

**Waukesha County Mental Health Center  
Mental Health Advisory Committee Meeting (MHAC)  
And  
Comprehensive Community Services (CCS) Coordinating Committee  
May 15, 2017**

**Present Committee:** Danielle Birdeau, Jennifer Cera, Terry Findley, Cathy Friend, Colleen Gonzalez, Brad Haas, Mary Madden, Karen McCue, Helen Prozeller, Shannon Stydahr

**Excused Absence:** Linda Cole, John Kettler, Laurie Kohler, Mary Lodes, Kathy Mack, Maura McMahon, Mike O'Brien, Becky Stark, Marybeth VanderMale

**HHS Staff Liaisons:** Joan Sternweis

**Guests:** Anne Abrahamson, Tracy Allman, Mary Bliesner, Deborah Frey, Jean Goodsett, Lisa Haefer, Kate Hensleigh, Jacob Mattson, Lisa Riggle, Marie Umluf

**1. Call to Order**

Chair Madden called the meeting to order at 1:36 p.m. Introductions were exchanged among the committee members, and a warm welcome extended to the Comprehensive Community Services (CCS) committee members and guests present.

**2. Review and Approval of Minutes**

Correction: Under "Agency Updates," NAMI WI was hosting Action on the Square, and NAMI Waukesha Advocacy Committee attended.

Motion: Danielle Birdeau moved, second by Helen Prozeller to approve the meeting minutes of April 17, 2017, as amended. Motion carried unanimously.

**3. Nominations for Chair**

Motion: Prozeller moved, second by McCue to elect Colleen Gonzalez as Committee Chair. Motion passed unanimously.

Madden turned the meeting over to Gonzalez to run.

**4. Education Topics for the Year**

The committee continued the discussion from November of education topics that we should have at future meetings. The list, as designated at this time for the rest of 2017 meetings, included:

- June Meeting: Veteran's Services
- August Meeting: Suicide Prevention
- September Meeting: Housing Action Coalition with the AODA Advisory Committee
  - Will change our meeting date/time to match with AODA Advisory Committee
- October Meeting: Cultural Humility, with a specific population being determined at a later time
  - Gonzalez stated that WCTC has been working on developing this topic presentation as well. While it may not be presented at this meeting, it could be something this committee hosts.
- November Meeting: Stigma

Other ideas for future topics included:

- Mental health services for children

- This would be good for a future joint meeting with CCS
- How United Way affects programs to those with mental health issues in Waukesha

**5. HHS Staff Liaison Report – Joan Sternweis/Danielle Birdeau**

Sternweis announced that there are a number of things happening this week because of National Prevention and Awareness Week for substance use, as well as May being Mental Health Awareness Month. There are also a number of events surrounding the kick-off of the Prevention of Drug Overdose (PDO) Grant this weekend. Some of the activities include:

- A press conference this morning at HHS
- An event at WCTC tomorrow put on by Your Choice to Live
- Pieces in My Own Voice presentation at Brookfield Central on Wednesday at 7:30 p.m.
- Jump for Archie / Jump for Life in Oconomowoc on Sunday
  - There will be Narcan training as well at this event.

Next week, 30 Waukesha County officers will receive the Crisis Intervention Team (CIT) training.

The Mental Health Center (MHC) has started to implement electronic records. It will be a combined record of paper and electronic information.

**6. Sub-Committee Reports**

**a. Board Liaison Report – Mary Lodes**

No report.

**b. CCS Coordinating Committee – Danielle Birdeau**

Birdeau reported that she and Allman are reviewing all of the forms that are being used for the current CCS program, ensuring compliance. There have been no major changes found at this time.

Allman has been assisting with Quality Assurance reviews of the charts, as well as the outcomes.

The ROSI survey outcomes will be reviewed at the next CCS meeting. The committee should also begin thinking about collection of the annual fall consumer satisfaction survey.

The MHC is displaying artwork in the hallway. We would love to see some of the artwork from the CCS committee members displayed as well.

As of early last week, there were 118 consumers in CCS, having grown by 6 or 7 people in the last few weeks. There have been many referrals for children and adolescents. Of the 118 consumers, 10 are children or adolescents, and many others are in the 18-20 year old age range.

Birdeau submitted the application for the annual renewal of the CCS program. They are doing a desk review, so there is less of a chance of having an in-person review.

