

Department of Human Services
117 East Fifth Street
P.O. Box 100
Washburn, WI 54891-0100
Telephone (715) 373-6144 Fax (715) 373-6130
Email: baycodhs@bayfieldcounty.org



Joint Meeting of
Ashland County and Bayfield County
Local Comprehensive Community Services (CCS) Coordination Committees

And

Ashland County and Bayfield County Regional
Comprehensive Community Services Coordination Committee

April 9th, 2024 at 12:30 p.m.

**An in person and remote meeting will originate from Conference Room A
at Bayfield Department of Human Services in Washburn, WI.**

**Remote participation is available via Zoom with the link sent you via email, link below or by phone
715-312-626-6799 US (Chicago)**

<https://us06web.zoom.us/j/82770479018?pwd=4hCqOWMOBmH14eseEwjY8CBmdET5ka.1>

Meeting ID: 827 7047 9018 Passcode: 058581

Ashland CCS Committee:

Thomas Mittelstaedt
Terry Barningham
Erica Toman

Billie Keelin
Pam Stanny

Vacant
Jan Kupczyk

Bayfield CCS Committee:

Tom Croteau
Thomas Mittelstaedt
Jamie Vernon

Johanna Perkins
Cecelia Webb

Vacant
Sandra Notzke

Regional CCS Committee:

Ashland County: Terry Barningham, Pam Stanny, Jan Kupczyk, Billie Keelin, Vacant, Erica Toman

Bayfield County: Tom Croteau, Johanna Perkins, Vacant, Cecelia Webb, Sandra Notzke, Red Cliff Tribal Representative

Members-At-Large: Val Levno, Thomas Mittelstaedt

Bayfield CCS: Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c))

Any person wishing to attend whom, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144 at least 24 hours before the scheduled meeting time, so appropriate arrangement cans be made.

Agenda

1. Call to Order and Introductions
2. Roll Call
3. Agenda for Ashland CCS only:
 - A. **Discussion and Possible Action:** Review and Approval of the January 9, 2024 Meeting Minutes
 - B. **Discussion and Possible Action:** Ashland Comprehensive Community Services Plan & Policy Update
4. Agenda for Bayfield CCS only:
 - A. **Discussion and Possible Action:** Review and Approval of the January 9, 2024 Meeting Minutes
 - B. **Discussion and Possible Action:** Bayfield Comprehensive Community Services Plan & Policy Update
 - C. **Discussion and Possible Action:** Election of Chairperson
5. Agenda for Regional CCS only:
 - A. **Discussion and Possible Action:** Review and Approval of the January 9, 2024 Meeting Minutes
6. Presentation: Providing Psychotherapy, in-home, in-office, telehealth and equine therapy in CCS - De Ana Nelson, Beautifully Broken Refuge Ranch
7. CCS Program Response to Committee Recommendations of Plan & Policy Updates
8. Review Program Report
9. Children Services
10. **Discussion and Possible Action:** New Business
11. Opportunity for Public Comment (Limit 3 minutes please)
12. Other (Informational Items)
13. Future Meeting Dates (all meeting times 12:30 to 2):
 - July 9, 2024 - meeting originating from Ashland County Health & Human Services Conference Room
 - Oct 8, 2024 - meeting originating from Bayfield County Human Services Department Conference Room

**C: Ashland County Board Chair, Dick Pufall
Ashland County Administrator, Dan Grady
Ashland County Clerk, Heather Schutte
Bad River Tribal Chairman, Robert Blanchard
Bayfield County DHS, Nina Bucher
Bayfield County DHS, Sarah Traaholt
Bayfield County Clerk, Lynn Divine
Bayfield County Administrator, Mark Abeles-Allison
Bayfield County Board of Supervisors Chair, Dennis Pocernich
Red Cliff Tribal Chair, Nicole Boyd
WI DHS Area Administration, Karlie Pierson
WI Family Ties, Amy Polsin, Jessica Bigboy
Ashland Daily Press**

