



ASHLAND COUNTY COMMUNITY SERVICE PROGRAMS

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Terry Barningham, Director

Joint Meeting of

**Ashland County and Bayfield County
Local Comprehensive Community Services (CCS) Coordination Committees**

And

**Ashland County and Bayfield County Regional
Comprehensive Community Services Coordination Committee**

October 12, 2021 at 12:30 p.m.

Remote/Zoom Meeting

Join by the link sent you via email or by phone

715-312-626-6799 US (Chicago)

Meeting ID: 824 0183 1192 Password: 625975

Ashland CCS Committee:

Thomas Mittelstaedt

Terry Barningham

Bad River Tribal Representative

Josh Gilbert

Colleen Grand

Evren Poe

Jan Kupczyk

Bayfield CCS Committee:

Tom Croteau

Thomas Mittelstaedt

Lorna Gamble

Dale Irwin

Vacant

Karlan Williams

Sandra Notzke

Regional CCS Committee:

Ashland County: Terry Barningham, Colleen Grand, Jan Kupczyk, Josh Gilbert, Evren Poe, Bad River Tribal Representative

Bayfield County: Tom Croteau, Dale Irwin, Karlan Williams, Lorna Gamble, Vacant, Sandra Notzke

Members-At-Large: Val Levno, Thomas Mittelstaedt

Bayfield CCS: Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c))

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Ashland Community Service Programs at 715-682-7171 at least 24 hours before the scheduled meeting time, so appropriate arrangement can be made.

Agenda

1. Call to Order.
2. Role Call
3. Agenda for Ashland CCS only:
 - A. **Discussion and Possible Action:** Review and Approval of the July 13, 2021 Meeting Minutes (Handouts 1-3)
4. Agenda for Bayfield CCS only:
 - A. **Discussion and Possible Action:** Review and Approval of the July 13, 2021 Meeting Minutes (Handouts 1-3)
5. Agenda for Regional CCS only:
 - A. **Discussion and Possible Action:** Review and Approval of the July 13, 2021 Meeting Minutes (Handouts 4-6)
6. Division of Vocational Rehabilitation presentation - McKenzie Anderson
7. Review Program Report (Handouts 7-8)
8. Children Services
9. **Discussion and Possible Action:** CCS Annual Report change
10. **Discussion and Possible Action:** New Business
11. Opportunity for Public Comment (Limit 3 minutes please)
12. Other (Informational Items)
13. Future Meeting Dates:
To be determined

C: Ashland County Board Chair, Dick Pufall
Ashland County Administrator, Dan Grady
Ashland County Clerk, Heather Schutte
Bad River Tribal Chairman, Mike Wiggins Jr.
Bayfield County DHS, Deanna Regan
Bayfield County DHS, Nina Bucher

Bayfield County DHS, Heather Gilbertson
Bayfield County Clerk, Lynn Divine
Bayfield County Administrator, Mark Abeles-Allison
Bayfield County Board of Supervisors Chair, Dennis Pocerlich
Red Cliff Tribal Chair, Richard A. Peterson
WI DHS Area Administration, Becky Luebke
WI Family Ties, Amy Polsin
Ashland Daily Press

**Bayfield County
Comprehensive Community Service (CCS) Meeting
Via Zoom– Ashland County – Downtown**

July 13, 2021

Members Present: Tom Croteau, Thomas Mittelstaedt, Lorna Gamble, Dale Irwin, Sandra Notzke

Members Excused: Karlan Williams

Members Unexcused:

Others Present: Shelby Eckland, Elizabeth Skulan, Joshua Gilbert, Terry Barningham, Colleen Grand, Jan Kupczyk, Val Levno

Call to order and Introductions

Mittelstaedt called meeting to order at 12:31 pm. Introductions made.

Discussion and Possible Action: Review of the April 13, 2021 BCCS Meeting Minutes

Motion by Irwin, second by Croteau to approve April 13, 2021 meeting minutes, as presented. Motion passed.

