change – Larry Desbien • CBMS Update – Jack Rudd • Executive Order Discussion (maybe, but probably not until June) 		
3	<p>Title/Subject: MEETING ADJOURN</p> <p>Action/Comments:</p> <p>There being no further items for discussion, the meeting was adjourned.</p>		