Draft – Subject to
Change at the April
Meeting

Ashland County

Comprehensive Community Services (CCS) Coordination Committee Meeting

Ashland County Oredocker Room & via Zoom

January 9, 2024

Members Present: Thomas Mittelstaedt*, Terry Barningham, Billie Keelin, Pam Stanny, Jan Kupczyk, and Bad River Tribal Representative – Erica Toman *

Members Excused:

Others Present: Karlie Pierson*, Andrea Yrjanainen, Elizabeth Skulan*, Megan Dirkes*, Tom Croteau*, Cecelia Webb*, Sandra Notzke, Johanna Perkins, Val Levno

**Denotes attendance via Zoom*

Call to Order and Introductions:

Meeting was called to order by Thomas Mittlestaedt at 12:30pm

Discussion and Possible Action: Review of the October 2023 minutes. A motion was made by Jan to accept the minutes and second was made by Pam. Minutes were accepted and motion passed.

Ashland County Plan and Policy Review:

Val presented the revisions that had to be made for the Ashland County Plan and Policy for the year. This includes the additions and deletions of vendors/staff, any grammatical corrections, agency changes, and normal business changes. The significant changes to the plan include Ashland County now having the Electronic Health Records. Also there were language updates in the discharge policy to include the fair hearing language, changing Mental Health Professional to Service Facilitator and that this would be provided upon discharge from the program. Jan made the motion to pass to accept the Plan and Policy Update and Billie second with all in favor the motion was passed.

Presentation: Megan Dirkes with Christian Servants Home Care:

Christian Servants Home Care started working with CCS in early 2023 with Ashland and Bayfield County with the focus of serving the most rural of counties in the state. They are hiring retired social workers and currently have a staff of 7 and in process of hiring one more. The workers focus on the participants goals with guidance, education, daily life skills and supports. They usually meet with participants a couple hours a week and will work with what matches their schedule. A few testimonials were given and received well by the group. The group thanked Megan for her time and sharing what Christian Servants Home Care is about.

Review of Program Report:

Val gave an update on the interns that have been participating with CCS through Northwoods Tech and Northland College.

Val let everyone in the committee know that she will be retiring in May 2024 and that her position along with the director's position will be posted and they are looking for applicants. The committee wished her well and thanked her for her years of service.

There have been five psychotherapists added to the program and we now have Dr. Jeffrey Holmgren taking over for Dr. Meza for the telehealth portion of the program. Dr. Holmgren started with us at the beginning of October.

It was made note that MMC is now Tamarack Health Ashland Medical Center.

Children's Services:

Val updated the group on the work that psychotherapists are doing with the children in the program along with Christian Servants Home Care. The question was asked as to what ages of youth are served and it is from 0-18 years. The skill development is age appropriate and can include services like equine therapy and equine assisted learning.

2023 State Satisfaction Survey:

Val shared the results of the State Satisfaction Survey for both programs and was proud to report higher scores for both! Ashland administers the survey monthly. Increased contact to home and provider services helped achieve these scores. The areas of "I feel I belong in my community" and "I do better socially" were higher in both counties. The goals for 2024 are general stabilization for the surveys and vendors with the upcoming transitions for the year.

New Business:

No new business at this time.

Public Comment:

Jan asked about public comment being at the end of the meeting vs the beginning. Discussion included public comment being at the beginning of the meeting previously and those in attendance wanted to make a comment after they heard what was said at the meeting. Public comment was then moved to the end of the meeting.

The meeting dates for 2024 are as follows:

April 9th – Washburn

July 9th – Ashland

October 10th – Washburn

Meeting was adjourned by Tom M at 1:18pm.

