**Central Wisconsin Health Partnership (CWHP)**

**Regional Comprehensive Community Services (CCS) Coordinating Committee Meeting**

**Wednesday, December 6th, 2017, 10:00 – 12:00**

**Adams County Health and Human Services Department**

**Present:** Melissa Winsor, Kelly Oleson, Kay Saarinen-Barr, and Allison Else – Adams County; Kate Meyer and Jason Jerome – Green Lake County; Danielle Moore, Kayla Thomas, Tim Cottingham, and Scott Ethun – Juneau County; Mandy Stanley, Corbi Stephens, and Tancy Helmin – Marquette County; Jill Amos-Polifka – Waupaca County; Christy Pongratz, Dennis Wedde, and Dawn Buchholtz – Waushara County; Elizabeth Dehling – Area Administration; and Lori Martin – White Pine Consulting Service

1. **Welcome and Introductions**

* Meeting called to order by Dennis Wedde, Committee Co-Chair, at 10:05 AM

1. **Approval of agenda**

* No comments or changes.

1. **Approval of meeting minutes from October 4th, 2017 meeting**

* No comments or changes – meeting minutes approved.

1. **County Updates**
   * + **Adams** – Allison shared an update. 30 individuals currently enrolled in CCS; 2 will soon be admitted; 5 discharged since our last meeting. Two additional Service Facilitator positions have been approved for 2018 (there will then be total of 5). CST will be coming in-house next year (currently contract for program and care coordination). Treatment court up and running – 5 clients enrolled. Nurse retiring, and another nurse starting; an additional position is open. A psychiatrist is also leaving.

* **Green Lake** – Kate Meyer has taken the CCS Coordinator position left vacant when Gretchen Malkowsky retired. Currently serving 30 consumers in CCS (19 youth); just hired Wes Shemanski (formerly worked in Adams County) as a CCS Service Facilitator. Working to broaden CCS providers / contracted services. Recently filled the Behavioral Health Manager position (from within); now interviewing for clinical therapist (to replace person who took the Behavioral Health Manager position). Working with treatment court on how to best collaborate with CCS.
* **Juneau** – Danielle Moore – new supervisor / CCS coordinator. 49 consumers enrolled in CCS; 4 discharged since our last meeting; 11 in referral. Holding interviews for FTE Master’s level Therapist to replace Danielle’s position. Will be requesting additional positions including an FTE CCS Service Facilitator and 0.5 CCS / 0.5 Community Support Program (CSP) position. Working to implement electronic health record system. February 12th is the projected move in date for the new Human Services building.
* **Marquette** – Clint Starks left his position with Marquette and took a position with Columbia County. Wade Rasmussen, Clinic Manager, is now taking the lead on CCS. In process of hiring a therapist to replace Clint’s position. 29 individuals currently enrolled in CCS; approximately 2/3 are youth. Considering if an additional Service Facilitator is needed; office space is an issue.
* **Waupaca** – Jan sends her regrets. Lori updated that at the last Training Committee meeting Jan shared that 9.5 behavioral health positions have been approved for 2018 including a CCS Supervisor, a CCS therapist, and two CCS Service Facilitators. Jill shared that there are efforts underway to improve communication between Human Services and Law Enforcement.
* **Waushara** – The open CCS Service Facilitator position has been offered to an individual who is currently a social worker with Waushara DHS. There is approval for an additional Service Facilitator position in 2018, if needed. Interviews are taking place today for an in-home therapist position left vacant by Kathleen Koepke. TAD (Treatment Alternatives and Diversion) coordinator interviews are taking place tomorrow.
* **DHS Southern Regional Office Update** – in follow-up to the last meeting, Elizabeth updated that the status of partners (e.g. peer support) in light of the national and state budgets remains largely unknown. Nothing is changing for 2018; specifics beyond that won’t be known until the Federal budget passes.

1. **Consumer / community member updates, including initial consumer / citizen meeting**

* The group came up with an alternative to the term “Consumer” – Persons with Lived EXperience (PLEX).
* An event was held on November 30th to administer the annual CCS Consumer Satisfaction Survey in Marquette County. Five PLEX members of our Committee assisted with the event, including survey administration. There was a good turnout of around 30 people; and the event was very well received – people had fun. Corby brought games and families played games together. One family would like to plan for ongoing family events in the county.

1. **Juneau County’s Contract Liaison Report – Scott Ethun and JoAnn Geiger**

* The annual evaluation of White Pine’s CCS coordination efforts is complete. Scott will meet with Lori to review the results, which were largely positive.
* Lori has been asked to organize a meeting for the regional fiscal managers to discuss CCS-related procedures, with a goal of peer-to-peer discussion and consistency across counties. Dawn would like to see a comparison of what the 6 counties are billing MA on a per client basis. Also interested in each county’s percentage of direct time to indirect time.
* Scott shared copies of a draft Regional CCS Coordination Work Plan and Budget for 2018 with the DHS Directors and requested any questions or comments be shared with him by Wednesday, December 20th.
* Discussion regarding stipends for PLEX member involvement on CCS committees. Question whether CCS funds can be used to support involvement. Lori and Elizabeth offered to follow up.