Discussion and Possible Action: Term Limits for Tom Mittelstaedt and Andrew Austin.

Motion by Croteau, second by Irwin to approve a new term for Tom Mittelstaedt. Motion passed.

Even though Austin has decided to resign from the Coordination Committee, we would like thank him and show appreciation for the many years he has been a member of the Committee.

Discussion and Possible Action: Plan and Policy Update

Motion by Irwin, second by Notzke to approve plan and policy update. Motion passed.

Review Program Report

Enrollment: Both Ashland County and Bayfield County have had an increase in enrollment and on the lower end for discharges. There has been plenty of referrals coming from BHU Inpatient Services, more than likely due to the pandemic.



Staffing: Within the last two months Ashland County CCS has hired two full-time Service Facilitators, taking over the place of the ones who have retired. Due to lack of Service Array staff CCS has also hired a position as half Service Facilitator and half Service Array. Finally, with the new hires, both Ashland and Bayfield County programs are fully staffed.

Provider Network: Still in need of Service Array staff. The program now has a contract with Innovative Services and they will be mainly providing Individual Skill Development Enhancement.

GT Independence is working on hiring a managing position at the Ashland office and sometime in the fall Ashland CCS will be connecting with them to see if they would like to provide CCS services.

North Country Independent Living has interviewed for additional skill building staff and they have a potential hire. One provider passed away suddenly, therefore both staff and participants are coping with this loss. They will be posting an ad soon to hire someone for this open position.

Equine Connection out of Washburn, WI has been providing equine therapy. In contract negotiations with Jodie Petit out of Mason, WI who will be providing equine therapy as well.

Mittelstaedt asked if the skill based staff is considered Peer Support or if they are two different services. In which, Levno stated they are different. Skill based staff go into homes and help with the community supports.

Last fall Headwaters, who provided most of those supports, gave CCS notice. GT Independence and North Country Living picked up some of these services; due to issues picking up the robust provider network, most Service Facilitators have been providing these services. CCS has every intention to contract out for those supports and for Service Facilitators to go back to doing service facilitation. In the meantime, Service Facilitators have been doing an excellent job stepping up.

Marketing and Outreach: CCS Program will have a table at Northland College when classes start to promote the program and reach out to any student or even anyone they know who can benefit from services. There will also be information regarding the programs internships and for potential employment when they graduate.

Children Services

Currently still in need of some more providers. Service Facilitators are providing a substantial amount of services including the following: how to act in social situations, strategies for working with emotions, as well as self-care. The program also provides Psychotherapy, Equine Therapy, and Certified Peer Specialists (12+).

2020 CCS Quality Assurance Reports

Both Ashland and Bayfield County CCS Programs have had an increase in people who discharge within the first thirty days. Almost all of these people come out of Inpatient Services, when we reach out to them either the program is not something they thought they wanted or we just have issues engaging in general. Tom Croteau has set up CCS staff to talk at an in-patient group weekly to talk about what CCS is and how we can help with their recovery.

Ashland and Bayfield County has had a decrease within numbers of people who have seen their dentist in 2020 and then an increase in seeing their medical providers.

New Business

None.

Opportunity for Public Comment (Limit 3 minutes)

None.

Other (Informational Items)

Kupczyk asked if Roberts Rules necessarily needed to be on the agenda anymore in which Levno stated it was originally put on for all members to understand the rules of the committee. Barningham said the current group in the committee is rather understanding of these rules and the concept of them, but it is something that could be revisited when needed. Levno will be taking Roberts Rules off the agenda until any newer members attend.

There is potential for the October meeting to be held in a room within the Ashland County Courthouse. There is plenty of room for everyone to safely social distance and also if any of the members prefer to attend via Zoom, they are more than welcome to do so. Levno will not know the availability of the room until the end of September.

Future Meeting Dates:

- October 12, 2021 at 12:30 p.m. Presentation on Division of Vocational Rehabilitation in regards to mental health and/or substance use recovery if possible.

