

**Richland County Health and Human Services
Coordinated Services Team (CST) Coordinating Committee
November 19, 2018**

The November 19, 2018 meeting of the Coordinated Services Team (CST) Coordinating Committee was held at 10:00AM in Conference Room A/B at Richland County Health and Human Services.

Committee Members Present: Amanda Miller, Cindy Robinson, Myranda Culver, Shelly Anders, Stephanie Ronnfeldt, Laurie Couey, Rose Kohout, and Faith Peckham.

Others Present: Jaymie Bruckner

Members Absent: Linda Gentes, Brenda Inman, Brei Campbell and Vanessa McBain.

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Call Meeting to Order: The meeting was called to order by Myranda Culver at 959am.

Approve Agenda and Posting for November 19, 2018 Meeting: A Motion was made by Amanda Miller and was seconded by Shelly Anders to approve the agenda and the postings for the November 19, 2018 meeting. Motion carried.

Approve Minutes for August 27, 2018 Meeting: A motion was made by Rose Kahout and was seconded by Stephanie Ronnfeldt to approve the minutes for the August 27, 2018 meeting. Motion Carried.

Citizen Comments:

County Agency Children's Community Option Program (CCOP) Updates: Laurie Couey discussed that the agency has a five year plan and that every year there is an annual update and she is presenting that annual update. Laurie Couey noted that the County Agency Children's Community Option Program (CCOP) also goes along with waiver funding. Laurie states that other funding is used first, such as Medicaid or private insurance. With this waiver we can help families with rec passes and other things that aren't covered by insurance. Laurie explained also that there have been no changes to our intake procedures since 2016. Laurie explained that we are currently serving about 36 family in 2018 and expect to service about 38 families in 2019. Laurie discussed CCOP outreach and that we as an agency are creating a CCOP brochure and focus child find activities in the local schools in birth to three.

Stephanie asked if we paid for the production of the brochure. Laurie Couey stated that agency will have to pay for that cost since they State doesn't fund that. Laurie Couey does goes on to explain that however we have a large risk reserve. Laurie Couey stated that we are supposed to have fund set aside and the agency at this time is over the limit so we need to spend down so funding the brochures won't be a concern. Myranda Culver started that we can roll over some

of those fund to case management services if needed, but don't think we will need to. Laurie stated that we can use some of the roll over for trainings for the case managers. Myranda Culver stated we could also use some fund for community outreach. Laurie Couey said the brochures will be about \$550 so we are asking to use the risk reserve for that. Laurie updated CCOP the member list members had also approved at the Health And Human Services Board. CCOP members have must be parent majority and CST does not and since the merge this is why we need a high member attendance of parents.

Coordinated Services Team (CST) Enrollment Status: Myranda Culver explained that children enrolled into Coordinated Services Team (CST) are dually enrolled into Comprehensive Community Services (CCS) and vice versa because of the wrap around services are very similar in both programs. Myranda Culver went on to explain that with the merge of both CST and CCS at the beginning of 2018 we are brought in Faith Peckham as a Parent Peer Specialist. She also works with CCS as well as CST. The agency currently has 24 children enrolled. 44 Members in CCS total.

Coordinated Services Team (CST) Satisfaction survey: Myranda Culver handed out and discussed the results from the survey. Myranda Culver noted a couple of things, that last year we had some parent and child survey that were approved to be used moving forward. The agency has planned on rolling those surveys out in October but the state decided to use the same survey that the agency had used for youth and family satisfaction survey for CST. This Surveys went out at the end of September early October. We had a small percentage returned. The agency does has a second party send those surveys out to families so that it is not coming directly from the agency. Myranda Culver asked for feedback on how we should do things definitely next year if needed.

Cheryl Hoppe had mentioned in the past she has done something called a wild Q. Cheryl Hoppe stated that it is a survey, done monthly, of how the child is doing since the last survey performed. Cheryl Hoppe stated it might be helpful doing surveys more often if we are having problems getting percentages back. Cheryl Hoppe stated the survey was also anonymous. Cheryl Hoppe also suggested giving them the survey when clients check in for their appointment and ask that they are returned at the end of their session.

Coordinated Services Team (CST) Annual Plan and Budget: Myranda Culver stated that the CST annual plan and budget and been approved By DHS for 2019 with only a couple changes. They asked for more detail on how the agency spends the family flexible fund. DHS wants to makes sure that Medicaid covered services.

Other Agenda Items:

Myranda Culver also noted that we have a new Director starting on December 3 2018, Tracy Thoreson Tracy Thoreson had been with the agency before in clinical service for about 25/26 years. Myranda Culver stated everything else appear to be fairly stable.

Next Meeting: January 25, 2019 at 10:00 AM.

Adjourn: A motion was made by Faith Peckham and was seconded by Cheryl Hoppe to adjourn the meeting. Motion carried. Meeting was adjourned at 10:21 A.M.

Respectfully Submitted,

Jaymie Bruckner
Confidential Administrative Secretary