

**OPEN MEETING MINUTES**  
**Waukesha County Human Services Center**  
**Virtual Microsoft Teams Meeting**  
**Coordinated Services Team (CST)**  
**October 26, 2022**

**Present CST Committee:** Health & Human Services-Child Welfare and Protection Services (Fred Garcia), Health & Human Services-Responsible for Economic Support Programs (Bob Alioto), Health and Human Services-Mental Health and Alcohol and Drug Abuse Services (Eve Altizer (Chair)), Horning Middle School (Angie Krueger), Parent Representative (Hugh Davis), Parent Representative (Lon Plestina)

**Absent CST Committee:** Health & Human Services-Children who are Mentally Disabled (Lithda Fischer (Vice Chair)), Health and Human Services-Mental Health and Alcohol and Drug Abuse Services (Amanda Huber), Public Defender's Office (Maura McMahan), Public Health (Pat Percy)

**Guests:** Shirlee Bedard, Nicole Breu, Maryam Faterioun, Maddy Keefe, Hunter Kieffer, Jamie Miescke, Michelle Montez, Ron Pupp, Lexi Sandoval, Vickie Smith

**1. Call to Order**

Chair Altizer called the meeting to order at 12:03 p.m. Introductions were exchanged among the committee members and guests.

**2. Approval of Minutes**

Motion: Alioto moved, second by Krueger, to approve the Coordinated Services Team (CST) minutes of September 28, 2022, with the amendment on page 1, Section 3b, paragraph 2. Motion passed without a negative vote.

**3. Committee Business**

**a. Positive Youth Initiatives (PYI) Updates Presentation – Jamie Miescke, Human Services Supervisor**

Jamie Miescke, Michelle Montez, and Hunter Kieffer displayed and reviewed a PowerPoint titled "Positive Youth Initiatives (PYI) Adolescent and Family Services Division."

For additional information, go to:

<https://www.waukeshacounty.gov/HealthAndHumanServices/adolescent-and-family-services/PYI>.

**b. Discussion of Future Agenda Items**

- November – Overview of Children's Intake and Functional Screen Process presented by Altizer and Smith
- Pupp to reach out to Dr. Samantha Wilson regarding an adoption/attachment presentation for January or February 2023
- Your Choice and Hope Squad – Krueger reached out and has not heard back with any updates or information yet

#### 4. Committee and Organizational Updates

##### a. HHS Staff Liaison

Pupp reported that the 2023 budgets have been presented to the Finance Committee. The Finance Committee is the last committee to review the budgets before they are submitted to the Waukesha County Executive. The 2023 budgets include funds received from the American Recovery Plan Act (ARPA). The ARPA funds will help with community awards, specifically for nonprofits, which would include staff trainings and potential for start up money for new clinics in underserved parts of the County. The ARPA funds will also allow for HHS staff to be trained to look at system changes to find out how and where improvements can be made.

The Clinical Division is using ARPA funds to embed a clinician within the City of Waukesha Police Department. The funds are also being used to embed a clinician within Dispatch for second shift to respond and assist with suicide calls and help with individual placement and in-patient treatment. The in-patient unit for adults has been split up and currently has 16 beds in one half of the unit. The other side of the unit will be redesigned to be utilized for a crisis stabilization facility for adults.

The Children with Special Needs Division has converted a Social Worker position to a Quality Assurance position to help ensure that the Children's Waiver Program is compliant with all Medicaid requirements.

##### b. Comprehensive Community Services (CCS)

Altizer announced that the 2022 family satisfaction surveys for CCS and CST have wrapped up. So far, approximately 30% of the surveys have been returned.

In September, the CCS and CST team created a presentation of the programs and presented it at the Adolescent and Family staff retreat. CCS and CST hopes to use this in the future for presentations to other committees and community members.

CCS continues to work on building the electronic health records for the vendors with a goal of going live in January 2023.

The CCS team has hired two supervisors and is currently recruiting for five additional service facilitators and one mental health professional position due to ARPA funds received for the expansion of the CCS program.

##### c. Coordinated Services Team (CST)

The CST contract advisory meeting will be held in December. In January 2023, CST will be submitting their report out for the second half of their 2022 goals.

Youth Triage continues to meet weekly and consists of HHS staff from Child Welfare, Youth Justice, Children with Special Needs, Mental Health Crisis Intervention, and CCS to staff the most complex cases with urgent needs. Youth Triage has recently begun implementing family team meetings when there is a case where the family needs to sit down with all providers to hear what services are being offered to give them the opportunity to make the best choices for their family.

CCS and CST currently have 110 referrals with 12 being solely in CST. There are approximately 10 admissions currently being processed.

##### d. Children and Family Services Advisory Committee (CAFSAC) Updates

Pupp gave an update from the October CAFSAC meeting. The focus was on a presentation from Community Health Improvement Plan and Process (CHIPP). The community health improvement plan is statutorily required to be renewed every five years. The key initiatives

for the new five-year plan are focusing on mental health, the opiate crisis, and the aging population.

**e. Mental Health Advisory Committee (MHAC) Updates**

There were no MHAC updates.

**5. Agency Updates / Announcements**

The Caregiver Community support group meets virtually on the last Thursday of every month to discuss how to build healthy boundaries and identify supports. If interested in attending, RSVP to Kirsten Jones: [kejones@waukeshacounty.gov](mailto:kejones@waukeshacounty.gov).

Last chance to register for the Wisconsin Family Ties Children Come First Conference being held November 7 and 8 at the Kalahari Resort in Wisconsin Dells. There are in-person and virtual options. For more information or to register to attend, go to: <https://www.wifamilyties.org/children-come-first-conference/>.

**6. Discussion Items for Next Agenda**

- November - Children's Intake and Functional Screen Process presentation
- Discussion regarding ways to spread the word about CST meetings and presentations

**7. Public Comment**

There was no public comment.

**8. Adjourn**

Motion: Garcia moved, second by Krueger, to adjourn the CST meeting at 1:03 p.m. Motion carried unanimously.

**9. Next Meeting**

The next meeting is scheduled for November 16, 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: \_\_\_\_\_

11/16/2022