

**Bayfield County**  
**Comprehensive Community Services (CCS)**  
**Local Coordination Meeting**  
**(Held Via Zoom)**

April 13, 2021

**Members Present:** Tom Croteau, Karlan Williams, Thomas Mittelstaedt, Lorna Gamble – Red Cliff CCS, Sandra Notzke (arrived at 12:47)

**Members Excused:** Andrew Austin

**Members Unexcused:** Dale Irwin

**Others Present:** Val Levno, Heather Gilbertson, Rachel Zwicky, Elizabeth Skulan, Thomas Mittelstaedt, Terry Barningham, Josh Gilbert, Jan Kupczyk

**Call to order and Introductions:** Mittelstaedt called the meeting to order at 12:35 p.m.

**Roll Call:** Roll call was taken.

**Discussion of Simplified Roberts Rules of Order:** Mittlestaedt reviewed Robert’s Rules of Order. Discussion points included: raise your hand; wait to be recognized before speaking; address the chair when speaking; once recognized state your name; state your name when making a motion or seconding a motion so the minute taker is aware of who is speaking.

**Discussion and Possible Action:** Review of the January 12, 2021 Meeting Minutes

Motion by Williams, seconded by Croteau to approve January 12, 2021 meeting minutes. Motion carried.
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**Review Program Report**

**Enrollment:** BCCS program numbers remain stable. There were less referrals in 2020 due to COVID19. Less participants are being served than when CCS transition to the counties, but the program is more stable.

**Provider Network:** There is still a need for additional service array staff. Levno is working with two new out of area vendors. She hopes to attract them into our region to provide services. Levno is also encouraging local vendors to expand their workforce.

North Country Independent Living may hire a second staff member to provide Individual Skill Development and Enhancement (ISDE).

**Marketing and Outreach:** Current marketing and outreach efforts include: Public Service Announcements (PSA) on the Radio, and staffing with Memorial Medical Center-Behavioral Health Unit (BHU), law

enforcement, wellness court, the New Day Shelter, and Julia Karibalis - a private practice counselor in Hayward, Chequamegon Counseling, Strength to Aspire New Dreams (STAND), Northland Counseling & Northlakes

**Best Practice:** Bucket Approach to Tobacco Cessation – Within two years, all CCS staff will have taken the same training. Croteau and the BCCS team will complete the training by the end of April.

The Bucket Approach to Tobacco Cessation is a tailored approach working with participants to help them determine if they are ready to make changes in their tobaccos use and allows staff to assist them in making those desired changes. The training is an educational component that provides staff with the confidence and tools to help individuals.

A joint team meeting was held on March 3, 2021. The meeting agenda included information regarding Parent Peer Specialists, Person Center Planning (PCP)/Recovery Oriented Language, suicide assessment, State Satisfaction Survey, and LGBTQ/Transgender training.

**Children Services:** There have been no changes to children services. The biggest challenge in children services continues to be a shortage of vendors who provide services to children. Service facilitators are currently providing services that contracted providers should provide. Certified Peer Specialists are working with youth participants and this is going very well.

**2020 CCS State Satisfaction Survey:** Wisconsin requires programs to conduct a satisfaction survey each year. This year the state used the Mental Health Statistical Improvement Program (MHSIP) rather than the ROSI (Recovery Oriented Systems Indicators) used in previous years.

The MHSIP is nationally recognized. It identifies matters that are important to consumers of publicly funded mental health systems. CCS satisfaction surveys are distributed annually in the spring and are used to identify areas for improvements. A client must be in the program for at least six months to be eligible to complete the survey.

Surveys were mailed this year due to COVID19. This resulted in a significant decrease in the number of surveys that were returned. In prior years, service facilitators delivered the surveys directly to participants. Both ACCS and BCCS program results indicated 100% of participants have a more positive outlook of the program. The overall response to the new survey is that it is easier to fill out.

### **New Business**

Croteau suggested the Bayfield County Absentee Policy be added to the next agenda to include a time limit for the number of absences allowed before an automatic resignation similar to Ashland's policy.