Respectfully submitted, Andrea Yrjanainen Ashland County CCS Program Administrative Assistant

Proposed Plan & Policy Changes

The CCS Program in Ashland County will be organized as a Shared Services Model. Services available and likely to be offered to CCS participants include:

p 9 | of 5

CCS Shared Services:

CCS Program Administrator
Financial Monitoring and Oversight
CCS Providers
~~CCS Service Director~~
CCS Clinical Supervision and Clinical Consultation
CCS Training
CCS Electronic Health Records
CCS Documentation
CCS Quality Improvement Plan
CCS Coordination Committee
Regional CCS Coordination Committee

Adult Protective Services
Elder Benefit Specialist
Dementia Specialist
Elder Abuse Investigation
Independent Living Services
Long -- Term Care Options Counseling
Birth to Three
Children's Long-Term Care Services
Intensive In Home Program
Wisconsin Home Energy Assistance
Representative Payee Services
Children's COP/Community Option
Alzheimer's Services
Communicable Disease Surveillance, Prevention and Control
Oral Health Program
Maternal Health Medication Administration
Public Health Community Education
Adult Drug Court

Ashland County Rendered Services:

Coordinated Services Team
Program
Crisis Stabilization
Information and Assistance
CCS Service Director
Child Protective Services
Juvenile Assessment & Intervention

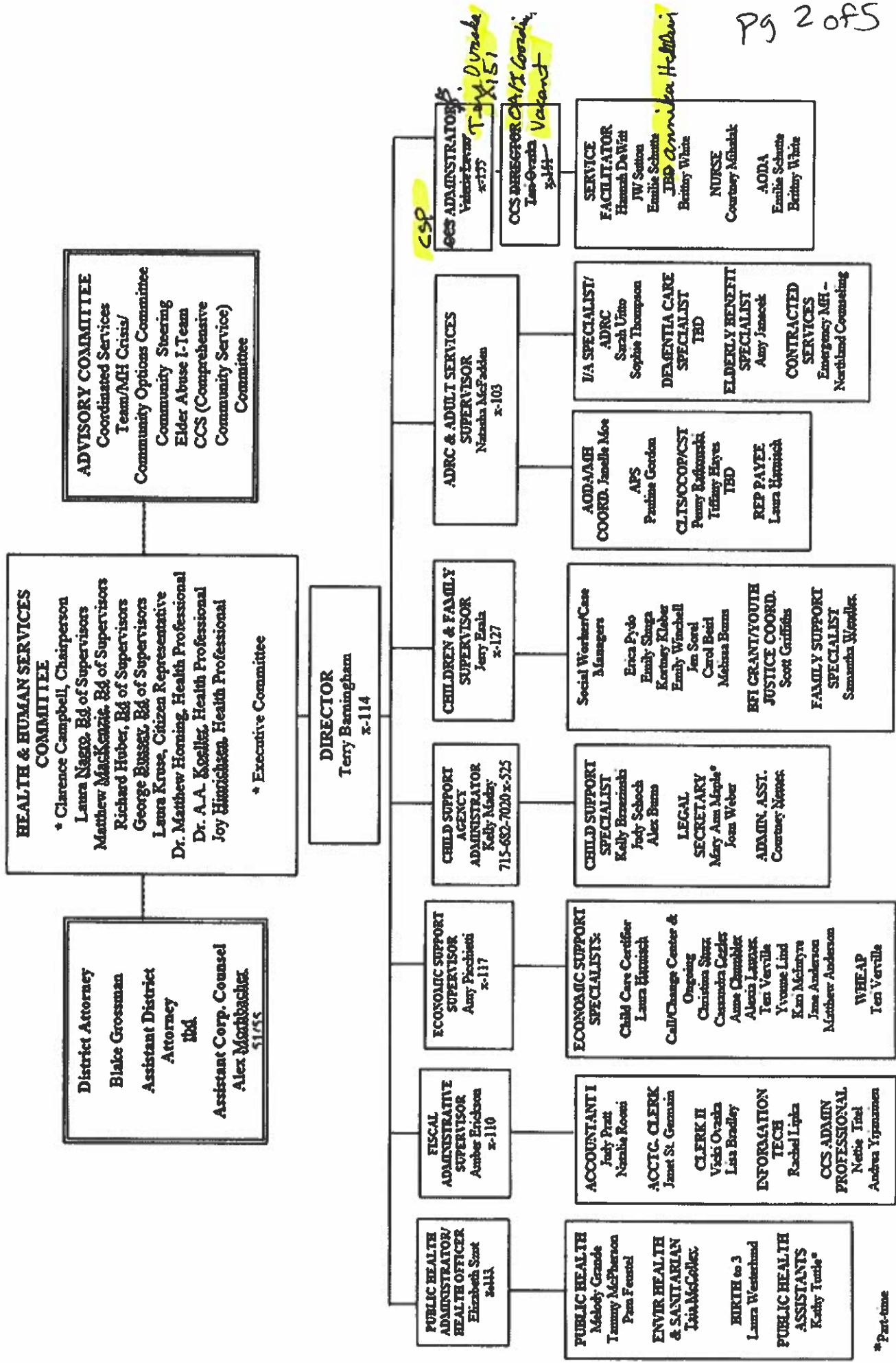
MH/AODA Crisis Response Program
24 Hour Crisis Line
Juvenile Court Intake
Court Ordered Treatment
Emergency Detention

