



**ROCK COUNTY HUMAN SERVICES DEPARTMENT
ADOLESCENT SERVICES
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**COORDINATED SERVICES TEAM (CST)
COORDINATING COMMITTEE
Minutes for June 14, 2013**

PRESENT: Steve Howland, Lance Horozewski, Cheri Salava, Rebecca Westrick, Brook Ciardo, Tina Day, Heather Helgestad, Jennifer Fay, Greg Winkler, Julie Heim, Gabrielle Berget, Amanda Galaviz, Tera O'Connor, Barb Werfal, Beth Blum, Alicia Oczus and Kelley Fearn

ABSENT: Marci Bullen, Jessica DuBois, Misty Frutiger, Michael Gray, Nancy Hagen, Teresa Hermanson, Jennifer Patridge, Carol Plante, Carol Trout, and John Weber

Call to Order

Chairperson Lance Horozewski called the meeting to order at 8:40 a.m.

Approval of the Agenda

Cheri Salava moved to approve the agenda; seconded by Greg Winkler. Carried.

Approval of the Minutes

Barb Werfal moved to approve the minutes submitted; seconded by Beth Blum. Carried.

Citizen Participation and Announcements

The offer was extended for any citizen participation or announcements; none given.

Review of Rock County HSD Kids System Re-Design

Lance Horozewski announced that there will be a new Children's Mental Health Division in 2014. The Human Services Division management brainstormed on how to coalesce all services for children and families in one area. The new division will increase mental health wraparound services for children and families. It will include the current mental health services, the Juvenile Justice Diversion unit, the Child Protective Service's Family Supportive Services, Substitute Care, and Transportation. The first step will be to hire a new Division Manager, a Mental Health Supervisor, three full time workers and, in the future, a Screening and Assessment person who would identify the needs of the family and determine what services would best suit them. The Division Manager position description goes to the Board in July for approval.

Community input is welcome regarding what the Division will look like.

Annual System of Care Report

Lance Horozewski and Tera O'Connor reviewed recommendations with Dan Naylor. Items discussed were:

1. Parents on Coordinating Committee: Consider the following in terms of retention: Time, Location, Transportation, Childcare, Stipend, Graduates of the program and any prep for meetings.
2. Parent/Peer Supports: Identify parents of children with special needs, graduates of the program, info from other counties on how they use and fund peer parents, use Hugh Davis to follow up, and have regular consults with staff in regards to recruitment and retention.

Annual System of Care Report (cont.)

3. Training: Provide regular training to parents and staff on topics of need and interest.
4. Satisfaction surveys are being returned. Tera O'Connor and Diana Daly will compile the results.
5. Data from the State system will also be shared with this committee.
6. CST core values integrated across the system. Zia Partners recommendations and system reorganization.
7. Transition planning for children age 14 and older. Connect with the state on this initiative and begin to develop a process for Rock County.
8. Reinvesting substitute care dollars back into CST as a preventative measure.

Rock County BHRCS Update

The Department of Children and Families (DCF) has developed a new division within DCF called the Office of Youth Services which help youth in out-of-home placements, homeless youth and young adults (ages 16 - 23) transition from childhood to adulthood. This program will look at how the system can meet their needs and help them be successful in transitioning into adulthood.

Update on Parent Peer Support Development

The County is at the point of strategic planning and developing measurable goals to improve the system. Zia Partners met with County employees and it was decided a committee be developed to discuss how the system should be reformed. Rock County is looking to model its system after Milwaukee County's Smart Goals. Smart Goals measure behavioral goals that identify gaps in the system or processes that are not working.

CST Coordinating Committee Outreach

Lance Horozewski and Tera O'Connor met and discussed the Interagency Agreement. The discussion included how to reach out to key stakeholders such as schools, law enforcement, and community providers to discuss the Agreement, the CST process and how our working relationships can benefit youth and families. Lance Horozewski is requesting volunteers for the Outreach Group. Tina Day will be the contact person for that group.

Conflict Resolution Update (Interagency Agreement)

Every family is given a copy of the Conflict Resolution form. There are several steps to the process when a form is turned in.

- Step One: The client/family will meet with the Family Team.
- Step Two: If the client/family is not satisfied with the outcome of Step One, the form will go to Tera O'Connor or the Division Manager (currently Kate Flanagan).
- Step Three: If the client/family is not satisfied with the outcome of Step Two, it will be brought to the Coordinating Committee.
- Step Four: If there is no resolution after Steps One, Two and Three, the conflict will go to the State level.

Lance Horozewski recommended this be in the CST Policy and Procedure Manual. It was also requested that there be a timeline for responses for each step added to the procedure.

Miscellaneous

Lance Howozewski announced that Rock County received a grant to help implement the Trauma Informed Care program that could possibly begin this year. The State will train staff.

September Agenda Items

Membership for a Conflict Resolution Committee

Time and Date of Next Meeting

The next meeting will be September 13, 2013 at 8:30 a.m. at the Rock County Court House, Court House Conference Room, 2nd Floor, East Wing

Motion to adjourn made by Tina Day; seconded by Jennifer Fay. Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Diana Daly, Administrative Assistant
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NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

cc: Committee Members
Mai Zong Vue