Motion to adjourn.

Motion to adjourn by Grand, second by Kupczyk. July 13, 2021 meeting adjourned. Motion passed.

Minutes submitted by: Shelby Eckland, Administrative Assistant – Ashland County

**Ashland County and Bayfield County Regional
Comprehensive Community Service (CCS) Meeting
Via Zoom– Ashland County – Downtown**

July 13, 2021

Members Present: Thomas Mittelstaedt, Josh Gilbert, Terry Barningham, Colleen Grand, Jan Kupczyk, Tom Croteau, Dale Irwin, Sandra Notzke, Lorna Gamble, Val Levno

Members Excused: Evren Poe, Karlan Williams

Members Unexcused: None

Others Present: Elizabeth Skulan, Shelby Eckland

Call to order and Introductions

Mittelstaedt called meeting to order at 12:31 pm. Introductions made.

Discussion of Roberts Rules

Mittelstaedt Reviewed Roberts Rules of Order. Discussion points included: Raise hand and wait to be called on; be sure to state your name when called upon so the minute taker knows who is speaking.

Discussion and Possible Action: Review of the April 13, 2021 Regional Meeting Minutes

Motion by Gilbert, second by Irwin to approve April 13, 2021 Regional meeting minutes, as presented. Motion passed.

Review Program Report

Enrollment: Both Ashland and Bayfield County have had an increase in enrollment and on the lower end for discharges. There has been plenty of referrals coming from BHU Inpatient Services, more than likely due to the pandemic.

Staffing: Within the last two months Ashland County CCS has hired two full-time Service Facilitators, taking over the place of the ones who have retired. Due to lack of Service Array staff CCS has also hired a position as half Service Facilitator and half Service Array. Finally, with the new hires, both Ashland and Bayfield County programs are fully staffed.



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New Business

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Opportunity for Public Comment (Limit 3 minutes)

None.

Other (Informational Items)

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Future Meeting Dates:

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Motion to adjourn

Motioned to adjourn by Grand, second by Kupczyk. July 13, 2021 Meeting Adjourned. Motion passed.

Minutes submitted by: Shelby Eckland, Administrative Assistant – Ashland County

**Ashland County Comprehensive Community Support
Bayfield County Comprehensive Community Support
Coordination Committee Program Report
October 12, 2021**



Enrollment:

Ashland	Sept	Aug	July	2021 1 st Qtr	2021 2 nd Qtr	2021 3 rd Qtr	2020 1 st Qtr	2020 2 nd Qtr	2020 3 rd Qtr	2020 4 th Qtr	2020	2019	2018	2017	2016	2015
Total	49	52	61	87	74	77	111	83	90	74	157	188	133	118	132	78
# of Children	3	5	7	11	12	7	18	13	13	10	20	28	15	13	15	10
Intakes	4	4	11	26	20	19	34	16	19	11	80	109	63	62	78	78
Discharges	7	13	8	16	23	28	41	18	24	23	106	111	54	48	76	24
Referrals Closed	6	3	2	6	18	11	6	10	13	7	36	58	44	53	54	41
Referrals Pending	4	8	4	7	5	4	10	7	10	6	6	5	17	11	4	9
Referrals Received	11	7	9	28	35	27	45	26	26	18	121	155	114	120	135	148
Inquiries Pending	4	3	3													

Bayfield	Sept	Aug	July	2021 1 st Qtr	2021 2 nd Qtr	2021 3 rd Qtr	2020 1 st Qtr	2020 2 nd Qtr	2020 3 rd Qtr	2020 4 th Qtr	2020	2019	2018	2017	2016	2015
Total	28	27	28	23	30	30	29	21	24	23	35	56	59	72	62	35
# of Children	3	3	4	4	5	5	6	4	6	3	8	14	9	12	4	5
Intakes	1	1	2	3	7	4	5	0	3	3	11	25	22	36	37	35
Discharges	0	1	1	0	4	2	6	0	4	3	15	32	28	35	28	8
Referrals Closed	2	2	0	4	2	4	3	9	5	0	17	7	14	26	24	22
Referrals Pending	1	2	0	1	3	1	7	5	1	5	5	4	5	6	8	8
Referrals Received	2	1	2	1	9	5	12	6	5	4	29	30	36	62	61	65
Inquiries Pending	1	0	2													