Ashland and Bayfield counties are contiguous and the county seats are a mere ten miles apart. Both counties are large geographically and economically poor. Mental health and substance abuse problems are prevalent but resources and providers are not. This is why the Ashland and Bayfield County CCS Programs will share services (including the Program Administrator, staff, electronic health record, documentation, training, etc.)

Collaboration and stretching resources is a matter of survival for our counties and something we have made work to the benefit of our customers so the efficiencies promoted by the shared services model are very familiar to us.

There will be a single CCS Program Administrator for the Ashland and Bayfield CCS Program to allow them to focus completely on that role, promote consistency and ensure program compliance. ~~Ashland and Bayfield will also share a Service Director between the two counties who will provide supervision and clinical collaboration. Both positions will be housed together and available to both counties, as are the staff to implement the program in compliance with the statutory requirements.~~ ^{at ACHHS} ~~Both positions will be~~

ASHLAND COUNTY HEALTH & HUMAN SERVICES DEPARTMENT ORGANIZATIONAL CHART (Updated 11/16/2023)



BHCS Program Staff Roster

Pursuant to Wis. Stat. s. 50.065(1), "caregiver" means (1) a person who is, or is expected to be, an employee or contractor of an entity(2) who is, or is expected to be, under the control of an entity, as defined by the department by rule, and(3) who has or is expected to have regular, direct contact with clients of the entity.

Ashland County CCS
 Cert. # 3055

Main Clinic – Part 1 of 2

Name (Last, First)	Position Title (Example: Clinic Administrator)	Professional Credential (Example: LCSW)	DSPS Lic. No. (as applicable)
Lemo, Valerie	CCS Administrator	LPC	287-125
Ovaska, Teri	Administrative CCS Service Director/MHP	LPC	4835-125
DeWitt, Hannah	CCS Service Facilitator	n/a	n/a
Sutton, John W	CCS Service Facilitator	n/a	n/a
Schutte, Emilie	CCS Service Facilitator/SAP	SAC	16567-131
White, Brittany	CCS Service Facilitator/SAP	SAC-IT	20061-130
Mihalak, Courtney	CCS RN	RN	228947-30
Hendri, Amanda	CCS Service Facilitator	n/a	n/a

p9 3 of 5

**APPENDIX III (continued) Coordination Committee Policy
 Comprehensive Community Services
 Ashland County and Bayfield County Region**

