

Notice of Public Meeting  
**Tuesday, October 4, 2022**  
**12:00PM**

Comprehensive  
Community Services,  
Coordinated Services  
Teams, and Children's  
Community Options  
Program

*Door County Government Center  
County Board/Chambers Room (C102), 1st floor  
421 Nebraska Street, Sturgeon Bay, WI*

*Oversight for Child Support, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Technology Services, Transportation, and Veteran's Service*

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of 8/02/2022 Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)
  - ◆ Introduction of new committee members
  - ◆ Staffing updates
  - ◆ Enrollment status reports – CCOP, CCS, and CST
  - ◆ CCOP budget YTD
  - ◆ Approval of 2023 CST Application
  - ◆ Recruitment of consumer members and school representatives
  - ◆ Recruitment of a new JAKS Place provider
9. Sustainability Matters to be Considered
10. Legislative Matters to be Considered
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
12. Next Meeting Date(s)
13. Set per diem code
14. Adjourn

This meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person.

**To attend the meeting via computer:**

Please click the link below to join:  
<https://us02web.zoom.us/j/87397075611?pwd=ZlJLSFFzcldpPNjRpZVYrNGtwM1xJdz09>

Webinar ID: 873 9707 5611

Passcode: 853676

**Or by Phone:**

Dial: 1-312-626-6799

*Deviation from Order Shown May Occur*

**JOINT MEETING OF THE COMPREHENSIVE COMMUNITY  
SERVICES/COORDINATED SERVICES TEAM/  
CHILDRENS COMMUNITY OPTIONS PROGRAMS  
SUPPORT AND RECOVERY COLLABORATION COMMITTEE**

These minutes have not been reviewed by the oversight board and are subject to approval or revision at the next regular meeting.

Tuesday, August 2, 2022

1. Call Meeting To Order – Chairman Mark Moeller called the meeting to order at 12:01 p.m. in the County Board Room.

2. Establish A Quorum – Roll Call/Introductions – Members Present:

Attending in Person: Mark Moeller – Chairman, Beth Chisholm – Health & Human Services Children’s Services Program Manager, Dorian Tosta – Consumer Representative, Sandy Hillmer – Community/Consumer/Elder, Seth Wiederanders – Certified Peer Specialist/JAK’s Place, Dori Goddard – Health & Human Services Children & Families Manager, Nissa Norton – Parent/County Board Supervisor, Ann Kierzek – Parent Representative

Attending via Zoom/Phone: Jamie Cole – Health & Human Services CCS Program Manager, Katie Van Laanen – Health & Human Services Public Health Nurse, Jodi Pierzchalski – Parent Representative

Excused: Antonio Sorenson – Parent Representative, Kari Baumann – Parent Representative,

Unexcused: Christopher Miotke – Consumer Representative, Angie Levens – Parent Representative, Vinni Chomeau – County Board Supervisor

3. Election of Vice Chairperson  
Mark Moeller nominated Nissa Norton, Beth Chisholm seconded. Nomination was passed unanimously.
4. Motion made by Nissa Norton, seconded by Seth Wiederanders to approve the agenda. Motion passed unanimously.
5. Motion made by Seth Wiederanders, seconded by Sandy Hillmer to approve the April 5, 2022 minutes. Motion passed unanimously.
6. Correspondence – None

7. Public Comment – None

9. NEW BUSINESS (Out of Order)

- ✓ Introduction of New Committee Members

Ann Kierzek was introduced as the newest Parent Representative for both CCS/CST and CCOP.

8. OLD BUSINESS

2022 CST 6-month Performance Report - currently referrals are down. Once school starts in the fall of the year then referrals start picking up again.

Katie Lasee is working on updating the orientation packets for new CCS/CST providers along with available trainings. She also updated the provider manual to make it more user friendly.

Jamie Cole stated that she has attended four State CST Library Workgroups. They are working on updated forms and making things more kid friendly.

