

OPEN MEETING MINUTES
Waukesha County Human Services Center
Virtual Microsoft Teams Meeting
Coordinated Services Team (CST)
October 27, 2021

Present CST Committee: Bob Alioto, Danielle Birdeau, Fred Garcia, Amanda Huber (Chair), Maura McMahon, Brianne Ortega, Vickie Smith (Vice Chair)

Absent CST Committee: Hugh Davis, Angie Krueger

Guests: Eve Altizer, Jeannine Eng, Nichole Grube, Jessica Hannaman, Esme Jaramillo, Krista McNeil, Ron Pupp, Sara Sobrofski

1. Call to Order

Chair Huber called the meeting to order at 12:03 p.m.

2. Approval of Minutes

Motion: Smith moved, second by Garcia, to approve the Coordinated Services Team (CST) minutes of September 22, 2021. Motion passed without a negative vote.

3. Committee Business

a. Elections (Term: November 1, 2021 – August 31, 2022)

- i. Motion: McMahon moved, second by Birdeau, to elect Eve Altizer as the Chair of the Coordinated Services Team. Motion passed without a negative vote.
- ii. Motion: Birdeau moved, second by McMahon, to elect Vickie Smith as the Vice Chair of the Coordinated Services Team. Motion passed without a negative vote.

b. Discussion on CST Meeting Needs and Gaps

A survey was sent out regarding partnering with Wisconsin Family Ties to facilitate a certified parent-peer support group. Of the seven responses received, a virtual or hybrid group meeting option was most popular. Resources, networking, and support were the topics that respondents were most interested in.

The WellBadger Resource Center is a website to help navigate the resources for children with mental or behavioral health concerns. For more information, go to:
https://www.wellbadger.org/s/cmh-resource-navigator?language=en_US.

c. Overview of Satisfaction Surveys

Waukesha County is collaborating with Tracy Allman, Lead Worker with Adult Comprehensive Community Services (CCS) to send out youth and family satisfaction surveys. It is a 2-page form covering the youth and family's satisfaction with the services they received in the previous six months. Children younger than 13 will receive the family survey and children older than 13 will receive the youth survey. The surveys are paper only and will be mailed out, but they can also be taken in-person with a team member. The surveys are due December 13.

d. Discussion on Recruiting Additional Parent Membership in the Committee

Attendees discussed ideas on recruiting additional parent membership in the committee including:

- Looking into changing meeting time if not ideal for parents

- Create brochure to give out to parents at the start of receiving services to advertise the committee and meeting dates and times
- Collaborate with Kara Moore, volunteer coordinator, to find out ways to reach out to individuals
- Offer gas cards
- Work with parent organizations in the schools
- Reach out to case workers or school social workers
- Advertise in the newspaper or on social media
- Collaborate with Michelle Lim to present the committee information to foster parents
- Hand out flyer to parents at time of follow-up during aftercare after hospitalization

Birdeau left at 12:29 p.m.

4. Committee and Organizational Updates

- **HHS Staff Liaison**
HHS is currently in transition with the youth CCS program moving to the Adolescent and Family Division (A&F) and continues to work on expanding the program services.
- **Comprehensive Community Services (CCS)**
There are currently four Service Facilitators in the CCS program with a fifth starting on November 1.

There will be a Mental Health Provider/Clinical Therapist starting on November 8.

Previously, Clinical Therapists were doing all of the mental health and service facilitation. Now that there will be five Service Facilitators, the Clinical Therapists can focus on mental health.

In January 2022, a Quality Assurance Specialist will be hired to help continue to expand the vendor network.

- **Coordinated Services Team (CST)**
Sarah Cardona will begin working full-time starting in January 2022. She will continue to work with the waiver staff to do outreach with families with youth who are eligible for the CCS/CST programs to begin the admission process. Cardona will also help develop the parent support group with Wisconsin Family Ties.
- **Children and Family Services Advisory Committee (CAFSAC) Updates**
McMahon and Pupp provided an update from the October CAFSAC meeting. Some of the topics included:
 - Family First Prevention Act and the additional certification process for out of home placement facilities
 - WellBadger website
 - Presentation from The Women's Center with a review of the Lethality Assessment
 - Youth Risk Behavior Surveys (YRBS)
 - Brainstorming for speakers and educational presentations for 2022

- **Mental Health Advisory Committee (MHAC) Updates**
Altizer reported that the October MHAC meeting included a presentation from Oxford House. Oxford House is a sober living facility that works with a variety of organizations to set up sober living homes in communities in different geographical areas. Oxford House is looking to contract with Waukesha County to set up new homes.
- **Special Services Advisory Committee (SSAC) Updates**
The waiver program will be coordinating with CCS and CST to determine initial eligibility for the youth. The official start date is January 1.

The waiver program goes through a renewal process every five years. The changes will go into effect beginning January 1.

5. Agency Updates / Announcements

The Children Come First Conference, coordinated with Wisconsin Family Ties, will be held on November 15 and 16 at the Kalahari Resort and Conference Center in Wisconsin Dells. For more information or to register, go to: https://wisconsinfamilyties.salsalabs.org/ccf21-event/index.html?eType=EmailBlastContent&eld=d3fbb0c1-a17f-4e85-8d85-ba29d6d2adb3&sl_tc=CCF21.

6. Discussion Items for Next Agenda

- Refocus goals for committee
- Review the statutes and items that are required for the committee
- Dissect the mission and purpose of CST and discuss each member's role in the committee
- Plan out educational presentations for 2022

7. Public Comment

There was no public comment.

8. Adjourn

Motion: Garcia moved, second by Smith, to adjourn the CST meeting at 12:59 p.m. Motion carried unanimously.

9. Next Meeting

The next meeting is scheduled for November 17, 2021, at 12:00 p.m. in Room 029 of the Waukesha County Health & Human Services Center.

Respectfully submitted by Jessica Hannaman.

Minutes Were Approved: _____



Date: _____

11/17/21.