



JOE PARISI  
DANE COUNTY EXECUTIVE

**Dane County Department of Human Services**  
**Division of Adult Community Services**

Director – Shawn Tessmann  
Division Administrator – Todd Campbell

**CCS Coordination Committee Minutes**

Madison Central Library, 1<sup>st</sup> Floor Conference Room  
September 18, 2019  
12:00-1:30 p.m.

Present: Laura Abilene, Teri Barman, Mary Bixby, Gala Gardiner, Armando Hernandez, Michelle Hicks, David Kuehne, Khar'a Moore, Mary Rauwolf, Margaret Rubio, Renee Sutkay, David Weber

Absent: David Bohl, Adebowale Mofikoya

Present (Non members): Julie Meister (chair), Jenna Ramaker, Holly Rasmussen

1. Public comment time (5 min/speaker up to 15 minutes) **No public comment.**
2. Comments about, or corrections to, 7/17/19 minutes.  
**Teri Barman's name is missing as absent from the July meeting Minutes. Gala Gardner motioned to approve, Renee Sutkay 2<sup>nd</sup>, minutes approved with one noted change.**
3. Thank you to Mary Bixby and David Kuehne for your 4 years of service on the CCS Coordination Committee.
4. Welcome to new members Dr. Mofikoya, Michelle Hicks, David Bohl, Armando Hernandez, Laura Abilene, Margaret Rubio, and Mary Rauwolf.
5. Progress update (as of 9/16/19)
  - a. CCS enrollment update (1216, up 73 since 7/17/19)
    - i. Adults = 897 ~~839~~ (up 58) **Removed error, 839 should be deleted.**
    - ii. Youth = 319 (up 15)
    - iii. Discharges = 431 total since program began in 2015 (29 since 7/17/19)
      - Average discharges = 16 per month

**Julie gave an update on numbers. CCS intake telephone number has been merged into one telephone number. CCS is planning to add a Quality Assurance Specialist in 2020. Need to wait 3 months before discharging consumers. Committee asked questions and discussed the CCS statistics. Julie will send out CCS Statewide statistics. Committee inquired into budgeting for the CCS program – Julie discussed and explained the CCS budget and financing. CCS is a fully funded program at this time. Centro Hispano's mental health program was discussed by the Committee. Julie discussed the youth and adult numbers and differences and reasoning in difference in numbers and why youth is significantly less than adult enrollment.**

6. Youth Service Facilitator Survey
  - a. Review purpose of survey
  - b. Review and finalize questions

*Jenna Ramaker facilitated discussion of the first draft of the Youth Service Facilitator survey. Survey will be sent out via Survey Monkey in October or November. Committee decided to retain questions 1-3 and the first part of #4 as they are written. Opted to change wording to second part of #4 to “As SF, have you attended any school-based meetings?” with answers to be “Always, Sometimes, Never” and ability to select reason if “sometimes or never” is selected with option for notes. Question #5 was eliminated because Jenna can obtain the data from the CCS Module. Question #6 was retained as written with the exception of altering “team” to “Recovery Team”. Question 7 was eliminated. Question #8 was kept as written. Question 9 was changed to, “Are there barriers we need to eliminate help youth function better in school?”*

*Discussion of confidentiality/HIPAA requirements and how survey would be disseminated. Committee discussed how results will be used—look for patterns, provide feedback to Service Facilitators and agency directors regarding what we are seeing, inform future training needs, etc. Committee discussed further Youth Service Facilitator training needs and potential panel. Michelle Hicks asked what the procedure is for transferring service facilitators and the policy on continuance of services. Julie explained that the current agency is responsible for continuing services until the new service facilitator starts. Julie requested a follow up email so she could explore issue and remind agencies of services continuing.*

7. QI Plan review and selection of next action topic  
**Topic postponed until November meeting due to time constraints.**
8. Topics for next meeting:
  - **QI Plan review and selection of next action topic.**
  - **2020 Meeting Schedule**
9. Completion of timesheets.

Next Meeting: **11/20/19, 12:00-1:30pm at Madison Central Library, 1<sup>st</sup> Floor Conference Room**