Responses from our satisfaction survey indicate that youth had 80% agreeable responses to the item regarding 'getting as much help as they needed' in the CCS/CST Program which is a marked increase from the previous year where only 40% of youth had agreeable responses.

9. NEW BUSINESS

- ✓ Introduction of New Committee Members (Out of Order – see above)

- ✓ Staffing Updates

CLTS and CCS had no staffing updates. Jamie informed members that Amy Lehman is working with the CCS and Treatment Court to provide wraparound services.

- ✓ Enrollment Status Reports

Currently CLTS/CCOP has 86 children enrolled. Five consumers are enrolled in both CCS and CLTS with CCS being primary. CCS/CST has 49 youth enrolled, 3 are CST only due to no Medicaid and 8 are enrolled in just CCS which are mostly adults.

- ✓ Respite Updates

CST is currently contracted with Inspired Employment to access paid respite providers for families. Many families are using either friends or families to provide respite due to the comfort level for the consumer. Working on getting a contract for respite workers.

- ✓ Recruitment of Consumer Members and School Representatives

We are seeking a committee member who works in a school district. Both CCS and CLTS are required by State to have a school representative. Nissa stated she would make some phone calls regarding this. We are also seeking some parent representatives/community member. Community members need to have either a lived experience and can be either a parent or caregiver. If any members know of anyone please contact Beth Chisholm or Jamie Cole regarding this.

10. Sustainability Matters to be Considered – None

11. Legislative Matters to be Considered – None
12. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
  - ✓ Approval of 2023 CST Application
  - ✓ Facilitator for youth groups at JAK's Place
  - ✓ Reminder – September 15 at 6:00 at the PATH building will be a presentation on guardianship
13. Set Next Meeting Date  
Tuesday, October 4, 2022 at 12:00 in the County Board Conference Room at the Door County Government Center and/or via Zoom.
14. Set per Diem Code - 354
15. Adjourn  
Motion made by Nissa Norton to adjourn, seconded by Sandy Hillmer. Motion carried.  
Adjourned at 12:30 p.m.

Respectfully submitted,

Kathy Zak  
Recording Secretary

**DCTS ANNUAL GRANT/CONTRACT APPLICATION**  
**Exhibit 1**

Use the **TAB** key to move through this form.

Grant/Contract Title (DHS contract administrator to fill-in) Coordinated Services Teams Initiative		Contract Period Date (DHS contract administrator to fill-in) From: 1/1/2023 Through: 12/31/2023	
Grantee Name – Applicant Agency (as registered with sam.gov, if applicable) Coordinated Services Teams Initiative		Employer Identification Number (FEIN) 39-6005686	D-U-N-S® Number 052071503
Street Address 421 Nebraska Street	City Sturgeon Bay	State WI	Zip Code 54235
Grantee Administrator Name – Grant Contract Coordinator Jamie Cole		Phone Number 920-746-5977	Email Address jcole@co.door.wi.us
Street Address 421 Nebraska Street	City Sturgeon Bay	State WI	Zip Code 54235
Grantee Fiscal Contact Name Joann Baumann	Phone Number 920-746-2348	Email Address jbaumann@co.door.wi.us	
Area(s) to be Served Door County		Counties and/or Tribes (list all covered by this grant) Door County	
Number Served (How many persons will receive services during THIS period, enter N/A if not applicable) Persons Served: 50			
If project will be subcontracted or operated as a consortium, list name, address, and DUNS # of each participating agency (attach additional sheets, if necessary).			
Agency Name NA	Address Click here to enter text.	City Click here to enter text.	State State. Click here to enter text.
Agency Name NA	Address Click here to enter text.	City Click here to enter text.	State State. Click here to enter text.
Total Budget Amount Requested (Must match amount on budget template F-01601) \$60,000		Total Dollar Match (If required) \$12,000	
Name/Title – Official Authorized to Commit Applicant Agency to this Contractual Agreement Joe Krebsbach, Health & Human Services Director		Date 8/11/2022	
Email Address of Authorized Official jkrebsbach@co.door.wi.us		Phone Number 920-746-2337	

This application has been approved by the official authorized to commit applicant agency to this contractual agreement.