pg 4 of 5

Ashland County and Bayfield County Region Roster

NAME	ADDRESS	TELEPHONE	EMAIL (if not previously provided)	POSITION	Term
PAM STANNY	810 6 th Ave W. Ashland, WI 54806	715-682- 0350 715-292- 7012	pamelastanny@gmail.com	Community Member (A)	October 2023 to October 2025
JANICE KUPCZYK	1614 9 th Ave W Ashland, WI 54806	715-682- 5867 715-292- 0100	Kupczyk@charter.net	Community Member (A)	Jan 2020 to Jan 2024
BILLIE KEELIN	1014 14 th St Ashland, WI 54806	715-413- 1809	Billiekeelin3@gmail.com	Participant (A)	April 2023 to April 2025
VACANT				Participant (A)	
TERRY BARNINGHAM	c/o Ashland County HHSD 630 Sanborn Ave Ashland, WI 54806	715-682- 7004	Terry.barningham@ashlandcountywi.gov	County Employee (A)	
BAD RIVER - VACANT				Tribal representative appointed by the Tribal Counsel of the Bad River Band of Lake Superior Chippewa	
THOMAS CROTEAU	c/o Bayfield County DHS P.O. Box 100 Washburn, WI 54891	715-373- 6144	tcroteau@bayfieldcounty.org	County Employee (B)	
JOHANNA PERKINS	320 w. Omaha #14 Washburn, WI 54891	715-373- 0518	None	Interested Community Member (B)	July 2023 to July 2025
THOMAS MITTLESTAEDT	420 E 3 rd St Apt 103	715-817- 1351	Tommvinyl@gmail.com	Member-at- large (B)	

	Washburn, WI 54891				
CECELIA WEBB	68270 S Bohn St. Iron River, WI 54847	715-372- 4476	Tryitneveragain72@yahoo.com	Participant (B)	April 2022 to April 2024 BCCS Chair April 2022
SANDRA NOTZKE	9565 Lakeview Rd Apt .A Port Wing, WI 54865	715-774- 3514 414-313- 8203	Sandranotzke1964@yahoo.com	Participant (B)	April 2021 to April 2023
VACANT				Tribal representative appointed by the Tribal Council of the Red Cliff Band of Lake Superior Chippewa	
VAL LEVNO TERIOVASKA	630 Sanborn Ave. Ashland , WI 54806	715-682- 7171 ext. 1028	feri.prasak Valerie.levno@ashlandcountywi.gov	Member –at- large- CCS Administrator (A&B)	

**Draft – Subject to
Change at the April
Meeting**

Regional Meeting

Comprehensive Community Services (CCS) Coordination Committee

Ashland County Oredocker Room & via Zoom

January 9, 2024

Regional CCS Committee:

Ashland County: Terry Barningham, Pam Stanny, Jan Kupczyk, Billie Keelin, Bad River Tribal Representative Erica Toman*

Bayfield County: Tom Croteau*, Johanna Perkins, Cecelia Webb*, Sandra Notzke

Members-at-Large: Val Levno, Thomas Mittelstaedt*

Members Excused:

Others Present: Karlie Pierson*, Andrea Yrjanainen, Elizabeth Skulan*, Megan Dirkes *

**Denotes attendance via Zoom*

Call to Order and Introductions:

Meeting was called to order by Thomas Mittlestaedt at 12:30pm

Discussion and Possible Action:

Regional Minutes: Review of the October 2023 Minutes: A motion was made by Jan to accept the minutes and a second was made by Billie. Minutes were accepted and motion was passed.

Ashland and Bayfield County Plan and Policy Review:

Val and Tom presented the revisions that had to be made for the Ashland and Bayfield County Plan and Policy for the year. This includes the additions and deletions of vendors/staff, any grammatical corrections, agency changes, and normal business changes. The significant changes to the plan include Ashland and Bayfield County now having the Electronic Health Records. Also there were language updates in the discharge policy to include the fair hearing language, changing Mental Health Professional to Service Facilitator and that this would be provided upon discharge from the program. Bayfield County also has updated the Electronic Data Security and with their Electronic Health Records they have uploaded all information from 07/01/2023. Anything prior to that date is still in hard copy for Bayfield County.

Ashland County: Jan made the motion to accept the Plan and Policy Changes with a second from Billie. Changes are accepted and motion was passed

Bayfield County: Sandra made the motion to accept the Plan and Policy Changes with a second from Johanna. Changes were accepted and motion was passed.

