

**WAUPACA COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES
COORDINATED SERVICES TEAM (CST) COORDINATING COMMITTEE**

Friday, August 23, 2019

CALL TO ORDER AND OPEN MEETING STATEMENT: Shawna Hansen called the meeting to order at 8:34 am and gave the open meeting statement.

ROLL CALL:

Members Present: Jody Muck, Jill Amos-Polifka, Jan McDonough, Sherrie Nichols, Bruce Rathe, Laurie Schmidt, Shawna Hansen, Thiago Souza, Jesse Cuff, Alisha Haase, Art Bolen, Brenda Starr-Freeman

Members Absent: Jeanine Rysewyk, Shannon Kelly, Tom Jadin, Bruce Rathe, Jody Muck

Others Present: Erin Eller,

REVIEW & 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: Jill Amos-Polifka made a motion to approve the minutes from the February 22, 2019 meeting. Seconded by Laurie Schmidt. Motion carried with no negative vote.

PUBLIC COMMENT: None

INTRODUCTIONS: Everyone introduced themselves. Laurie Schmidt is the Director of Student Services for the school district of Waupaca; Shawna checked with Karen Bittner from the State and Laurie is able to represent the Waupaca School district and still meet coordinating committee requirements; per statute. The coordinating committee shall include representatives from all of the following: 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, at the discretion of the administering agency

NAMI PRESENTATION: NAMI has had a recent staff change and was not able to present at today's committee meeting.

2020 CST ANNUAL GRANT APPLICATION: Shawna reviewed the annual grant application submitted to the State. Waupaca has identified 4 goals in 2020; 1. Strengthen and improve the Coordinating Committee, 2. Strengthen families, 3. Identify direction for CST, 4. Track and report data accurately. The objectives, related activities, and success of these goals was further discussed.

This committee will discuss/define its purpose at the next meeting; community goals will be brainstormed and identified at this time.

STAFF CHANGES: Waupaca County continues to have a part-time case manager position open; this is a difficult position to recruit for as it is important to find someone who will work well with families and community partners.

ENROLLMENT UPDATES: There are 14 clients currently enrolled. Two clients are on the wait list. Of those enrolled: 7 -Waupaca, 3 -Manawa, 1-lola, 2 –Clintonville; 1 -Fremont. A fulltime CST worker has a caseload of 10-12. Our CST workers have CCS cases as well. Bridgett will be taking the two cases who are on the wait list.

NEXT MEETING DATE: The next meeting is October 25, 2019 at 8:30 am in Room 1037 on the first floor of the Waupaca County Courthouse.

ADJOURN: Jill Amos-Polifka made a motion to adjourn. Seconded by Art Bolen. Motion carried without a negative vote. The meeting was adjourned at 9:04 am.

Submitted by,
Shawna R. Hansen, Family and Community Services Manager

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.

WAUPACA COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES
COMPREHENSIVE COMMUNITY SERVICES (CCS) COORDINATING COMMITTEE

August 23, 2019

CALL TO ORDER AND OPEN MEETING STATEMENT: Jan McDonough called the meeting to order at 9:18 a.m. The "open meeting statement" was read.

ROLL CALL:

Members Present:	Alisha Haase	Art Bolen
Brenda Freeman	Jan McDonough	Jill Amos-Polifka
Laurie Schmidt	Shawna Hansen	Thiago Souza

Members Absent:	Bruce Rathe	Jeanine Rysewyk
Jesse Cuff	Jody Muck	Shannon Kelly
Sherrie Nichols	Tom Jadin	

Others Present: Erin Eller, DHHS

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

APPROVAL OF MINUTES June 28, 2019 Meeting: Thiago Souza made a motion to approve the minutes from the June 28, 2019 meeting. Seconded by Jill Amos-Polifka. Motion carried with no negative vote.

PUBLIC COMMENT: None

PROGRAM UPDATE:

Jan McDonough reported we currently have 41 open cases. Possibly one discharge may be occurring (depending on living situation). There are 22 in pre-admission status.

NEW EMPLOYEES:

As announced in June, we have two new Service Facilitators (Alaina and Greg) that are currently at one half capacity. We anticipate they will be moving toward a full case load within the next three months which will reduce our pre-admissions list by 10-12 referrals.

Already approved by the board to hire an additional Service Facilitator. Waiting for other DHHS Behavioral Health staff to be hired prior to allowing us to fill this CCS position. Once fully trained, this person would have a full case load; approximately 10-12 clients.

OXFORD HOUSE PRESENTATION:

No presenter from Oxford House responded.