**Agency Name:** Coordinated Services Teams Initiative  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2023 Through 12/31/2023

**EXHIBIT 1.1**  
**DESCRIPTION OF DELIVERABLES / DEMONSTRATION OF NEED / CONTRACT PURPOSE / SERVICES TO BE PROVIDED**  
**Abstract**

**Program Description** (Contract Administrator- please enter brief, one paragraph description of purpose of grant/contract)

Coordinated Services Teams (CST) funds are provided to maintain a CST Initiative, utilizing a wraparound approach for service delivery and support. Sites must be in compliance with CST legislation, State Statute 46.56. CST Initiatives determine specific eligibility to meet the needs of the community with priority given to children with severe emotional disturbance (SED), develop and maintain coordinating committees, enroll, assess (utilizing the CANS tool), and create a plan of care for children within the CST. The initiative must also focus on developing their System of Care for children, youth and their families. Plan goals should address enrollment, system of care development, reporting, and effectiveness of the program in some manner. A 20% match is required for grant funding.

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1. Provide an overview of the services to be provided and the outcomes or products that will be achieved. (Please limit response to one paragraph)

Door County Health & Human Services remains committed to the provision of quality mental health services for youth and their families. The core principles reflected in the CST mission align with the County's trauma informed care approach and wraparound support process. The CST Initiative will support Door County's 2023 goals to complete data and reporting state requirements, develop CCS/CST resources for Hispanic and Latino communities, improve the professional quality of life within our team, and implement a more comprehensive quality assurance process. Coordinating Committee will continue to play an integral role in support of these goals.

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2. Provide summary data identifying needs and purpose in your region. Justify how this contract funding will address those needs. (Please limit response to one to two paragraphs)

The CST wraparound approach is a pivotal aspect of our service delivery and there is an ongoing need for CST funds to improve the lives of youth and families in Door County. We regularly serve individuals with identified needs in the following domains: psychological/emotional, family/peer relationships, mental health/trauma, education, and the legal system. CST services include, but are not limited to, service facilitation, individual and group skill development, wellness management, psychoeducation, psychotherapy, equine-assisted services and respite. We also use the funds for staff, community, and parent trainings, transportation assistance, and mental health needs items for youth and families.

The total number of CST youth served has been relatively stable over the past several years. Those ineligible for the Comprehensive Community Services (CCS) program and those who need supports and services not funded by CCS are targeted for enrollment in CST. In 2021, we served a total of 61 youth in CST which was 11 more than our projected number. From January 2022 through June 2022 we have served 59 youth in CST. Due to some projected discharges and a decline in new referrals, we anticipate supporting approximately 50 youth and families with CST funds in 2023.

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F-21276 (06/2018)

**Agency Name:** Coordinated Services Teams Initiative

**Contract Title:** Coordinated Services Teams Initiative

**Contract Period:** From 1/1/2023 Through 12/31/2023

**EXHIBIT 1.2  
DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
Work Plan**

In the table that follows each goal, identify the objective, all major activities needed to achieve the goal, the timeline when each of the related activities is projected to be met, how success will be measured to determine whether you meet your goal and objective(s) and the person/role responsible for the activity.

**Goal 1: DATA AND REPORTING - Ensure reporting to track program performance.**

<b>Objective 1</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Complete the semi-annual and annual performance reports and submit to the DHS contract administrator.	1. Gather necessary data to complete the semi-annual performance report accurately and submit to the DHS contract administrator.  2. Gather necessary data to complete the annual performance report accurately and submit to the DHS contract administrator.	1. July 30, 2023  2. January 30, 2024	1. Semi-annual performance report will be completed accurately and submitted to DHS contract administrator by July 30, 2023.  2. Annual performance report will be completed accurately and submitted to DHS contract administrator by January 30, 2024.