Staffing:

- Stephanie Tutor and Tia Smith (both Service Facilitators) resigned from Ashland CCS. Both positions have been advertised.
- Stephanie Tutor joined the Bayfield CCS team as a Service Facilitator.
- Bayfield CCS has a Master's level intern for 2021-2022 school year.



Provider Network:

- Innovative Services has identified two people to hire for Individual Skill Development and Enhancement. We are in the process of getting authorizations to them that will enable them to hire.
- North Country Independent Living Center added two Individual Skill Development and Enhancement staff at 10 hours per week each and one individual at forty hours weekly.
- Table at Northland College commons area Sept 3 from 11 to 3.
- Parent Peer Specialist resigned from WI Family Ties. They have hired two new parent peer specialists and in the meantime have arranged for another parent peer specialist they have in the area to provide services at no charge to CCS until new parent peer specialists have had CCS training.
- Psychotherapy additions:
 - o Beautifully Broken Refuge Ranch – equine, art, psychotherapy at ranch, in-home or in-school
 - o Diamond Mental Health – Cognitive Behavioral Therapy through telehealth

Marketing and Outreach:

- Weekly we are attending one in-patient group at Memorial Medical Center-Behavioral Health Unit to let patients know about CCS.
- Tom is connecting with law enforcement/sheriff/treatment court/criminal justice in Bayfield County
- Wellness Court (Ashland County)
- Community Provider Meeting
- CA:tCH (Chequamegon Accountable: the Community of Health) – safety plans
- Northwest Wisconsin Community Service Agency, Inc. – homeless shelter in Ashland



**APPENDIX XXXVI - Policy and Procedures of Quality Improvement Plan
Comprehensive Community Services
Ashland County and Bayfield County Region**

Purpose

The CCS program is committed to providing high quality psychosocial rehabilitation services. The development of a comprehensive quality assurance and quality improvement process measures participant satisfaction and progress towards desired outcomes identified during the CCS assessment process.

Policy and Procedures

1. CCS participants will have the opportunity to provide input and feedback on their satisfaction with services a minimum of every (6) months during their participation in the Service Planning Process. This will be accomplished through the use of a brief survey that is a part of the participant's Service Plan.
2. CCS will utilize the Recovery Oriented Systems Indicators (ROSI) and the Mental Health Statistics Improvement Program (MHSIP) for Youth or Families, to solicit participant input on program strengths and to invite recommendations for improvement. This will be done on an annual basis.
3. All CCS participants will have the opportunity to complete the annual ROSI or MHSIP surveys. These surveys will be sent via U.S. mail along with a self-addressed stamped envelope. CCS participants are not asked to provide any identifying information on these surveys to ensure the confidentiality of their input.
4. Peer Specialists will be available for participants requesting support in completing the annual participant satisfaction measure. The Peer Specialist is available to meet with the individual requesting assistance in a location that best meets that person's needs.
5. CCS will utilize the assessment and Service Planning process to assist the participant to develop meaningful goals for their life. The progress that people make in achieving desired outcomes will be an additional measure in determining the effectiveness of the CCS program.
6. CCS will utilize other quality improvement measures such as the type and frequency of CCS services utilized by participants, the number of admissions to institutional settings (jail, nursing homes, hospitals, crisis bed, etc.), and an evaluation of whether services increase or decrease over time.
7. CCS will complete an annual report that summarizes the collected consumer satisfaction data, ~~progress towards participant outcomes~~, and additional quality improvement measures. This report will make recommendations for program improvement.
8. CCS Coordinating Committee will review the annual report and survey results. From this information, they will make recommendations for future quality improvements to the program