REVIEW CCS HANDBOOK:

Jan McDonough reviewed the current CCS Handbook. The Handbook was an adaptation from another consortium that was updated to reflect services provided in Waupaca County. The Handbook has previously been approved by the CCS Coordinating Committee and the six county consortium (Adams, Green Lake, Juneau, Marquette, Waupaca, and Waushara counties).

Specifically noted is how Waupaca County uses a trauma informed, person centered model of recovery.

DO YOU HAVE ANY FURTHER QUESTIONS THAT WOULD NEED TO BE CLARIFIED OR TALKED ABOUT? None.

DO YOU HAVE ANY RECOMMENDATIONS FOR CHANGE FOR THE CURRENT CCS PROGRAM? None

Statement on WI Statute DHS 36.09 CCS coordination committee

DHS 36.09 CCS coordination committee.

(1)

(a) The CCS shall appoint a coordination committee that includes representatives from various county or tribal departments, including individuals who are responsible for mental health and substance abuse services, service providers, community mental health and substance abuse advocates, consumers, family members and interested citizens.

(b) An existing committee within the county or tribe may serve as the coordinating committee if it has the membership required and agrees to undertake the responsibilities in sub. (3).

(2) At least one-third of the total membership of the coordination committee shall be consumers. No more than one-third of the total membership of the coordination committee may be county employees or providers of mental health or substance abuse services.

(3) The coordinating committee shall do all of the following:

(a) Review and make recommendations regarding the initial and any revised CCS plan required under s. DHS 36.07, the CCS quality improvement plan, personnel policies, and other policies, practices, or information that the committee deems relevant to determining the quality of the CCS program and protection of consumer rights.

(b) Maintain written minutes of meetings and a membership list.

(c) Meet at least quarterly.

In 2018 the CCS Coordinating committee failed to meet State Statute DHS 36.09(3)(c) as a quorum was not always available. On the next agenda Jan McDonough will compile a listing of "named alternates" for committee members prior to submitting to the DHHS Committee.

Per DHS 36.09(2) above, there was discussion on increasing the number of consumers on the Coordinating Committee. Jill Amos-Polifka and Brenda Freeman reported on the PLEX group (Persons with Lived Experiences) that is already active in our county consortium. Possibility of increasing local (Waupaca County) involvement in PLEX.

Jill Amos-Polifka asked about the process for notification to those on the pre-admission list. Further discussion may follow.

Laurie Schmidt offered the suggestion that at the next meeting a complete listing of all 2020 meeting dates be shared.

Thiago Souza asked if we could look into using "Outlook Calendar" to electronically schedule meetings. Jan McDonough or Shawna Hansen will follow up with this suggestion.

NEXT MEETING DATE: The next meeting date is Friday, October 25, 2019 in Room 1037 at the Waupaca County Courthouse. Jan will coordinate a presenter for Mission of Hope House at 9:30.

ADJOURN: Jill Amos-Polifka made a motion to adjourn the meeting. Seconded by Brenda Freeman. Motion carried with no negative vote. Meeting was adjourned at 10:00 a.m.

Respectfully Submitted by,
Brenda L Rice, CCS Account Technician

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.

WAUPACA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
Transportation Coordinating Committee Minutes
September 19, 2019

This meeting and all other meetings of this committee are open to the public. Proper notice has been posted and given to the press in accordance with Wisconsin statutes so that the citizenry may be aware of the time, place, and agenda of this meeting.

Meeting called to order by Chairman Gerald Murphy at the Waupaca County Courthouse, Waupaca, WI, LL43 at 10:02 a.m.

MEMBERS PRESENT: Gerald Murphy, Dave Lowe, Jesse Cuff, Carl Kietzmann, Ron Johnston, Janna Taylor

MEMBERS EXCUSED: Karl Schulte, Bob Thompson

OTHERS PRESENT: Leah Klein (ADRU Manager)

- I. **ADOPTION OF AGENDA:** *Motion by Jesse Cuff, seconded by Dave Lowe to approve the agenda. Motion carried.*
- II. **ADOPTION OF THE MINUTES of July 11, 2019:** *Motion made by Carl Kietzmann, seconded by Ron Johnston to accept minutes from July 11, 2019. Motion carried.*

PUBLIC COMMENT: None.