Person/Role Responsible: CCS/CST Program Manager

<b>Objective 2</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Enter financial data into CARS and use that financial data to complete the final expenditure report.	1. Gather necessary financial data and enter the data into CARS monthly.  2. Gather necessary financial data to complete the final expenditure report and submit the report to the DHS contract administrator.	1. Monthly  2. March 31, 2024	1. Financial data will be entered into CARS monthly.  2. 2023 Final expenditure report will be completed accurately and submitted to the DHS contract administrator by March 30, 2024.

Person/Role Responsible: Finance Staff

<b>Objective 3</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Enter necessary youth level data into PPS.	1. Complete CANS tool within 30 days of enrollment, every 6 months, and at discharge. Enter CANS data for enrollment and discharge into PPS.  2. Gather necessary demographics and program related activities information and entered/updated the information in PPS monthly.	1. Ongoing  2. Ongoing	1. The initial CANS tool and the CANS tool administered at discharge will be completed and entered into PPS within 30 days of completion for 90% of youth. 2. Youth demographics and program related information will be entered/updated into PPS monthly.

Person/Role Responsible: CCS/CST Team; Support Staff

<b>Objective 4</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Administer and gather the DHS satisfaction surveys.  2.	1. CST staff will administer and gather the DHS satisfaction surveys from all of the youth and families in CST.  2.	1. October 31, 2023  2.	1. 100% of eligible youth and families will receive the satisfaction survey with a 75% return rate by October 31, 2023. 2.

Person/Role Responsible: CCS/CST Team



**Agency Name:** Coordinated Services Teams Initiative  
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**Contract Period:** From 1/1/2023 Through 12/31/2023

**EXHIBIT 1.3  
DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
Work Plan**

In the table that follows each goal, identify the objective, all major activities needed to achieve the goal, the timeline when each of the related activities is projected to be met, how you will measure whether you are successful in meeting your goal and objective(s) and the person/role responsible for the activity.

**Goal 2: ENROLLMENT – Expand CCS/CST services to Hispanic/Latino populations.**

Objective 1	Related Activities	Timelines	How Success will be Measured
1. Develop CCS/CST resources for Hispanic and Latino communities.	1. Ensure all enrollment and review paperwork meets CST program regulations and best practice standards through utilizing resources from the CST Library and DHS 46.56.  2. Identify agencies that provide written and oral translation services in the community.	1. June 30, 2023	1. CCS/CST resources will be ready for use with Hispanic/Latino populations.
	3. Secure a qualified individual to edit all enrollment and review forms from English to Spanish; save in electronic data base.	2. June 30, 2023	2. CCS/CST resources will be ready for use with Hispanic/Latino populations.
	4. Train staff on how to access and use phone and in-person interpreter services.	3. December 31, 2023	3. CCS/CST resources will be ready for use with Hispanic/Latino populations.

Person/Role Responsible: CCS/CST Team

**Agency Name:** Coordinated Services Teams Initiative  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2023 Through 12/31/2023

**EXHIBIT 1.4  
DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
Work Plan**

In the table that follows each goal, identify the objective, all major activities needed to achieve the goal, the timeline when each of the related activities is projected to be met, how you will measure whether you are successful in meeting your goal and objective(s) and the person/role responsible for the activity.

**Goal 3: SYSTEM DEVELOPMENT (may include organizational structure CCS/CST, Coordinating Committees, relationships with other systems in county/tribe, how using data being collected, etc.) – Increase professional quality of life (morale) within our CCS/CST Team.**

Objective 1	Related Activities	Timelines	How Success will be Measured
1. Improve professional quality of life (morale) within our CCS/CST Team.	<p>1. Staff will complete Professional Quality of Life Scale (ProQOL). CCS/CST team will review results and develop action steps for improving morale.</p> <p>2. CCS/CST will review ProQOL scales and plan activities to increase staff morale accordingly.</p> <p>3. CCS/CST will regroup at the end of the year to reexamine their ProQOL completing the scale again and discuss outcomes.</p>	<p>1. January 31, 2023.</p> <p>2. December 31, 2023</p> <p>3. December 31, 2023</p>	<p>1. CCS/CST staff will improve their professional quality of life as evidenced by self-report and results of the ProQOL.</p> <p>2. CCS/CST staff will improve their professional quality of life as evidenced by self-report and results of the ProQOL.</p>

Person/Role Responsible: CCS/CST Team

Objective 2	Related Activities	Timelines	How Success will be Measured
1. 2.		1. 2.	1. 2.

