

**Waukesha County DHHS  
Children's Partnerships for Mental Health/CST  
Meeting Minutes**

**5/15/19  
Human Services Center, Room 114  
4:00 p.m. – 5:30 p.m.**

Present: Bill Seymour (WCDHHS), Jon France (WCDHHS), Mai Thao (WCDHHS), Eve Altizer (WCDHHS), Casey Vullings (Lutheran Social Services), Hugh Davis (WI Family Ties, Parent Representative), Neal Peterson (Waukesha School District), Maura McMahon (Waukesha Local Attorney Manager).

**Discussion Topics**

1. Mai Thao provided an overview of the Coordinated Service Team Initiative (CST): CST mission statement, CST values, the Coordinating Committee mission statement, Coordinating Committee tasks, required memberships, as well as an overview of Waukesha County's CST service provision. Mai and Bill Seymour informed participants that the current CST service provision continues to be re-evaluated, as to improve consumer access to the CST.
  - a. The committee determined the following membership, based on the state statute:
    - i. The county department responsible for child welfare and protection services – Eve Altizer, Human Services Supervisor for the Adolescent and Family Division.
    - ii. The county department responsible for mental health and alcohol and drug abuse services for children and families – William Seymour, Outpatient Services Administrator.
    - iii. The county department responsible for providing services for children who are developmentally disabled – Vickie Smith, Supervisor of the Children with Special Needs unit.
    - iv. The family support program under s 46.985, if the county has a family support program – Vickie Smith, Supervisor of the Children with Special Needs unit.
    - v. The juvenile court administrator or another representative appointed by the judge responsible for cases heard under Chapter 48 938 – Maura McMahon
    - vi. The largest school district in the county and any cooperative educational service agency, if it provides special education in the county, or any county children with disabilities education board in the county, and any other school district in the county that is willing to participate in the initiative – Neil Peterson, Waukesha school district Social worker
    - vii. At least 2 parents of children who are involved in 2 or more systems of care – Hugh Davis and Tracy Loken-Weber
    - viii. The agency responsible for economic support programs – Kathy Mullooly
    - ix. Representatives of health maintenance organizations that are operating in the county – Theresa Imp, Public Health Supervisor
2. Jon France shared data related to youth and family served through the CST from 2015 to 2019. Youth served through the CST may also be dually enrolled in Comprehensive Community Services (CCS is a Medicaid funded psychosocial rehabilitative mental health and substance use treatment program); CCS requires a separate eligibility process. Data trend shows increased referrals and admission to the CST, as well as need for expansion of youth and family services within Waukesha County.
3. Mai Thao reviewed and provided participants with the county's Interagency Agreement. Participants were asked to sign the Interagency Agreement, if they wish to participate as a coordinating committee member.

4. Bill Seymour led group discussion specific to rebuilding the membership and attendance, as well as long-term goals/projects of the CST Coordinating Committee.
- The committee discussed service gaps and continued focus on assessing our local service needs, providing educational segments, increasing community knowledge and access to services.
  - The group decided on meeting monthly, the last Wednesday of the month, from 12:00 PM to 1:00 PM, at the Human Services Building.
  - The next Coordinating Committee will be inclusive of community members, in addition to required Coordinating Committee members.
  - **Next Coordinating Committee is scheduled for June 26<sup>th</sup> 2019 at the Human Services Building, from 12:00 PM to 1:00 PM.** Agenda: Hugh Davis (WI Family Ties, Parent Representative) will provide an overview of services/resources through WI Family Ties.

Minutes submitted by Mai Thao, LCSW

 7/24/19  
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Signature of Co-Chair Tracy Loken-Weber      Date