1. **Follow-up with the Division of Vocational Rehabilitation (DVR)**
   * Our 6-county region is served by 4 different Workforce Development regions. At the October meeting Committee members expressed a desire to strengthen relationships with DVR. Elizabeth followed up with Kathleen Enders (a statewide representative for DVR) who is working to identify person who could be the point person for the CWHP for DVR.
2. **Regional Coordinator Report**
3. **Training Subcommittee Report**

* Due to scheduling conflicts, the November training and QI committee meetings were abbreviated and held as a phone conference.
* Both the training and QI committees will continue to meet every other month in 2018 – the dates and location (Marquette County HS) have been confirmed
* Planning for 2018 regional workshops.
  + 2018 monthly training dates and location have been confirmed; need to choose topics and presenters
  + Some topics of interest include:
  + Substance use
  + Public health and mental health
  + In-depth review and discussion of the CCS Service Array
  + Workshop by Jonathan Cloud on “Sparks” – developing community assets in youth, and focusing on activities and interests that engage youth to be their best
* A new provider orientation workshop was held in Montello on November 8th. Tancy co-presented / shared part of her story. Attended by 18 providers. Evaluations were favorable.
* Upcoming workshops / educational opportunities include:
  + Working with Youth in the Juvenile Justice System – Jonathan Cloud (December 6th, 1:00 – 3:30, Adams/Friendship)
  + CCS statewide meeting is 4/4/18 in Wisconsin Dells. Lori will forward the agenda once confirmed.
  + There will once again be a combined CST/CCS statewide meeting that focuses on serving youth. This will take place on September 12th, 2018 in Wisconsin Dells

1. **Quality Improvement (QI) Subcommittee Report**

* 2017 focused heavily on documentation requirements and ensuring forms were in compliance with MA and DHS 36 requirements.
* The Committee is planning for 2018 priorities; which will likely include:
  + Adherence to CCS and wraparound principles
  + QA site visits
  + QA / consistency with billing / fiscal practices
  + Community outreach
* In the process of updating the provider rate document that was developed last fall. Outlines contracted CCS provider rates across the 6-counties; has proved helpful to sites when negotiating rates with new providers.
* 2017 Consumer Satisfaction Survey – data due to the DCTS 12/31/17. Sites are asked to send surveys to Lori by Friday December 22nd. Similar to past years, White Pine will act as a central location for data and will prepare a regional summary data report. 4 consumer members of the Regional Coordinating Committee have been trained to help administer the surveys; this approach was piloted in Marquette County last week.

1. **Follow-up related to Peer Specialist Certification Training**

* At the October meeting, Lori shared that state-sponsored certification workshops won’t be limited to individuals who live in a site. This information has changed. The workshops are being held to correspond with 8 Wisconsin Independent Living Center regions.
* Last week Kenya Bright shared information related to 2018 workshops including application deadlines. Lori shared a handout with the Committee.

1. **2018 Committee meeting schedule**
   * A handout with 2018 Regional Coordinating Committee dates and locations was shared.
   * **Update:** the October 3rd meeting will now be in Adams/Friendship at the Community Center, and the December 5th meeting will be at the Marquette County Services Center Demonstration Room. An updated schedule can be found on page 5 of these notes.
2. **Other**
   * Youth Crisis Stabilization Update - Dawn shared an update. The WI Department of Human Services (DHS) published for public comment the scope for an 8-bed youth stabilization facility. A public hearing is taking place later this month. The facility’s location is unknown, but must serve the “balance of the state” (not be in Milwaukee).
   * Discussions continue regarding the possibility of the Department of Children and Families (DCF) providing startup funds for a facility. Dawn unsure if there are plans to release a Request for Proposals.
   * Update on In-home Crisis Services pilot for youth – Lutheran Social Services is expected to send a proposed budget and work plan to Secretary Anderson this week; DCF would like partnership with DHS. Still working on this…
   * PR with Legislators / Community CCS Presentation – Elizabeth spoke with a couple of legislative aides regarding timing – Jan/Feb is generally the best time. The Committee will tentatively plan for a February 2019 event.
3. **Next meeting –** Wednesday, February 7th, Green Lake County Government Center (UW Extension Training Room)

**2018 CCS Regional Coordinating Committee Meetings**

Updated 1/9/18

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| **Date** | **Location** |
| Wednesday, February 7th  9:00 – 10:00: Consumer meeting  10:00 – Noon: Full Committee | Green Lake County Government Center  UW Extension Training Room  571 County Road A, Green Lake, WI 54941 |
| Wednesday, April 11th (originally 4th)  9:00 – 10:00: Consumer meeting  10:00 – Noon: Full Committee | Juneau County Services Building  200 Hickory Street  Mauston, WI 53948 |
| Wednesday, June 6th  9:00 – 10:00: Consumer meeting  10:00 – Noon: Full Committee | Waushara County Courthouse  Demonstration Room  209 S. Saint Marie Street. Wautoma, WI 54982 |
| Wednesday, August 1st  9:00 – 10:00: Consumer meeting  10:00 – Noon: Full Committee | Waupaca County Courthouse  Room LL42 (lower level)  811 Harding Street, Waupaca, WI 54981 |
| Wednesday, October 3rd  9:00 – 10:00: Consumer meeting  10:00 – Noon: Full Committee | Adams County Community Center  569 N. Cedar Street, Room 145B  Adams, WI |
| Wednesday, December 5th  9:00 – 10:00: Consumer meeting  10:00 – Noon: Full Committee | Marquette County Services Center  Demonstration Room (Room 112A)  480 Underwood Avenue, Montello*,* WI 53949 |