Presentation: Megan Dirkes with Christian Servants Home Care:

Christian Servants Home Care started working with CCS in early 2023 with Ashland and Bayfield County with the focus of serving the most rural of counties in the state. They are hiring retired social workers and currently have a staff of 7 and in process of hiring one more. The workers focus on the participants goals with guidance, education, daily life skills and supports. They usually meet with participants a couple hours a week and will work with what matches their schedule. A few testimonials were given and received well by the group. The group thanked Megan for her time and sharing what Christian Servants Home Care is about.

Review of Program Report:

Val gave an update on the interns that have been participating with CCS through Northwoods Tech and Northland College.

Val let everyone in the committee know that she will be retiring in May 2024 and that her position along with the director's position will be posted and they are looking for applicants. The committee wished her well and thanked her for her years of service.

There have been five psychotherapists added to the program and we now have Dr. Jeffrey Holmgren taking over for Dr. Meza for the telehealth portion of the program. Dr. Holmgren started with us at the beginning of October. It was made note that MMC is now Tamarack Health Ashland Medical Center. Tom is working with the Criminal Justice Court in Bayfield

Children's Services:

Val updated the group on the work that psychotherapists are doing with the children in the program along with Christian Servants Home Care. The question was asked as to what ages of youth are served and it is from 0-18 years. The skill development is age appropriate and can include services like equine therapy and equine assisted learning.

2023 State Satisfaction Survey:

Val shared the results of the State Satisfaction Survey for both programs and was proud to report higher scores for both! Ashland administers the survey monthly. With increased contact to home and provider services help achieve these scores. The areas of "I feel I belong in my community" and "I do better socially" were higher in both counties. The goals for 2024 are general stabilization for the surveys and vendors with the upcoming transitions for the year.

New Business:

No new business at this time.

Public Comment:

Jan asked about public comment being at the end of the meeting vs the beginning. Discussion included public comment was at the beginning of the meeting previously and those in attendance wanted to make a comment after they heard what was said at the meeting. Public comment was then moved to the end of the meeting.

The meeting dates for 2024 are as follows:

April 9th – Washburn

July 9th – Ashland

October 10th – Washburn

Meeting was adjourned by Tom M at 1:18pm.

Respectfully submitted, Andrea Yrjanainen Ashland County CCS Program Administrative Assistant



ASHLAND COUNTY
COMMUNITY SERVICE PROGRAMS
630 Sanborn Avenue • Ashland, WI 54806 • (715) 682-7004
• Fax: (715) 682-7176 • Email: ccsintake@co.ashland.wi.us

TO: Ashland County CCS Coordination Committee

FROM: Val Levno

DATE: March 15, 2024

Thank you for your recommendations after reviewing the Ashland County Comprehensive Community Services (ACCS) plan and policies updates. We accept your recommendations as made during the January 9, 2024 Ashland CCS Coordination Committee meeting. The changes include:

- Updating the Coordination Committee roster
- Ashland County Human Services Organizational Chart
- ACCS Staff Listing
- ACCS Vendors Listing
- Updated Electronic Data Security Policy and added language in regards to new electronic health record
- Updated information on community services available
- Updated Clients rights and grievance process brochure
- Updated language in CCS Admission Agreement and Informed Consent for Treatment
- Removed need for MD signature on Physician's Confirmation of Need (APRN, NP, DNP and PA are acceptable without MD signature)
- Added language about the fair hearing process in Discharge Summary Policy and Discharge Summary
- Grammatical corrections, agency changes, and normal business changes

Sincerely,

Valerie Levno, MEd, LPC
ACCS Administrator

**Ashland County Comprehensive Community Support
Bayfield County Comprehensive Community Support
Coordination Committee Program Report**

April 2024

Enrollment:

