

OPEN MEETING MINUTES
Waukesha County Human Services Center
Virtual Microsoft Teams Meeting
Coordinated Services Team (CST)
March 23, 2022

Present CST Committee: Health & Human Services-Responsible for Economic Support Programs (Bob Alioto), Health & Human Services-Child Welfare and Protection Services (Fred Garcia), Health and Human Services-Mental Health and Alcohol and Drug Abuse Services (Amanda Huber), Public Health (Patricia Pearcy), Health & Human Services-Children who are Mentally Disabled (Vickie Smith (Vice Chair))

Absent CST Committee: Health and Human Services-Mental Health and Alcohol and Drug Abuse Services (Eve Altizer (Chair)), Hugh Davis, Horning Middle School (Angie Krueger), Public Defender's Office (Maura McMahon)

Guests: Lithda Fischer, Jessica Hannaman, Curtis Meins, Chris Tritz

1. Call to Order

Vice Chair Smith called the meeting to order at 12:02 p.m. Introductions were exchanged among the committee members and guests.

2. Approval of Minutes

Motion: Huber moved, second by Alioto, to approve the Coordinated Services Team (CST) minutes of February 23, 2022, with the amendment on page 2, section 4b, paragraph 3. Motion passed without a negative vote.

3. Committee Business

a. Membership Recruitment and Retention Updates

Garcia gave an update on membership recruitment and retention for the committee:

- Asking for feedback from new members and guests on how to best retain them in the committee
- Avoiding the use of terminology that new members would not understand
- How to reach members of the community if they are not familiar with a current member of the committee

b. Welcome Packet Updates

Huber displayed and reviewed the updated draft version of the "Waukesha County Coordinated Services Team (CST) Initiatives Committee Handbook" and requested any final changes. Some of the suggestions were:

- Adding a phone number and/or email for more information
- Including the full website hyperlink with a description so that the links are visible to those viewing it as a printed document
- Developing relationships with the schools to add CST committee information to the school newsletters
- Coordinate with the Local Education Agency (LEA) to connect school members and families with the committee
- Create a collective informative message to share with community individuals to insure everyone is receiving the same information

- c. **Interagency Agreement Review Updates**
Smith displayed and reviewed the "Waukesha County Coordinated Services Team Initiative Interagency Partnership Agreement 2022" and requested that everyone review and provide final feedback at the next meeting.

4. **Committee and Organizational Updates**

- a. **HHS Staff Liaison**
Pupp reported that the Comprehensive Community Services (CCS) program hired a Quality Assurance (QA) position and now has five full-time Service Facilitators (SF). Two recurring meetings have been established, Interdivisional Collaboration and Youth Triage, to ensure better efficiency. Interdivisional Collaboration is a monthly meeting that includes all divisions to avoid any gaps in services. Youth Triage is a weekly meeting specific to individual clients and its purpose is also to avoid gaps and overlaps in services.
- b. **Comprehensive Community Services (CCS)**
There were no additional CCS updates.
- c. **Coordinated Services Team (CST)**
There were no additional CST updates.
- d. **Children and Family Services Advisory Committee (CAFSAC) Updates**
Pupp provided an update from the March CAFSAC meeting. Much of the meeting was a School District of Waukesha (SDW) presentation from Luke Pinion, Director of Student Services at SDW.
- e. **Mental Health Advisory Committee (MHAC) Updates**
Birdeau provided an update from the MHAC meeting:
 - Reviewed the Community Needs presentation
 - Educational segment from Crisis Intervention Services program
- f. **Special Services Advisory Committee (SSAC) Updates**
There were no SSAC updates. The next meeting is scheduled for May 12.

5. **Agency Updates / Announcements**

HHS is in the process of preparing for 2023 budgets.

Fischer shared the draft Caregiver Support Group flyer. This group is a new program working in collaboration with Wisconsin Family Ties. The first meeting is being held virtually on May 26.

6. **Discussion Items for Next Agenda**

- Review membership recruitment and retention

Pearcy left at 12:58 p.m.

7. **Public Comment**

There was no public comment.

8. **Adjourn**

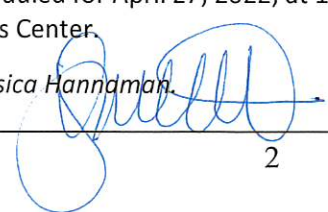
The meeting disbanded at 12:58 p.m. due to lack of quorum.

9. **Next Meeting**

The next meeting is scheduled for April 27, 2022, at 12:00 p.m. in Room 114 of the Waukesha County Health & Human Services Center.

Respectfully submitted by Jessica Hannaman

Minutes Were Approved: _____



Date: 4/27/22