As part of the annual review process, she reviews the plan and the policy and procedure. Birdeau reviewed the changes with the committee, which included:

1. Under Quality Improvement, she added "The survey used will be consistent with Wisconsin DCTS identified measures (ROSI & MHSIP surveys)."
2. Added the breakout of what survey measures that are used based on state rules.

3. Under the same section, she added, "Additional opportunities for consumer feedback include opportunities to speak with the CCS supervisor, group interest and satisfaction surveys, and ongoing assessment of satisfaction as part of the consumer's annual reassessment process."
4. Under Individualized Psychosocial Rehabilitation Services section, she added, "Additional areas of assessment include strength, needs, recovery goals, priorities, preferences, values, and lifestyle of the consumer. The assessment will identify developmental factors, cultural factors, and environmental factors, as they affect the consumer's goals and preferred methods for achieving goals."
5. She wanted to make sure that the policy and procedure reflected that MHC is in the process of developing electronic health records. She added "Waukesha County DHHS continues with staged implementation of the Avatar Electronic Health Record. Therefore, each consumer record is a combination of a paper record and an electronic record. The CCS Coordinating Committee continues to receive regular updates on the progress of the electronic health record implementation. CCS Subject Matter Experts (SMEs) working on the record development team continue to work diligently to ensure that an electronic health record will continue to meet the requirements outlined in DHS 36. Effective 12/1/2016, CCS staff implemented use of the clinical progress note in the consumer's Avatar record. Effective 1/1/2017, progress notes entered in Avatar are only maintained in Avatar. Notes are no longer printed. External vendor documentation continues to be maintained as a paper file in the consumer's paper record."

Motion: Jean Goodsett moved, second by Anne Abrahamson, to approve the plan and the policy and procedure updates. Motion passed unanimously.

Kate Hensleigh left at 2:33 p.m.

**c. Peer Specialist Committee of Waukesha County – Cathy Friend**

Friend reported that due to low participation, they have not been meeting. However, the first training of peer specialists with the new program will be starting the beginning of June, and they are hoping there will be more members wanting to attend.

Madden added that the Department of Corrections has trained a class of inmates. They will act as peer specialists within the present, but then when they are released, they will help those re-entering society. Those on the peer specialist waitlist were sent an e-mail that included three trainings coming up in the Milwaukee, Fox Valley, and LaCrosse areas. Interested parties will need to fill out applications to be accepted. The first exam will be in June. There will be another five scheduled, but that has not been done yet. There is nothing scheduled for Waukesha yet, but we are hoping to get something set up in the future, based on a collaboration.

**d. Community Health Improvement Planning Process (CHIPP) Report – Mary Madden**

Birdeau reported that they are currently putting the Steering Committee together, but that a recent survey has went out, requesting what the community sees as needs.

**e. Partnerships for Children's Mental Health – Laurie Kohler**

Birdeau reported that, while still on hiatus, there is a multi-systems workgroup being put together that could revamp this subcommittee.

**7. Ongoing Business / Community Initiatives**

The next Suicide Awareness and Prevention presentation will be announced next week.

Goodsett would like group homes to get computers so that the residents can utilize the internet in an effort to obtain helpful information. Madden stated that it is up to the group home, but there is also access at the library. Gonzalez commented that WCTC also has a Student Enrichment Center with computer access for Waukesha County residents.

**8. New Business**

Goodsett gave a report on Question, Persuade, Refer (QPR) from the last Suicide Awareness and Prevention presentation.

Jen Cera's term as Child and Family Lead is complete. Katie Miller will be her replacement.

CCS members left at 3:00 p.m.

**9. Agency Updates / Announcements**

No report.

**10. Review Bylaw Updates**

The workgroup reviewed the bylaws, with the changes mentioned at the last meeting, and had the following additional changes:

- At any instance of this, change "Standing members" to "Provider members"
- Fix the automatic lettering in section VI

Motion: Madden moved, second by Birdeau, to approve the updated bylaws with the two noted changes. Motion passed unanimously.

Janelle McClain will send the updated bylaws to Mary Lodes and Julie Bartelt to be included for the next HHS Board meeting for approval.

**11. Other**

No report.

**12. Adjourn**

Motion: Prozeller moved, second by Madden, to adjourn the meeting at 3:05 p.m. Motion carried unanimously.

Minutes respectfully submitted by Janelle McClain.

Minutes Were Approved C. Arzoo Date 10/19/17