



JOE PARISI
DANE COUNTY EXECUTIVE

**Dane County Department of Human Services
Division of Adult Community Services**

Director – Shawn Tessmann
Division Administrator – Todd Campbell

CCS Coordination Committee Minutes

Madison Central Library, 1st Floor Conference Room

July 17, 2019

12:00-1:30 p.m.

Present: Mary Bixby, Gala Gardiner, Linda Kustka, Khara Moore, Renee Sutkay, David Weber

Absent: Teri Barman, Dorothy Hawkins, David Kuehne, Dr. Adebowale Mofikoya,

Present (Non members): Julie Meister (chair), Jenna Ramaker, Holly Rasmussen

1. Public comment time (5 min/speaker up to 15 minutes) **None**
2. Comments about, or corrections to, 5/15/19 minutes.
Linda Kustka motioned to approve the Minutes, Gala Gardner 2nd, minutes approved.
3. Thank you to Dorothy Hawkins, Linda Kustka, and Peggy Spiewak for your 4 years of service on the CCS Coordination Committee.
4. Welcome to Dr. Mofikoya and Khara Moore.
Dr. Mofikoya will begin as member of CCS Coordination Committee in September.
5. Update on CCS State Certification visit.
 - a. 2-year certification, no citations – ***Julie gave an update and overview of the visit.***
6. Progress update (as of 7/15/19)
 - a. CCS enrollment update (1143, up 44 since 5/14/19)
 - i. Adults = 839 (up 34)
 - ii. Youth = 304 (up 10)
 - iii. Discharges = 402 total since program began in 2015 (41 since 5/14/19)
 - Average discharges = 16 per month

Julie gave an update an update on numbers. Julie discussed discharge numbers and types of discharges including re-enrollments.

7. 2018 CCS Consumer Satisfaction Survey Results (Jenna)

Jenna gave a presentation on the results of the CCS Consumer Satisfaction Survey for Adults and Youth. Committee members were given a paper packet of survey results for both Adult and Youth surveys. Committee members expressed some concerns about ROSI questions-- their difficulty to answer and potential to misunderstand questions. Jenna will look into

whether there is data to see how Dane County CCS compares in results with other Wisconsin Counties.

Jenna presented and discussed the demographic distribution of CCS consumers. Linda asked how citizenship plays into demographic distribution. Renee clarified that under 18 is eligible but it is tricky. Jenna presented and discussed urban and rural enrollee results.

8. Youth Service Facilitator Survey
 - a. Review and finalize questions
 - b. Determine group to be surveyed: age, school status, etc.
 - c. Determine timeline to administer

Julie presented and discussed the proposed youth service facilitator survey. The Committee discussed the questions. Renee suggested adding a question to ascertain the highest grade completed. Gala suggested adding a homeschool option for the school listing. The Committee suggested obtaining specific information on why students aren't enrolled (treatment center, health challenge, dropped out, etc.). Discussed how to capture demographic information concerning school district, specific school, etc. and whether this is necessary to the usefulness of the survey data. Julie said the listing of the schools in Dane County will be presented at the next meeting to assist the Committee with determining how to obtain the information they are looking to gather. The Committee discussed language for the segregated and alternative question. Julie encouraged the group to think about what type of information they want to obtain and how the information/data will be utilized. General consensus was to obtain information on how involved CCS service facilitators of youth are with school personnel and school supports; how many students have IEP, 504, BIP; and if there are any barriers to CCS staff helping CCS youth participants function better in school settings. Information could be used to provide feedback to Service Directors on ways to improve CCS-School collaboration. Renee suggested bringing the proposed survey to the Service Directors to help finalize the questions for the survey. Linda asked if school districts have mandates or rules regarding staff participation in the CCS program. Julie said she isn't aware of a mandate or rules and Renee commented that it varies by the school and principal and school board. Renee suggested to add a question to #6 to "Is the SF invited to attend the IEP meeting?" #8 was discussed and it was suggested to delete "excused/unexcused" language and replace it with "excessive absenteeism".

9. Topics for next meeting:
 - Continue work on Youth Service Facilitator survey, Jenna to bring Survey Monkey sample.

10. Completion of timesheets.

Next Meeting: **9/18/19, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room**