Regional CCS Coordinating Committee (RCC)

Meeting Minutes

October 1st 2014

**9:00-12:00**

**Committee Members:** Tom Charles, Erika Dorrington, Tim Cottingham, JoAnn Geiger, Dan Arellano, Cindy Skipshak, Jana Tetzlaff, Darlene Wedde, Dennis Wedde, Clint Stark

**Participants:** Tom Charles, Erika Dorrington, Tim Cottingham, JoAnn Geiger, Darlene Wedde, Dennis Wedde, Clint Stark, Philip Robinson, Kathryn Goel, , Diane Cable, Scott Ethan, Renee Soroko, LeRoy Dissing, Gretchen Malkowsky, Jana Tetzlaff, Debra Crawford, Lori Chipman, Wendy Pierce, Roxanne Haedt

Joined at 10:30 by: Dawn Buchholz, Brenda Ruby, Michele Marks

* Welcome and Introductions of all Members
* **Review /Approval of Agenda**: One consumer present. Quorum is one candidate from each consortium partner. Agenda is approved.
* **Review/ Approval of Minutes**: Agenda is approved
* **Brief Updates per County**:

**Adams**: Diane reports they are hiring a full time behavioral health supervisor who will focus on CCS and participate in future meetings. Caseloads are increasing

**Green Lake**: LeRoy shared the sub coordinating committee met to review policies. Subcommittee also discussed annual state review on certification. The Dept. is working on design plans and implementation of utilizing Neshkoro School.

**Juneau**: Joann reported they currently have two CCS consumers (one adult and one child). A full time service facilitator has been hired and will start 10/15. They are focusing on trauma informed care and consumers experience agency wide.

**Marquette**: Not present

**Waupaca**: Kathryn shared Waupaca is presenting CCS certification to DHHS board 10/1/14. If approved, the next step is hiring a full time CCS coordinator.

**Waushara**: Clint reported there are 22 CCS consumers. Waushara has spent a lot of time in outreach with Public Health Department and assessing how their staff time can be CCS billable. Clint spoke with “Rise Together” group about CCS and how to make program referrals. Ted suggested Clint meet with La Clinica clinicians to help them determine program eligibility as many are not familiar with criteria. People may not understand what the program is or how to access.

* **Discussion**: Phil reported the regional coordinator position is still open. One option is to contract with an entity to share responsibility. LeRoy suggested another option is to hire an LTE to jumpstart Waupaca and Marquette programs and/or use current regional county facilitators to assist. Another option is to hire a part time coordinator with help from current facilitators (those counties that are active). Ted shared best success for a new program is a person that is only focused on the program at hand, even if part-time. Position is funded from regional programs and 100% reimbursable. Phil suggested others who are currently certified can help with templates and materials for new counties.
* **Action re: Election of Secretary**: Scott suggested clerical staff take minutes and counties rotate bringing a clerical staff to future meetings. Staff time is CCS billable. Next meeting minute taking responsibility is Juneau County.
* **Regional MOU & Addendums to local CCS Plans**: Phil reviewed changes to MOU (see document) and proposed re-wording. Meeting performance requirements is the best way to ensure continued program funding and success. There was discussion around county program surveys and sharing results. Glen Johnson should be removed from the “conflict resolution procedure” form and Dawn Buchholz will be added. The conflict resolution procedure will be submitted to CWHP. Phil reviewed plan addendum for revisions (see documents). Policies are to be integrated in county plan within 30 days of certification. Motion to adopt the document with revisions.
* **Neshkoro Community Center:** LeRoy shared the lease for Neshkoro School has been executed with Fox Rivers Inc. and Westfield school district. Fox Rivers is a sub unit of Green Lake DHHS. Fox Rivers will be the lease for CCS activities purposes. They met with Westfield school staff and maintenance for school layout, turning on the heat, lights, etc. Building will be cleaned by work development participants. There may be other businesses that will sublet space to lower operating expenses. Current projects are internet access, entrance signs, insurance, and other details to open and operate. There is potential for training partnerships to utilize space. The community center facilitates activities that occur at the school but will not be charged. They donated all kitchen equipment. The school district prefers to sell the building. Eventually, CARE Wisconsin may consider having an office in the building. Ideally, other community services would also have offices in the building as an anchor in wellness and recovery services. Group reviewed budget worksheet and startup cost estimates. Facility needs can be met with donations, CCS funds or grant funds. Further discussion around other options to utilize space. Scott suggested a sub-committee just for this topic/project as it will likely continue to need a significant amount of time. Motion to create sub-committee with one representative from each county on advisory committee. LeRoy proposed Ed Schuh establish an “ad-hoc” committee.
* **Grassroots Empowerment Project**: The project is aimed at understanding the consumer’s voice as they share their stories. Phil e-mailed a flyer with details. Other counties may attend. 10/21 2:30 – 4:30 at Green Lake Human Services
* **Heroin Summit**(s): Hosted by Green Lake 10/15 6:00 Berlin High School. A flyer was sent around with details. Waushara has hosted a summit previously. No cost or registration to attend.
* **Other**: Clint asked about quarterly trainings for community groups that may be able to use the space. Other county initiatives would have potential to use space at the school. Contact Ed Schuh (Leroy and Phil have his contact information).

Next Meeting: **December 3, 2014** at Neshkoro School 10:00 – 12:00

Minutes Submitted by: Renee Soroko, Deputy Director

 Waushara County Department of Human Services