

## OPEN MEETING MINUTES

### Waukesha County Human Services Center Coordinated Services Team (CST) January 22, 2020

**Present CST Committee:** Eve Altizer, Hugh Davis, Theresa Imp, Maura McMahon, Neal Peterson, William Seymour, Vickie Smith, Mai Thao

**Absent CST Committee:** Kathy Mullooly, Tracy Loken-Weber

**Guests:** Danielle Birdeau, Bobbi Borchardt, Jon France, Bonnie Knippel, Courtney McElmeel, Luke Pinion, Mary Tomter

#### 1. **Call to Order**

Chair Altizer called the meeting to order at 12:04 p.m. Introductions were exchanged amongst the committee members and guests.

#### 2. **Approval of Minutes**

Update section 8, the third paragraph, last sentence. The link is [ccconference.org](http://ccconference.org), not [ccsconference.org](http://ccsconference.org).

Motion: Seymour moved, second by McMahon, to approve the CST minutes, as amended of October 23, 2019. Motion passed unanimously.

#### 3. **Committee Business**

##### a. **HHS Board Bylaws Update**

McClain distributed and reviewed a document titled "Waukesha County Health and Human Services Board Bylaws."

The HHS Board Advisory Groups will be submitting updated bylaws to the HHS Board to approve at their May and June meetings. Once there is a new CST Supervisor, the CST Committee will move forward with developing a set of bylaws for the committee. In the meantime, the CST Committee is open to follow the HHS Board and Child and Family Services Advisory Committee bylaws.

#### 4. **Presentation: School District of Waukesha School-Based Mental Health, Social Emotional Learning, and Special Education**

Pinion distributed and reviewed a PowerPoint presentation titled "SDW School-Based Mental Health, Social Emotional Learning, and Special Education."

Altizer suggested a separate segment on only special education with Patty Horvel.

#### 5. **CST Self-Assessment**

Altizer stated that the self-assessment continues to be worked on, and suggested creating a subgroup to complete the self-assessment.

#### 6. **CST Staff and Program Updates**

Seymour announced the following staff changes:

- Altizer will be returning to the Child and Family Services unit; recruiting and interviewing is occurring for her Counseling and Wellness unit position.
- France is going to the Washington County Crisis unit in February; position has been posted.
- A .5 position will be posted to help in the Counseling and Wellness unit.

- Tomter has returned from maternity leave and will be the main contact for outpatient, CST, and Counseling and Wellness outreach.

Motion: Smith moved, second by Davis, to have whomever replaces Altizer's county position also assume the position of the CST Committee chair. Motion passed without a negative vote.

**7. Reports**

**a. HHS Staff Liaison**

There was no report.

**b. Child and Family Services Advisory Committee (CAFSAC) Liaison**

Birdeau reported that the CAFSAC is working on their prioritized needs presentation for the HHS Board.

**c. Mental Health Advisory Committee (MHAC) Liaison**

Birdeau reported that the MHAC is working on their prioritized needs presentation for the HHS Board.

Seymour and Imp left at 12:56 p.m.

**8. Agency Updates / Announcements**

The next Waukesha County Suicide Prevention Initiative meeting will be held on March 17 at the Mental Health Center from 9:00 a.m. – 11:00 a.m.

**9. Discussion Items for Next Agenda**

- Broadscope Disability Services will be presenting

**10. Public Comment**

There was no public comment.

**11. Adjourn**

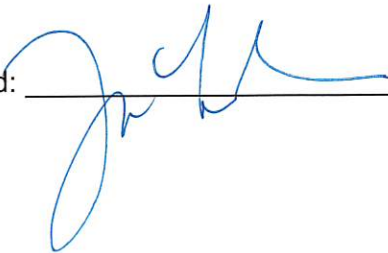
Motion: McMahon moved, second by Peterson, to adjourn the CST meeting at 12:59 p.m. Motion passed unanimously.

**12. Next Meeting**

The next meeting is scheduled for February 26, 2020, at 12:00 p.m. in Room 114 of the Human Services Center, 514 Riverview Avenue.

Respectfully submitted by Janelle McClain.

Minutes Were Approved: \_\_\_\_\_



Date: \_\_\_\_\_

2/24/2020