

## OPEN MEETING MINUTES

### Waukesha County Human Services Center Coordinated Service Team (CST) June 26, 2019

**Present CST Committee:** Hugh Davis, Theresa Imp, Tracy Loken-Weber, Maura McMahon, William Seymour, Vickie Smith

**Absent CST Committee:** Eve Altizer, Kathy Mullooly, Neal Peterson

**HHS Staff Liaison:**

**Guests:** Ben Jones, Janelle McClain, Jaime O'Malley-Mercado (proxy for Eve Altizer), Kelly Simms, Mai Thao, Mary Tomter

#### 1. Call to Order

Simms called the meeting to order at 12:05 p.m.

Introductions were exchanged amongst the committee members and guests.

#### 2. Approval of Minutes

Motion: McMahon moved, Seymour second by to approve the CST minutes of May 15, 2019. Simms abstained, motion passed.

#### 3. Committee Business

Simms displayed the state statute requirements of who is required to be a member of the CST committee. Seymour and Thao announced that the committee had already reviewed that information at the previous meeting.

Motion: Davis moved, second by McMahon, to reopen voting and discussion of the May minutes. Motion passed unanimously.

The committee determined the following membership, based on the state statute:

1. The county department responsible for child welfare and protection services – Eve Altizer, Human Services Supervisor for the Adolescent and Family Division.
2. The county department responsible for mental health and alcohol and drug abuse services for children and families – William Seymour, Outpatient Services Administrator.
3. The county department responsible for providing services for children who are developmentally disabled – Vickie Smith, Supervisor of the Children with Special Needs unit.
4. 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.
5. The juvenile court administrator or another representative appointed by the judge responsible for cases heard under Chapter 48 938 – Maura McMahon
6. 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
7. At least 2 parents of children who are involved in 2 or more systems of care – Hugh Davis and Tracy Loken-Weber

8. The agency responsible for economic support programs – Kathy Mullooly
9. Representatives of health maintenance organizations that are operating in the county – Theresa Imp, Public Health Supervisor

Motion: McMahon moved, second by Loken-Weber, to approve the CST minutes of May 15, 2019, amending to include the membership list stated above. Simms abstained. Motion passed.

Next, the committee discussed the positions of chair and vice chair. Seymour nominated Altizer for chair, however Altizer was not present. Was tabled until the next meeting. Loken-Weber volunteered for vice-chair, motion passed unanimously.

The committee members established there will be a discussion at the next meeting as to what educational segments can be done in the future.

**4. Family Ties – Hugh Davis**

Davis goes through a Power Point. Please see attachment.

The agency serves 170 families each month. Davis shares that if the family is not connected with any type of services with the county, they can still reach out to the agency and get assistance and resources.

Davis informed the committee that the agency can take phone calls every day, weekends, and holidays, those agency members also can work from home.

**5. Other**

No report.

**6. Reports**

**a. CAFSAC Liaison Report**

Table for a future meeting.

**b. MHAC Liaison report**

Table for a future meeting

**7. Agency Updates / Announcements**

No report.

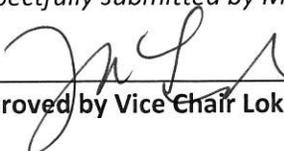
**8. Adjourn**

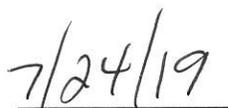
Motion: McMahon moved, second by Smith to adjourn the CST meeting at 1:02 p.m. Motion passed unanimously.

**9. Next Meeting**

The next meeting is scheduled for July 24, 2019 at 12:00 p.m. in Room 114 of the Human Services Center, 514 Riverview Avenue.

*Respectfully submitted by Mireya Casarrubias*

  
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Approved by Vice Chair Loken-Weber

  
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Date