**The Coordinated Service Team Initiative**

**Northern Region Initiative Coordinator Meeting**

**Wednesday, September 10, 2104**

**9:30 am – 3:00 pm**

**Department of Health Services Regional Office**

**2187 North Stevens Street, Suite C**

**Rhinelander, WI**

**Questions and Issues Raised About Coordinating Committees (CCs) During Introductions**

How can the CST Coord support the CC members

What topics are CC talking about

How can we reinvigorate our CC that is being re-established

Ways to include parent in CC

How can CCS and CST CC be coordinated together – or other committees with CST CC

How to get CC members to keep coming back

Can an AODA reduction committee become/be used as a CST CC

How can subcommittees be created

What WI Family Ties can/can’t do with parents

What can we spend CST money on **–** what’s allowable

Ways to get former CC back together and excited about something new

Crisis/CST Coordination – joint MOUs required via new grant funding

How to form subcommittees when there are limited number of CC members

Can members fill multiple roles on CC

How to invite tribal members to already existing CC elsewhere – how to merge CCs

How does CST fit with CCS

**State, Regional, and White Pine Consulting Updates**

Regional (Gail Chapman):

* Gail is available to assist counties as needed, especially if assistance is needed in working with others at the county or state level.
* The northern regional state office is down in staff right now and Gail is the primary and only person available to contact. They will be hiring and hope to have additional staff hired by October.
* Gail’s role is to also assist CST initiatives in knowing about helpful resources and trainings in the northern region. Gail handed out information about an upcoming training regarding working with the Hmong population.

White Pine (Dan Naylor):

* Three out of five of the 2 day fundamentals training for new CST Coordinators have occurred. If any sites have new CST staff, make sure they are registered to attend one of the remaining two trainings.

State (Karen Bittner and Joanette Robertson):

* The Project Director’s Meeting will be held on September 30, 2014 in Steven’s Point. It is required that CST staff attend. The agenda was distributed. Information about registration came out yesterday via email. If you did not receive registration information, make sure your name and contact info are on the sign-in sheet at today’s meeting.
* There will be two upcoming CANS trainings for CST staff – on Sept 23 and Nov 6. The agenda for the Sept 23 training was distributed. Feedback from CST sites is that they need to know the location of a training to know if they can attend and the info sent out did not include the locations – don’t send out info if it’s lacking in details because it’s meaningless.
* Update about expansion and new sites – completed check-ins and are creating plans to provide ongoing support for them. Many initiatives have new funding but have had CST in the past.
* Discussed how to spend down 2014 funds and what costs are allowable. Handout will be sent to all sites with this info.

**Group Discussion/Learning Collaborative About Questions and Issues Raised**

Topics of Interest for CCs

A good way to learn about what other CCs are doing/talking about is to visit other counties’ CC meetings. White Pine/State staff can assist in making these connections.

Have roundtable discussions where every member briefly reports on their services, updates, how to access for CST, challenges, gaps

Law enforcement presentations – working with schools, crisis, stats of juvenile delinquency

Gather ideas from each member about what to do next year. Often an annual strategic discussion.

Public health nurse presentations – head lice, wood tics and Lyme Disease, how to get the info out to parents and assist parents

Bring in community-based providers to discuss their services for children, ie. Occupational Therapy, Speech, mental health, Alcohol & Other Drug Abuse

Youth activity org presentations – available scholarship program and aids for parents

Discuss possible grants/resources to seek. Write grant together. Use CC as the grant CC to oversee activities.

Coordinate with crisis providers/grant. Crisis staff should be presenting to CCs regularly. All counties in the northern region are part of new crisis collaborative funding for adolescents – need to develop an Memorandum Of Understanding together with CST. Crisis staff could be a CC member. Develop community crisis response plans.

Coordinating with others

Need to insure CST statutory requirements are met regarding membership. Can combine committees. Some counties/regions have a “super committee” that includes everyone and then have only CST staff meet briefly (15-30 minutes) before or after to address CST specific actions.

An advantage to have members beyond the statutory requirements. Include both public and private providers, faith community, etc. This allows a broader perspective and more subcommittee work.

If merging groups, respect history, funding, turf issues, politics, egos, etc. Focus on the shared purpose – making the lives of children and families better.

It’s best not to have persons filling multiple roles – it’s understandable how this happens when there are fewer resources but seek out additional members to spread the work around if possible. Best to have staff assigned specifically to CST work and not have the director or supervisor do it on the side.

How to keep interested

Develop personal relationships with each member. Have 1:1 face to face meetings to invite them and to check in with them.

Meet the needs of the committee members. Let them talk about the needs in their work/organizations and let CC problem-solve and find solutions with them.

Ask members to bring problems to the table. Are there grants/mixed funding available to apply for or request. Are there services or supports available in the community that can be identified.

Make training available

Allow teleconferencing if it’s available

Provide mentors to new members before and during first few meetings. This has worked especially well with parents on the CC.

Assign them to a subcommittee they’re interested in

The “basics” are critical and sometimes overlooked – provide a meal or snacks, have something to drink, make sure the room is the right size and in a convenient locations, meet at a time that works for everyone (especially parents), make sure the temperature is comfortable, start on time, end of time, etc.

Subcommittees

Can be fluid. Add members from the outside if they are needed and there are non CC people who are experts and can be of help.

Can be temporary or long-term. Could be set up just for an assigned task or project that is short-term.

Make sure they understand their role is to make recommendations to the larger CC, who makes the final decision

Ideas for areas to build subcommittees are listed in the New Site Handbook

Help members “volunteer” to be on a subcommittee