- III. **Veterans Transportation – Jesse Cuff:** Jesse updated members on his recent grant collaborations with Waupaca County DHHS and County Finance. From July 1, 2018 to June 30, 2019, Waupaca County DHHS had a total of \$38,772.59 unreimbursed expenses for veteran's transportation to and from veteran healthcare appointments. The grant will assist with the reimbursement of these trips.
- IV. **85.21 Transportation Program – Leah Klein:** Leah shared information from 2nd quarter 2019 Quarterly Ridership Report. Leah noted the 2019 projected decrease of approximately 2,000 one-way rides from 2018.
- V. **2020 85.21 Transportation Grant – Leah Klein:** The 2020 85.21 Transportation Grant is now available for application. The 85.21 Transportation Grant application public hearing will be held at the November County Board meeting. Final review and approval of the 2020 85.21 grant will be at the December DHHS Board meeting. Leah explained the 10% increase to 85.21 grant funding in the state of Wisconsin as a result of Governor Ever's budget. Waupaca County received the highest percentage increase at approximately \$24,000 additional allocation in 2020.
- VI. **5310 Vehicle Update – Leah Klein:** Leah updated the committee members on the current status of the vehicle and title transfer between New London and DHHS. The City of New London is waiting for one title from Department of Transportation then both vehicles will be owned and operated by the City of New London. The Wisconsin King Veterans Home requested that the Waupaca County DHHS not move forward with the disposal and transfer of their five (5) leased vehicles until September 30th, 2019.
- VII. **5-Year Transportation Coordination Plan Goal Review – Leah Klein:** This was requested as a standing agenda item to ensure that the committee does not lose sight of the goals identified by the community as priorities for transportation related needs in the county. Leah has been in discussion with community healthcare partners in regard to Healthcare Providers & Late Night Discharges.

VIII. **Adjourn:** Members are asked to bring input on the dates and times for the 2020 Transportation Committee meetings, *Motion was made to adjourn by Jesse Cuff, seconded by Ron Johnston.* **Motion Carried.**

NEXT MEETING – Thursday, November 14, 2019 – 10:00am – Waupaca County Courthouse – LL43

Respectfully Submitted by: Janna Taylor

DRAFT

**WAUPACA COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
EMPLOYEE UPDATE**

October 1, 2019, through October 31, 2019

CHILDREN & FAMILIES

Colby Mehne, changed positions to Parent Mentor/Social Worker October 1, 2019.

PUBLIC HEALTH

Ryan Mathew, Environmental Health Specialist, resigned October 4, 2019.

Evan La Plant, part-time Environmental Health Specialist, promoted to full-time.

Sarah Rhone hired as Public Health Nurse Manager October 7, 2019.

Maria Drews, Program Assistant, retired October 11, 2019.

BEHAVIORAL HEALTH

Courtney Melton hired as part-time Crisis Case Manager October 29, 2019.

Dear Employees of Waupaca County DHHS,

**With the changing of the seasons it is time to announce a change within
this season of my life...**

**It is with many emotions that I announce my retirement from Waupaca
County DHHS effective November 15th, 2019.
It is impossible to sum up my work and experiences over the last 30 plus
years of dedicated service to the residents of
Waupaca County! I started as a nurses-aide when the courthouse was
located in Weyauwega in 1985. Then I was hired on
directly by the county as a nurses-aide and then moved into my long
standing role as a parent-aide in the Children and Families Unit.**

**I first and foremost will remember those I have served. Those who I've
had the pleasure of getting to walk along side in their
journey in this life and I thank them for welcoming me to walk along side
of them while providing support and education.**

**I will always remember the hard work of each of you!
As well as your commitment, dedication and the valued
friendships I have acquired over the years.
I will mostly be using acquired leave time until my last day, November 15,
2019,
but you may see me in the hallways from time to time while wrapping up
some work.**

