

OPEN MEETING MINUTES
Waukesha County Human Services Center
Virtual Microsoft Teams Meeting
Coordinated Services Team (CST)
April 27, 2022

Present CST Committee: Health & Human Services-Responsible for Economic Support Programs (Bob Alioto), Health & Human Services-Child Welfare and Protection Services (Fred Garcia), Horning Middle School (Zoey Gollinger), Health and Human Services-Mental Health and Alcohol and Drug Abuse Services (Amanda Huber), Public Defender's Office (Maura McMahon), Health & Human Services-Children who are Mentally Disabled (Vickie Smith (Vice Chair)), Public Health (Cindy Tomazevic)

Absent CST Committee: Health and Human Services-Mental Health and Alcohol and Drug Abuse Services (Eve Altizer (Chair)), Hugh Davis

Guests: Maryam Faterioun, Lithda Fischer, Jessica Hannaman, Lon Plestina, Julie Valadez

1. Call to Order

Vice Chair Smith called the meeting to order at 12:02 p.m. Introductions were exchanged among the committee members and guests.

2. Approval of Minutes

Motion: Garcia moved, second by Huber, to approve the Coordinated Services Team (CST) minutes of March 23, 2022. Motion passed without a negative vote.

3. Committee Business

a. Membership Recruitment and Retention Updates

Garcia stated that he and Krueger continue with their efforts to invite members of the community to the committee. There are no other updates currently.

McMahon arrived at 12:07 p.m.

b. Welcome Packet Updates

Huber discussed the updated corrections to the "Waukesha County Coordinated Services Team (CST) Initiatives Committee Handbook" and requested final feedback. Attendees suggested adding a page of acronyms with a short description to detail what is involved or included.

Motion: McMahon moved, second by Alioto, to approve the "Waukesha County Coordinated Services Team (CST) Initiatives Committee Handbook" as-is. Motion passed without a negative vote.

c. Interagency Agreement Review Updates

Smith reviewed the "Interagency Partnership Agreement 2022" and "Coordinated Services Team Agency Partnership Commitment" documents and requested final feedback. Some of the suggested corrections were:

- On page 2 – "strengths-based" is misspelled
- On bottom of page 2, all numbers should be aligned

- On page 3, number 4 should have a period after “community”

Motion: Huber moved, second by Garcia, to approve the use of “Interagency Partnership Agreement 2022” and “Coordinated Services Team Agency Partnership Commitment” with the noted corrections. Motion passed without a negative vote.

Garcia left at 12:20 p.m. and returned at 12:29 p.m.

4. **Committee and Organizational Updates**

a. **HHS Staff Liaison**

There were no HHS Staff Liaison updates.

b. **Comprehensive Community Services (CCS)**

The CCS program is now fully staffed and is currently serving 49 youth with 18 pending admissions into the program. CCS and CST are working collaboratively with Children’s with Special Needs (CSN) on a joint initiative for intakes.

The youth CCS program continues to coordinate and train staff with the adult CCS program. Staff have recently gone through re-orientation for juvenile court intake and crisis services.

c. **Coordinated Services Team (CST)**

Fischer reported that the CST team will be participating in wraparound fundamentals training in May to better understand the wraparound services and ways to improve how families are served.

Smith announced that the Child Welfare Divisions and Mental Health Outpatient Clinic have established two new meetings to help avoid gaps and overlaps in youth services. Interdivisional Collaboration is a monthly meeting that focuses on improving the systems within our organization regarding communication, process flow, and making sure that the youth and families can access the correct support and services without additional work. Youth Triage is a weekly meeting specific to individual clients who are in crisis or stuck trying to figure out what steps to take next.

Fischer shared the “Caregiver Community” flyer with attendees and asked for final feedback. The only change requested was that the words on top of the flyer would be bolded or a different color as they were hard to see and read.

Motion: Garcia moved, second by McMahon, to approve the “Caregiver Community” flyer with the noted changes. Motion passed without a negative vote.

d. **Children and Family Services Advisory Committee (CAFSAC) Updates**

McMahon gave an update from the April CAFSAC meeting. Some of the topics included:

- A review of the Critical Needs presentation
- School truancy discussion

e. **Mental Health Advisory Committee (MHAC) Updates**

There were no MHAC updates as the April meeting was canceled.

f. **Special Services Advisory Committee (SSAC) Updates**

There were no SSAC updates. The next meeting is scheduled for May 12.

5. **Agency Updates / Announcements**

Huber announced that Waukesha County is partnering with NAMI and Elmbrook School District to present a screening of a video titled “My Ascension” on May 24. The video is a documentary that was created for suicide prevention.

6. Discussion Items for Next Agenda

- Altizer and Smith to work on agenda items for May meeting

7. Public Comment

There was no public comment.

8. Adjourn

Motion: McMahon moved, second by Garcia, to adjourn the CST meeting at 12:53 p.m. Motion carried unanimously.

9. Next Meeting

The next meeting is scheduled for May 25, 2022, at 12:00 p.m. in Room 114 of the Waukesha County Health & Human Services Center.

Respectfully submitted by Jessica Hannaman.

Minutes Were Approved: _____ Date: 7/27/22

