

**Ashland HHSD and Bayfield County DHS
Regional Comprehensive Community Service (CCS) Coordination Meeting
Virtually Originating from Ashland County CCS Office**

October 13, 2020

ACCS Members Present: Terry Barningham, Josh Gilbert, Jan Kupczyk

ACCS Members Excused: None

ACCS Members Unexcused: None

BCCS Members Present: Elizabeth Skulan for Tom Croteau, Karlan Williams, Dale Irwin (arrived at 3:01), Tom Croteau (attended 2:55 to 3:15 p.m. only)

BCCS Members Excused: Lorna Gamble

BCCS Members Unexcused: Andrew Austin

Members-At-Large: Val Levno, Thomas Mittlestaedt

Others Present: Clark Schroeder, Sarah Traaholt

Call to order and Introductions

Mittlestaedt called the meeting to order at 2:36 p.m.

Roll Call

Roll call was taken. A quorum was present for the Ashland Local CCS Coordination Committee and the Regional CCS Coordination Committee. Bayfield County CCS reached a quorum at 3:01 p.m.

Discussion of Simplified Roberts Rules of Order

Mittlestaedt reviewed Robert's Rules of Order. Discussion points included addressing the chair; waiting to be recognized before speaking; and the member given the floor by the chair should be the only one to speak.

Levno stated comments should be clear and concise, please allow everyone an equal chance to speak.

Skulan requested that the speaker introduce themselves, so the minute taker is aware of who is speaking.

Attendance Policy Review

Levno requested the committee consider developing guidelines and procedures for when lack of attendance is considered resignation. Currently, more than three unexcused absences from the committee meetings result in an automatic resignation. Levno reported committee meetings without a quorum can delay important business. Levno reviews a PowerPoint Presentation to orient members when they join the committee. The presentation outlines duties and responsibilities of committee members.

Barningham stated this should also be addressed for excused absences as well.

Kupczyk suggested a handbook or a formal written policy and a form for committee members requiring a signature to acknowledge they agree to the terms of attendance. Williams agreed and added Robert's Rules of Order, program brochures, and a pamphlet with the mission statement be included in the orientation packet.

Skulan reported that it should be added to the CCS Plan and Policies when updated. A copy of the Plan is provided to all new committee members. Changes can be made when the document is updated at the end of this year and approved by the committee at their January 2021 meeting.

Discussion and possible action: Review and approval of the July 14, 2020, Meeting Minutes

Motion by Williams, seconded by Kupczyk to approve July 14, 2020 Ashland CCS Coordinating Committee meeting minutes as presented. Motion passed.
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Review Program Report

Levno reviewed enrollment data. Ashland and Bayfield County both discharged participants due to improvements that allowed them to leave the program with other, less intensive supports. Skulan reported that in Bayfield County there were also administrative discharges due to disengagement, some the result of COVID 19. Williams inquired if reasons for the discharges included dissatisfaction. Skulan noted she is not aware of any discharges due to dissatisfaction but there will be one in October due to the elimination of a therapist. Williams requested participants be given more notice when CCS providers are being removed from the program. Skulan indicated that while this is not always possible, Service Facilitators work extensive with participants who are negatively affected by losing service staff to transition them to new providers.

Levno reported that April Sirik, resigned effective October 9th and Ashland County is in the process of filling the position. Interns have been hired from WITC and Northland College for Ashland County CCS. Bayfield County CCS Manager and Mental Health

Professional, Tom Croteau and Service Facilitator, Natali Fellows were hired and began working in July.

Levno reported Headwaters, Inc. provided a thirty-day notice in August. CCS is reaching out to other agencies who will contract to fill the home and community based service gaps and minimize the impact to participants. Contracted with WI Family Ties for certified peer support services. North Country Independent Living has agreed to hire another Peer Specialist. GT Independence has completed interviews and one person is in the hiring process. A new agency from downstate is looking at moving into the Ashland/Bayfield county area to serve children in CCS and Children's Long-Term Services (CLTS).

Skulan reported that Duane Majeres, Mental Health Professional, is no longer with Bayfield County CCS. His last day was Tuesday, October 13, 2020.

Levno reported that program variances were applied for and approved. This allow more flexibility in some areas to provide services safely during COVID-19. Staff continue to try to secure physical signatures within the ten days after a verbal signature is acquired as required by the program. CCS staff are investigating new ways to provide services safely with the cooler weather coming.

Levno attended a virtual training on September 9, 2020 focused on youth. Levno will provide information from the training to staff. Working with the programmer of Management Information System (MIS) to make improvements continues.

Children Services

Levno stated some older children/teens are doing well with the telehealth services provided. Other children struggle with the remote format. Service Facilitators met with participants to review priorities since all services could not be provided immediately when Headwaters ended their contract.

New Business

The local CCS Plan and Policies will be revised and revisions will be presented at the January meeting.

Opportunity for Public Comment (Limit 3 minutes)

None.

Other (Informational Items)

None.

Future Meeting Dates

A request was made to move the CCS meetings. New meeting dates and times were discussed. Consensus of the group was to keep meetings quarterly on the 2nd Tuesday meetings will begin at 12:30 p.m. and end at approximately 2:00 p.m.

- January 12, 2020 – Virtually originating from Ashland County Community Service Programs, 514 W Main Street Ashland, WI at 12:30 p.m.

Meeting adjourned at 3:26 p.m.

Minutes respectfully submitted by: Sarah Traaholt, Clerk III – Bayfield County