Person/Role Responsible: Click here to enter text.

**Agency Name:** Coordinated Services Teams Initiative  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2023 Through 12/31/2023

**EXHIBIT 1.5  
 DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
 Work Plan**

In the table that follows each goal, identify the objective, all major activities needed to achieve the goal, the timeline when each of the related activities is projected to be met, how you will measure whether you are successful in meeting your goal and objective(s) and the person/role responsible for the activity.

**Goal 4: EFFECTIVENESS AND IMPACT – Improve Quality Assurance Process**

Objective 1	Related Activities	Timelines	How Success will be Measured
1. Improve our quality assurance process.	1. Identify areas of improvement with regard to administrative paperwork and tracking processes.  2. Develop quality assurance checklist.  3. Implement system of review that will be completed on a quarterly basis, at minimum.	1. December 31, 2022   2. Ongoing	1. 2023 CCS/CST program audits will result in zero deficiencies.  2. 2023 CCS/CST program audits will result in zero deficiencies.

Person/Role Responsible: CCS/CST Team

Objective 2	Related Activities	Timelines	How Success will be Measured
1.		1.	

Person/Role Responsible: Click here to enter text.

**Agency Name:** Coordinated Services Teams Initiative  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2023 Through 12/31/2023

**EXHIBIT 1.6**  
**DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED**  
**Coordination**

Describe any collaborative arrangements that are or will be developed in order to achieve the goals of this project. Provide the names of collaborative organizations and/or individuals and what contribution or commitment has been made between this project and collaborators.

Coordinating Committee Representation  
It includes a majority of parent reps, in addition to representatives from the following community organizations:  
Door County Partnership for Children and Families (also participates on child and family teams)  
Wisconsin Family Ties  
Sturgeon Bay School District  
JAK's Place  
Door County Public Health Department  
Door County Mental Health Focus Group  
Human Services Trauma Informed Care Core Team  
STRIDE school mental health initiative

Additional collaborations that provide resources and/or participate on child and family teams include:

- Aging and Disability Resource Center
- Family Voices of Wisconsin
- Northeast Regional Center for Children and Youth with Special Health Care Needs
- All of our school districts
- DVR
- Help of Door County
- Family Services Sexual Assault Center - victim advocates
- Door County Job Center
- MCO's
- Boys and Girls Club

In addition to what has been mentioned above, it should be noted that Door County is community rich in collaborative connections. Door County Human Services as a whole, and our CST in particular, is fortunate to have the support of our schools, our court/legal partners, public health, law enforcement, United Way, Family Services of NEW, HELP of Door County (domestic violence agency), Boys and Girls Club, community mental health providers, the medical community, Lakeshore CAP, Cradle to Career, and numerous other non-profit and government organizations. Our partners are committed to collaborating for the good of our children and families.

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F-21276 (06/2018)

**Agency Name:** Coordinated Services Teams Initiative

**Contract Title:** Coordinated Services Teams Initiative

**Contract Period:** From 1/1/2023 Through 12/31/2023

**EXHIBIT 1.7  
DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
Identified Issues**

Column one will list any issues that have been identified through a performance report or site visit. If there is no issue listed in column 1, no action is necessary. If there is one or more issues listed in column 1, address how you will resolve each issue in column 2.

Column 1

- Issues to be Resolved
- 1:
- 2.
- 3.
- 4.

Column 2

- Agency Response
- 1.
- 2.
- 3.
- 4.