**Central Wisconsin Health Partnership**

**Comprehensive Community Services (CCS)**

**Regional Coordinating Committee (RCC) Meeting**

**Wednesday, December 14, 2022, 10:00 – 12:00**

1. **Introductions**

Adams County: Kelly Oleson and Diane Osborn; Green Lake County: Jason Jerome, Greg Metzler, and Kate Meyer; Juneau County: Judy Kennedy, and James Kurtz; Marquette County: Mary Walters, Mandy Stanley, and Dawn Woodard; Waushara: Jeremy Woodliff; Julie Shew – Northeast Regional DHS Area Administration; Lori Martin – Regional Coordination

1. **Approval of agenda**

* Judy Kennedy motioned to approve agenda; second by Kate Meyer; motion approved.

1. **Approval of meeting minutes from September 14, 2022, meeting**

* Dawn Woodard motioned to approve 9/14/22 meeting minutes; second by Kate Meyer; motion approved.

1. **2023 Meetings**

* Group agreed to continuing a 2nd Wednesday quarterly schedule with Marquette County as the host. In-person attendance is encouraged, but there will continue to be a virtual option. The 2nd Wednesday in September coincides with the CCS/CST Statewide meeting, so the September meeting will be on the 3rd Wednesday.
* 2023 Dates: March 8, June 14, September 20, December 13
* Meeting times will remain 10:00 – 12:00
* For now, plan on PLEx meeting prior to each meeting, from 9:00 – 10:00. This may change depending on the scheduling needs of PLEx members.

**Discuss 2023 agenda items**

* March 8:
  + Success Story – looking for a county to share
  + Training topic – Lori will come up with some options and discuss with Contract Liaisons and Program Leads
* March 8 or June 14:
  + White Pine Consulting / Regional Coordination Satisfaction Survey results
  + Marquette presentation on use of the Connections App (CHESS Health) for individuals with substance use concerns
* June 14: co-chair nominations (Jill Polifka-Amos will have served her 2-year term)
* September 20: update on CCS/CST Statewide Meeting

1. **CCS Education Presentation**
   * Overview of The CCS Service Array by Lori Martin, CCS Regional Coordinator
   * To view this video and others shared during Committee meetings, please visit: <https://www.cwhpartnership.org/rcc-educ-videos.html>.
   * The videos can also be linked to from the [Regional Coordinating Committee page of the website](https://www.cwhpartnership.org/regional-coordinating-committee.html) under “Minutes from Past Meetings”.

1. **Sharing of Success in CCS – Juneau County** 
   * Lewis shared how CCS is making a difference in his life and helping him meet his goals.

1. **County Roundtable**

*Sharing of CCS-related updates, community activities, unique and shared services, success stories, areas of needed support*

1. Adams – Diane shared they are working to recruit service facilitators. Have a law enforcement officer who is participating on a team for a youth as a natural support. Their County Board member representative was planning to attend but had an emergency come up. Also hoping their new PLEx member will be able to attend the next meeting.
2. Green Lake – Kate shared they are working to strengthen the role of the Mental Health and Substance Use Professional. Recently hired a substance use disorder case manager who has her SAC-IT. She will start working with individuals with substance use concerns under the crisis umbrella and build relationships with the hope it will lead to consistent services and supports to aid in recovery (including CCS).
3. Juneau – Judy shared an update. The local CCS/CST coordinating committee meeting discussed the need to recruit and train consistent committee members. A long-term internship for psychologists was just approved by their County Board.
4. Marquette – Dawn and Mandy shared the update. Due to staff vacancies, monthly consumer luncheons are temporarily on hold, but the monthly consumer game group continues. A couple of service providers recently reached out with interest in providing CCS services in Marquette County. Dawn is working with them on becoming CCS providers. Had a recent Division of Quality Assurance (DQA) CCS program survey and have been recertified for 2 years. The surveyors looked at a variety of documentation including the local CCS plan, quality assurance efforts, staff and provider records, informed consents, and their system for medication management activities. Beginning to use a new Connections App offered by CHESS Health. The app is a resource for individuals struggling with substance use. The goal is to achieve more points of contact, especially with individuals who are waiting to receive services. The app includes a discussion board, information on resources, video support groups, peer support options including 1:1 sessions, and notifications to staff regarding usage. The app could potentially be used regionally in the future and costs could be shared. The Committee would like Marquette to report on their use of the app at a 2023 meeting.
5. Waupaca – no report
6. Waushara – Jeremy shared that Waushara also had a recent DQA survey, his experience was also that the surveyors looked at a variety of different types of records. Two new service facilitators have started in past month; they are now fully staffed. One service facilitator has their SAC, which is an opportunity to better reach individuals with substance use issues. Kimberly Fairchild is the new DHS Deputy Director.
7. **Regional Memorandum of Understanding (MOU)**

* Part of the work of the leadership group that met initially this past summer and again in September was to review and update regional guiding documents. Lori sent an updated draft MOU via email to Committee members for their review earlier this week. The draft combines information from the original CWHP CCS MOU and the Regional CCS Plan Addendum for Shared Services into one document.
* Summary of the work of the group:
  + update outdated information including regional vision and mission
  + reduce redundancy
  + focus on regional relationship and responsibilities including shared services
  + additional information related to the role of CCS Regional Coordination
  + include terms for Committee Chair and Co-Chair (staggered 2-year terms), as well as term for contract liaison county (2-year commitment)
* Next step: Lori will work to get Directors’ signatures on the document. Mandy suggests electronic signatures. Marquette (as well as Juneau and Green Lake) use DocuSign.

1. **Regional Training and Quality Assurance Report – Lori Martin, CCS Regional Coordinator**

* 2023 Training Plan
  + Training specific to the roles of Mental Health and Substance Use Professional. Lori is partnering with trainers from the 9-county Recovery and Wellness Consortium to develop training.
  + Enhance service facilitator knowledge and skills
    - 2 workshops are being planned for Spring – working with individuals on the autism spectrum, and personality disorders
* 2021 program survey results
  + Lori shared the results via PowerPoint presentation
  + Discussion related to the collection of information and the tendency for sites to underreport in areas such as medical conditions. Lori will follow-up on this topic.
* Site Visits
  + Lori completed visits with all 6 counties earlier this month. There were many areas of strength. Two areas to work on as a region emerged: CCS training and resources for service facilitators, and strengthening the role of the Mental Health/Substance Use Professional

1. **Meeting Adjourned – 11:40**