**Thank you,
Sherry Peterson,
Parent-Aide WCDHHS**



2019 DHHS Staffing Changes

Unit	Position	Name	Notes	Effective Date
ADRU	New London Nutrition Site Manager	Elizabeth Wells	New Hire	2/11/2019
ADRU	Volunteer Coordinator Part-time	Denise Roman	New Hire	2/25/2019
ADRU	ADRU I&A Specialist	Shirley Orr	New Hire	2/25/2019
ADRU	Aging Programs Specialist/Manawa	Jeff Green	Resigned	3/8/2019
ADRU	Benefit Specialist	Peggy Strey	Retired	5/3/2019
ADRU	Manawa Nutrition Site Project Mgr	Brogan Bartel	New Hire	5/20/2019
ADRU	Benefit Specialist	Taylor Strane	New Hire	6/3/2019
ADRU	New London Nutrition Site Manager	Elizabeth Wells	Resigned	6/12/2019
ADRU	New London Nutrition Site Manager	Sandra Anderson	LTE	7/8/2019
ADRU	New London Nutrition Site Manager	Nancy Peters	LTE	7/1/2019
ADRU	Adult Connection Specialist	Amy Temby New Position	Advertising APS SW	1/2/2020
Behavioral Health	CCS/CSP Supervisor	Jan McDonough	Promotion	1/1/2019
Behavioral Health	CCS Facilitator	Greg Steffes	New Hire	3/18/2019
Behavioral Health	CCS Facilitator	Alaina Vallafskey	New Hire	3/18/2019
Behavioral Health	Secretary	Virginia Brammer	Resigned	4/24/2019
Behavioral Health	Crisis Case Manager	Melissa Winterfeldt Probation	Advertising	5/8/2019
Behavioral Health	Community Support Specialist	Linda Steffes	New Hire	6/11/2019
Behavioral Health	Community Support Specialist	David Meyer	New Hire	6/11/2019
Behavioral Health	Community Support Specialist - PT	Melissa Thomas	New Hire	7/1/2019
Behavioral Health	Secretary	Emily Tews	New Hire	7/15/2019
Behavioral Health	Crisis Case Manager	Lisa Brown	Resigned	8/14/2019
Behavioral Health	AODA Counselor	Amber Bloecher New Position	Advertising Crisis CM	11 / 2019
Behavioral Health	CCS/CSP Supervisor	Jan McDonough Released	Advertising	9/13/2019
Behavioral Health	Crisis Case Manager - Part-time	Courtney Melton	New Hire	10/29/2019
Behavioral Health	Crisis Case Manager	Alaina Vallafskey New Position	Advertising CCS Facilitator	11/11/2019
Behavioral Health	Crisis Case Manager	Brooke Binder	New Hire	11/11/2019
Business Office	Program Assistant	Beth Hintz	Retired	7/5/2019
Business Office	Receptionist	Shawna Oliver	New Hire	7/15/2019
Business Office	Receptionist	Shawna Oliver Resigned	On Hold	7/19/2019
Children & Families	Parent Aid LTE	Whitney Hays	Intern Hired as LTE	1/7/2019
Children & Families	CPS Ongoing Social Worker	Brittany Shellenberger	New Hire (Re-Hire)	1/21/2019
Children & Families	CPS Ongoing Social Worker	Autumn Alekna	New Hire	5/28/2019
Children & Families	CPS Ongoing Social Worker	Amie Good	Promotion	6/3/2019
Children & Families	Parent Mentor/Social Worker	Colby Mehne	New Role	10/1/2019
Children & Families	Sherry (Cheryl) Peterson	Parent Aide Retired	Evaluating Duties	11/15/2019
Economic Support	ES Specialist Part-time	Carrie Sawar	Resigned	1/31/2019

Economic Support	ES Specialist	Jane Voelker	Retired	3/1/2019
Economic Support	ES Specialist	Shannon Eggers	New Hire	4/15/2019
Economic Support	ES Lead Worker	Pat Moe	Retired	5/24/2019
Economic Support	ES Specialist Part-time	Jennifer Cruz	New Hire	6/4/2019
Economic Support	ES Lead Worker	Carmen Snell	Promotion	8/12/2019
Economic Support	ES Specialist Part-time	Jennifer Cruz Resigned	Interviews	9/3/2019
Economic Support	ES Specialist	Jada Malueg	New Hire	11/11/2019
Family & Community Svc	CST Case Manager Full-time	Bridgett Barkalow	New Hire	4/1/2019
Family & Community Svc	CST Case Manager Part-time		Continuous Recruitment	
Fiscal Services	Accountant	Tera Mytton Resigned	Advertising	11/22/2019
Public Health	Environmental Health Specialist	Cassie Schmitz	Resigned	1/3/2019
Public Health	Public Health Nurse Manager	Sarah Wolf	Resigned	2/1/2019
Public Health	Environmental Health Specialist	Ryan Mathew	New Hire	3/11/2019
Public Health	Environmental Health Specialist	Greg Petz	New Hire - Part-time	3/25/2019
Public Health	Environmental Health Specialist	Megan Winchell	Resigned	6/14/2019
Public Health	Environmental Health Specialist	Greg Petz	Promoted to Full-time	7/1/2019
Public Health	Public Health Nurse	Mary Ellie	Retired	7/18/2019
Public Health	Environmental Health Specialist	Evan La Plant	New Hire - Part-time	8/19/2019
Public Health	Public Health Nurse	Joann Noah	New Hire	9/3/2019
Public Health	Environmental Health Specialist	Ryan Mathew Resigned	Advertising Part-time	10/4/2019
Public Health	Environmental Health Specialist	Evan La Plant	Promoted to Full-time	10/7/2019
Public Health	Public Health Nurse Manager	Sarah Rhone	New Hire	10/7/2019
Public Health	Program Assistant	Maria Drews Retired	Interviews	10/11/2019

