

**WAUPACA COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES  
COMPREHENSIVE COMMUNITY SERVICES (CCS) COORDINATING COMMITTEE  
FEBRUARY 22, 2019**

**CALL TO ORDER AND OPEN MEETING STATEMENT:** Jan McDonough called the meeting to order at 9:23 am.

**ROLL CALL:**

Members Present: Art Bolen, Jody Muck, Jill Amos Polifka, Jesse Cuff, Jan McDonough, Sherrie Nichols, Bruce Rathe, Laurie Schmidt, Shawna Hansen

Members Absent: Alisha Haase, Jeanine Rysewyk, Shannon Kelly, Thiago Souza

Others Present: Erin Eller, Julie Shew

**REVIEW AND APPROVE AGENDA:** Jill Amos-Polifka made a motion to approve the agenda. Seconded by Laurie Schmidt. Motion carried with no negative vote.

**APPROVAL OF MINUTES:** Bruce Rathe made a motion to approve the minutes from the August 24, 2018 meeting. Seconded by Jody Muck. Motion carried with no negative vote.

**PUBLIC COMMENT:** None

**CCS/CSP SUPERVISOR:** Sherrie Nichols reported as of January 1 Jan McDonough is the new CCS/CSP Supervisor. Jan was previously the CCS Coordinator. Jan will also be providing 50% of the support to the team for after hour crisis calls.

**CCS ENROLLMENT UPDATE:** There are 34 active cases and 28 referrals.

**NEW COMMITTEE MEMBERS:** Sherrie Nichols made a motion to RECOMMEND TO THE DHHS BOARD THE APPOINTMENT OF TOM JADIN AND BRENDA FREEMAN TO THE CST/CCS COORDINATING COMMITTEES. Seconded by Jill Amos Polifka. Motion carried with no negative vote. **ACTION REQUIRED.**

**HIRING FOR CCS:** Sherrie reported we are in the recruitment phase for two more service facilitators. Now that Jan is a supervisor she would transfer her caseload to a service facilitator. Each service facilitator has a caseload of 12 clients. Jan will be supervising 64 CST/CCS case managers and is currently supervising approximately 43 contracted providers. Jan will also be able to attend team meetings and provide support to the staff. Jan will also be providing supervision to the CSP workers out in the community. Jill shared a success story which involved the CST workers.

**2019 CONTRACTS/RATE SETTING TOOL:** Lori Martin worked with the State to setup a rate setting guide for contracted providers to use. Jan has worked through the rate setting tool sheets with all contracted providers. All counties within this region are using the rate setting guide.

**NEW TRAINING REQUIREMENTS FOR CONTRACTED PROVIDERS:** In order to contract with a CCS Program consortium –wide, new hires with less than six months experience in psychosocial rehabilitation must complete 30 hours of training before meeting with a client. This training can be obtained on the UW Green Bay website and the CWHP website. Lori Martin setup the training so it is consistent across the region. The hires then have 90 days to obtain 40 hours of additional training. Persons with six months or more experience in psychosocial rehabilitation can begin work with clients but will need to complete 40 hours of training within 90 days. Persons who already are licensed need 20 hours of training.

**AGENDA ITEMS FOR 2019:** Committee members agreed they would like to have presenters at each meeting.

April 26        Jan will coordinate WIS Hope and Oxford House  
June 28        Jody will coordinate Ann Jadin, NAMI  
August 23     Sherrie will coordinate House of Hope, Marion  
October 25    Jill will coordinate Agape  
December 13  Bruce will coordinate Erin Eller to present an average day for a CST Worker

**DO YOU HAVE ANY FURTHER QUESTIONS THAT WOULD NEED TO BE CLARIFIED OR TALKED ABOUT:** Jill offered the PLEX group to help with anything in Waupaca County. Jan did the surveys by herself last year. Jan would like the PLEX group to help with surveys this year. The PLEX group helped another county with surveys last year. They had a planned social gathering and helped participants fill out their surveys. Jill will have the PLEX Committee work on planning a social gathering for families once a month.

**DO YOU HAVE ANY RECOMMENDATIONS FOR CHANGE FOR THE CURRENT CCS PROGRAM:** Jan will ask Brenda Rice to come to the next CCS Committee meeting. Of the clients currently enrolled in CCS: 30% are adults, 70% are children. Those on the wait list should be 50% adults and 50% children.

**NEXT MEETING DATE:** The meeting dates for 2019 are: Friday, April 26, Friday, June 28, Friday August 23, Friday, October 25 and Friday, December 13. All meetings will be held 9:30 – 10:30 am in Room 1037 on the first floor of the Waupaca County Courthouse.

**ADJOURN:** Bruce Rathe made a motion to adjourn the meeting. Seconded by Art Bolen. Motion carried with no negative vote. Meeting was adjourned at 10:23 am.

Submitted by,

Beth A. Hintz, Program Assistant

These minutes will be posted to the website prior to approval from the Committee and are considered to be in draft form until approved at the next scheduled meeting.

