



**COORDINATED SERVICES TEAM (CST)  
COORDINATING COMMITTEE  
Minutes for November 11, 2016**

**Amended  
12/9/16**

**PRESENT:** Gabrielle Berget, Julie Butz, Tina Day, Liane Felton, Tamryn Graf, April Heim, Heather Helgestad, Steve Howland, Deb Lalor, Elizabeth Dehling, Tera O'Connor, John Weber, Angela Bouton, Melissa Zanzinger, Terri Wixom

**ABSENT:** Mike Czerwonka, Ben Dobson, Gretchen Dypold, Dannie Evans, Shari Faber, Jennifer Fay, Misty Frutiger, Julie Fuelleman, Lance Horozewski, Sarah Johnson, Carrie Kulinski, Alicia Oczus, Emily Pelz, Tim Perry, Cheri Salava, Jenna Singer, Chad Sullivan, Ryan Trautsch, Carol Trout, Barb Werfal, Rebecca Westrick

**Call to Order**

Julie Butz called the meeting to order at 8:32 a.m.

**Approval of the Agenda**

Gabrielle Berget moved to approve the agenda as is; seconded by John Weber. Carried.

**Approval of the Minutes**

Tera O'Connor moved to approve the minutes of October 14, 2016; seconded by John Weber. Carried.

**Welcome and What's Going Well**

Missy has a kiddo on a plane to his next residential placement thanks to Rock County.

**Community agency updates**

None at this time.

**CST Outreach updates**

Tina and Liane did an outreach to Crossroads. They met with their therapeutic staff and talked about CST, what the benefit is of participating in a team, the therapists input and how important their role is. They also talked about the upcoming changes with CCS and CST.

**Wellness & Recovery Empowerment Project (WREP)**

No updates at this time.

**TIC workgroup update**

We are going to be able to rollover some of our grant money into the 2017 budget. We will be creating a training specifically for professionals with an implementation plan for all staff to attend. We will have a trainer from the National Child Traumatic Stress Network join us for the training. Tera will be facilitating the training with Donna Burns and the national trainer. We will probably hold two one-day trainings and then work on a curriculum for implementation for staff within our department so it gives us a chance to create an infrastructure.

In regards to Tier 3, Tera had a great meeting with the judge last week. They discussed the steps they are taking towards being a more trauma informed court, specifically in the courtroom.

**Parent Support Group**

The plan is to provide the foundation for parents to be able to come together and determine what they want from a support group and collaborate with them to develop it for what they want. The group needs to know what resources are available for staffing and childcare before they roll it out to parents.

**2017 Budget update**

Brie and Tina's positions will transfer into CCS in 2017.

**Children's Community Options Program (CCOP)**

The group reviewed the CCOP 5-year plan, which is due November 30<sup>th</sup>. John Weber moved to approve the plan as presented; seconded by April Heim. Carried.

**CST committee appointments**

Tera and Julie will draft a letter to parents asking for participation and to find out what the barriers are to participating (meeting time, transportation, etc.). They will bring it back to this group for review and determination on what groups of parents the letter should be sent out to.

**Winter event planning**

There was a discussion around holding the winter event or delaying it and having a family event later in the year. Tamryn Ring moved to postpone the winter event and hold a family event later in the year; seconded by Tina Day. Carried.

**Newsletter ideas**

We still have some space available in the December newsletter. If you have any suggestions please let Liane or Gena know.

**Set the next agenda**

We will change winter event planning to family event planning, CCOP will be a standing agenda item.

**Citizen Participation Announcements**

None at this time.

Respectfully submitted,

Gena McGuigan  
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cc: Committee Members  
Sally Raschick