Ashland													
	Feb	Jan	Dec	Nov	Oct	2023 1 st Qtr	2023 2 nd Qtr	2023 3 rd Qtr	2023 4 th Qtr	2022 1 st Qtr	2022 2 nd Qtr	2022 3 rd Qtr	2022 4 th Qtr
Total	33	35	35	37	35	50	52	49	47	55	54	53	55
# of Children	2	2	2	3	3	2	4	3	3	1	5	3	2
Intakes	1	4	2	5	3	11	11	10	10	9	10	17	13
Discharges	3	4	4	1	7	9	8	11	12	11	17	11	14
Referrals Closed	0	4	1	0	0	17	17	13	1	15	17	14	8
Referrals Pending	7	3	8	2	8	6	6	5	8	7	6	11	14
Referrals Received	5	2	6	2	5	17	17	13	13	21	26	37	21
Inquiries Pending	2	2	1	2	1								

Bayfield												
	Feb	Jan	Dec	Nov	Oct	2023 1 st Qtr	2023 2 nd Qtr	2023 3 rd Qtr	2023 4 th Qtr	2022 1 st Qtr	2022 2 nd Qtr	2022 3 rd Qtr
Total	47	46	46	45	45	55	49	51	50	46	49	47
# of Children	13	12	12	13	12	12	12	14	12	8	8	10
Intakes	1	1	1	0	2	7	1	6	3	15	7	7
Discharges	0	1	0	0	4	1	1	4	4	4	5	12
Referrals Closed	2	3	0	0	3	2	2	3	3	3	5	2
Referrals Pending	3	4	6	5	3	6	6	6	4	5	4	4
Referrals Received	1	2	1	2	3	11	11	12	5	11	12	10
Inquiries Pending	2	2	3	3	3							

Staffing Changes:

- BCCS is advertising for a Mental Health Professional/Service Facilitator.
- Teri Ovaska has been hired for CCS Administrator of Ashland/Bayfield CCS Region as of May 6, 2024. She is replacing Val Levno who has retired.
- Quality Assurance and Improve Coordinator position developed because of lack of applicants for Service Director Position.

Provider Network:

- Christian Servants Home Care has hired an additional two part-time staff for skill building.
- Contracting with Vista Care Wisconsin for Individual Skill Development and Enhancement.

Marketing and Outreach:

- Behavioral Health Services of Tamarack Health Ashland Medical Center in-patient group presentations. BCCS staff doing first Thursday of each month. ACCS staff the third Thursday of each month.
- Tom is connecting with law enforcement/sheriff/treatment court/criminal justice in Bayfield County

- Wellness & Recovery Court in Ashland – ACCS staff attending multiple team meetings each month.
- CA:tCH (Chequamegon Accountable: the Community of Health) – safety plans
- Ashland Wellness and Recovery Court
- NWCEP Community Provider Meetings - Red Cliff Housing Authority, Great Lakes Tribal Council, BRICK, multiple NWCEP staff, Birch House sober house, Wellness & Recovery Court, Behavioral Health Unit, Bayfield Dept. Human Services Aging and Disability Services Manager, Division of Vocational Rehabilitation, Bad River Health Center, SPARK
- Community Provider Meetings – Behavioral Health Unit, indiGO, Wellness & Recovery Court (Ashland), Bad River Health Center, NorthLakes, Essentia Health, Partners In Recovery Center, the Brick, Northland Counseling, Red Cliff Mishomis House, CESA 12 Mental Health Coordinator, Essentia Health, New Day Advocacy Center, Resilience Beekeepers, Red Cliff Nooji Center, Northland College, Voices for Recovery-Chequamegon Bay
- Homeless outreach by Pearson Plaza downtown Ashland WI

Other Items:

- Tom Croteau, Val Levno, Stephanie Tutor, Chris Beirl and JW Sutton have been meeting monthly with MTM/VEYO and WI Dept. of Health Services staff in regards to issues with their transportation services. There initially was improvement. In February, MTM took over VEYO and we have found we need to continue with our advocacy in regards to transportation issues.