**Opportunity for Public Comment (Limit 3 minutes):** None

**Other (Informational Items):** None

**Future Meeting Dates:** Held via Zoom until further notice.

- July 13<sup>th</sup> at 12:30 p.m.
- October 12<sup>th</sup> at 12:30 p.m.

**Motion to adjourn.** Mittelstaedt adjourned the Ashland and Bayfield County Local and Regional Coordination Committee meetings at 1:30.

Minutes submitted by: Heather Gilbertson, Clerk II–Bayfield County

**Bayfield County and Ashland County  
Comprehensive Community Services (CCS)  
Regional Coordination Meeting  
(Held Via Zoom)**

April 13, 2021

**BCCS Members Present:** Karlan Williams, Thomas Mittelstaedt, Lorna Gamble – Red Cliff CCS, Sandra Notzke (arrived at 12:47)

**ACCS Members Present:** Thomas Mittelstaedt, Terry Barningham, Josh Gilbert, Jan Kupczyk

**Members Excused:** Colleen Grand (ACCS), Andrew Austin (BCCS)

**Members Unexcused:** Dale Irwin (BCCS), Evern Poe (ACCS), Bad River Tribal Representative (ACCS)

**Members-At-Large:** Val Levno (ACCS), Tom Croteau (BCCS)

**Others Present:** Heather Gilbertson, Rachel Zwicky, Elizabeth Skulan

**Call to order and Introductions:** Mittelstaedt called the meeting to order at 12:35 p.m.

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**Discussion and Possible Action:** Review of the January 12, 2021 Meeting Minutes

Motion by Gilbert, second by Williams to approve January 12, 2021 meeting minutes, as presented. Motion passed.
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**Discussion and Possible Action:** Plan and Policy Update – ACCS

Discussion of the Absentee Policy. The policy allows no more than three absences, excused or unexcused before resulting in an automatic resignation. Kupczyk asked for clarification. Levno reported there are only four meetings each year, so even if absences were not consecutive, it would be difficult for the individual to be an informed member of the committee. Changing the policy to three excused/unexcused absences in a term would result in an automatic resignation.

Motion by Gilbert second by Williams to amend the motion to no more than three absences excused or unexcused within a two -year term will result in an automatic resignation. Amended motion passed.

Motion by Gilbert moved to approve the motion as amended, seconded by Kupczyk to approve the Ashland Comprehensive Community Services Plan and Policies -Absentee Policy. Motion passed, carried as amended.

## **Review Program Report**

**Enrollment:** Referrals in ACCS have recently increased, including referrals for children, BCCS program numbers remain stable. There were less referrals in 2020 due to COVID19. Less participants are being served than when CCS transition to the counties, but the program is more stable.

**Staffing:** Martin Gordon, the ACCS Substance Use Professional will retire on April 29, 2021. No new hire is planned at this time to fill the vacancy. Liz Kallio and Emily Shutte from ACCS will be assuming Martin’s workload. ACCS is hiring two full-time Service Facilitators and two part-time Service Facilitators.

**Provider Network:** There is still a need for additional service array staff. Levno is working with two new out of area vendors. She hopes to attract them into our region to provide services. Levno is also encouraging local vendors to expand their workforce.

Two Northland College students started CCS training. One has accepted a Service Facilitator position.

North Country Independent Living may hire a second staff member to provide Individual Skill Development and Enhancement (ISDE).

**Marketing and Outreach:** Current marketing and outreach efforts include: Public Service Announcements (PSA) on the Radio, and staffing with Memorial Medical Center-Behavioral Health Unit (BHU), law enforcement, wellness court, the New Day Shelter, and Julia Karibalis - a private practice counselor in Hayward, Chequamegon Counseling, Strength to Aspire New Dreams (STAND), Northland Counseling & Northlakes.

**Best Practice:** Three ACCS staff are currently taking an eight-hour webinar training called the Bucket Approach to Tobacco Cessation. Within two years, all CCS staff will have taken the same training. Croteau and the BCCS team will complete the training by the end of April.

The Bucket Approach to Tobacco Cessation is a tailored approach working with participants to help them determine if they are ready to make changes in their tobaccos use and allows staff to assist them in making those desired changes. The training is an educational component that provides staff with the confidence and tools to help individuals.

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