**Regional CCS Coordinating Committee (RCC) Meeting**

Neshkoro Area Community Center

**Meeting Minutes**

December 3rd 2014

**Committee Members Present:** Tom Charles (Adams), Heidi Roekle (Adams), Erika Dorrington (Juneau), Tim Cottingham (Juneau), JoAnn Geiger (Juneau), Darlene Wedde (Waushara), Dennis Wedde (Waushara), Clint Stark (Waushara),

**Committee Members Absent:** Karen Romell (or replacement, Adams), Dan Arellano (Green Lake), Cindy Skipshak (Green Lake), Jana Tetzlaff (Green Lake)

**Designee:** LeRoy Dissing (Green Lake)

**Non-voting members:** Scott Ethun (Juneau), Diane Cable (Adams), Dawn Buchholz (Waushara), Lori Martin (White Pine Consulting), Ted Kay (La Clinica, Waushara), Mandy Stanley (Marquette), Kathryn Goel (Waupaca), Philip Robinson (Green Lake)

1. **Welcome and Introductions of all members**
2. **Review / Approval of Agenda:**
* Quorum is one candidate from each consortium partner. Agenda is approved.
* Phil asked the committee to add to the agenda a discussion on formality of the process of this meeting. After discussion it was decided by the group the meeting minutes will be taken informally. Motions will be recorded but don’t have to include members’ names. If a Committee member cannot attend a meeting, a designee should be sent in their place.
1. **Review / Approval of Minutes:** Agenda is approved.
2. **Brief Updates per County**
* **Adams:** Applications are in process for the CCS supervisory position. They currently carry a caseload of 30 CCS clients. Northland is no longer doing service facilitation and all facilitation is being done in house. Heidi chairperson will be joining as a committee member. They are still looking for a consumer to join the committee. The surveyor for DQA is coming back in February. They are also in the process of piloting with Mendota for child psychiatry.
* **Green Lake:** Nothing new to report
* **Juneau:** 5 CCS clients, 2 children and 3 adults. They continue to add contracts with services within the area. CCS Staff consists of two full time Service Facilitators/Mental Health Professionals.
* **Marquette:** Currently is advertising for a Behavioral Health Manager. The main duties of this position will be to get CCS certified. It was recommended to the Regional group that each county try to support each other when advertising for new positions and strive for consistency in ads. Also suggested the possibility of sharing positions with other counties since recruitment can be very challenging.
* **Waupaca:** A position has been approved by the Board to hire a social work level for CCS and have begun the recruitment process. This position will structure the CCS program and work towards CCS certification. A recommendation was made that each county share their local CCS Committee Agenda’s with the Regional CCS counties and attend whenever possible.
* **Waushara:** They continue to grow having 30 CCS participants. The screening process seems to be challenging with staff having dual roles. The CSP program continues to grow as well as CCS. Results from the Mental Health Clinic audit were: setting goals for the clinic and creating measurable goals for the CCS and CSP programs. It was also suggested to add goals in the annual report and include any results of these goals in the report.
1. **Regional CCS Administrator**
* The CCS Administrators for the Regional CCS group beginning January 1, 2015 areLori Martin, Associate Director, and Dan Naylor, Director with White Pine Consulting Service. Lori and Dan will have shared responsibilities. They will help counties integrate their CST and CCS programs. They will assist the group with the creation of the CCS Website and training materials and help facilitate trainings. They will also attend CCS meetings and assist Waupaca and Marquette with getting their CCS certification.
* It was recommended to include contact information for White Pine Consulting and each committee member on the website.
1. **Neshkoro Community Center:**
* Improvements have begun at the facility. Ceiling tiles, painting, and adding WIFI are a few. Development of sub renters will continue. Currently a massage therapist is interested in renting, along with Cares WI who has an interest in using the facility for an adult daycare center and other training. Wellness program rentals will continue to be the focus of this facility.
* The group discussed the need for child psychiatry as well as respite care. This facility may not be able to meet this need due to supervision being needed for a real living situations and staffing issues.
* The facility can be used by all Regional CCS counties, it was decided by the group that the county using the facility will be responsible for the cost. If the activity is open to all the counties, it will be a shared cost to all counties. Call Karen at Fox River for services and to get pricing to schedule the facility.
* A handout of the MOU was handed out to all county members and Phil gave an overview of the MOU.
1. **Quality Improvement:**
* To collect data for quality improvement, the client must be in CCS for 6 months. This group will be looking for patterns from the results of these surveys.
1. **Policies & Procedures:**
* The following suggestions were made to be added to the Policies and Procedures: Formality of the meeting and Integration of the Regional policies.
1. **Grassroots Empowerment Project:**
* Phil will send the date of this meeting to the committee. Everyone is encouraged to invite consumers.
1. **Other:**
* Introduction of WI Department of Health Services staff: Cheryl Lofton, Lalena Lampe, and Becky Burns
1. **Next Meeting:** February, 4th, 10:00 a.m. White Pine will take the minutes for future Regional CCS meetings
2. **Proposed Agenda Items:**
* Consumer Input
* Website discussion / preview of sample site
1. **Motion to Adjourn**

**Next Meeting:** February 4th 2015,at the Neshkoro Area Community Center**,** 10:00-12:00