

TAYLOR COUNTY CST COORDINATING COMMITTEE

November 4, 2019

Taylor County Education Center – Rm 101 A/B

Call Meeting To Order: Chairman Jean Nuernberger called the meeting to order at 4:02 p.m.

Members Present: Dan Makovsky, Kylie Weiler, Jen Meyer, Tammy Schreiber, Katie Switlick, Lori Willner, Liza Daleiden, Sarah Sutherland, Jean Nuernberger, and Jacob Borman

Members Absent: Shannon Kraucyk, Amber Fallos, Jon Dallmann, Robert Horenberger, Patty Krug, and Laura Holmes.

Approve Minutes from the September 9, 2019 meeting: DAN MAKOVSKY MADE A MOTION TO APPROVE THE MINUTES FROM THE SEPTEMBER 9, 2019 MEETING. KYLIE WEILER SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: JEN MEYER MADE A MOTION TO APPROVE THE AGENDA CONTAINING 10 ITEMS. SARAH SUTHERLAND SECONDED THE MOTION. THE MOTION CARRIED.

Public Comment: There was no Public Comment. Kylie Weiler did inform the committee that a new school social worker has been hired for the Middle School/High School/Alternative School and will be starting in December.

CST Coordinator's Report: Jacob Borman, reviewed the November 2019 CST Enrollment Status Report for Taylor County. During review of report, the committee discussed foster care in Taylor County, specifically the low number of children in care compared to other counties.

Success Story: Jacob shared with the committee that one youth was able to successfully transition out of CST services within the last month. Jacob explained that due to difficulties between the child and parent's reunification was thought to not be possible. Jacob explained that through CST with the teaming process and encouragement for the child to have a voice and take ownership of her team, the youth was able to return home from foster care successfully and has remained home since July. Jacob shared that the team met and agreed that all goals and objectives were met, and all felt that CST should be closed. The team met for 18 months and that after discussion, the youth has agreed to join the Coordinating Committee. Jacob explained that per the youth, they felt equally heard like a team member and had a voice. Jen Meyer shared a story of how CST has been utilized informally on a youth given certain circumstances and how it has provided the youth to take ownership on her team and in her appearance.

Review and Discussion on CST Brochure: Jacob provided a copy of the revised brochure based on discussion at the last coordinating committee meeting. Committee members reviewed the revised the brochure and agreed with the revisions. Jacob explained that it was shared electronically with all committee members and the agency would wait to see if there were any suggestions from members who were not in attendance before sending out the final draft.

Date of Next Meeting: The next CST Coordinating Committee Meeting is scheduled for

Monday, January 13, 2020 at 4:00 p.m. at the Taylor County Education Center, Room 101 A/B.

Possible Agenda Items for Next Meeting:

Adjourn: A MOTION WAS MADE BY DAN MAKOVSKY, SECONDED BY JEN MEYER TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 4:49 P.M.

Handouts distributed: Taylor County CST Initiative Enrollment Status Report for November 2019; Outreach Letter to County Agencies and Businesses, List of County Agencies and Businesses; CST Brochure - revised

Respectfully submitted:
Jacob Borman
for Tammy Schreiber, Secretary

TAYLOR COUNTY CST COORDINATING COMMITTEE

September 9, 2019

Taylor County Education Center – Rm 101 A/B

Call Meeting To Order: Chairman Jean Nuernberger called the meeting to order at 4:05 p.m.

Members Present: Dan Makovsky, Kylie Weiler, Tammy Schreiber, Katie Switlick, Laura Holmes, Patty Krug, Lori Willner, Liza Daleiden, Sarah Sutherland, Jean Nuernberger, and Jacob Borman

Members Absent: Shannon Kraucyk, Amber Fallos, Jon Dallmann, Robert Horenberger, Tammy Tom-Steinmetz and Jen Meyer

Other Attendees: (for all or a portion of the meeting) Kylie Fitzgerald and Damon Cram.

Approve Minutes from the July 22, 2019 meeting: LAURA HOLMES MADE A MOTION TO APPROVE THE MINUTES FROM THE JULY 22, 2019 MEETING. KYLIE WEILER SECONDED THE MOTION. THE MOTION CARRIED.

Approve the Agenda: PATTY KRUG MADE A MOTION TO APPROVE THE AGENDA CONTAINING 10 ITEMS. LAURA HOLMES SECONDED THE MOTION. THE MOTION CARRIED.

Public Comment: There was no Public Comment. Kylie Weiler did update the committee that the school is trying to hire a school social worker for the Middle & High School. Dan Makovsky asked for clarification of the CST program. Jacob provided an overview of the CST program.

Taylor County CST Enrollment Report: Jacob Borman, reviewed the September 2019 CST Enrollment Status Report for Taylor County.

Review/Discuss CST Brochure, Outreach Letter and Agency List: Committee discussed revamping current CST brochure. It was agreed to start from 1st page and work through the entirety of the current brochure. Committee members raised questions about current mission statement on brochure. Jacob and Liza shared that the mission statement was drafted from another county's brochure at the time of the brochure creation. Committee members encouraged creating a mission statement. Members spent some time brainstorming ideas and a new mission statement was developed. Taylor County's CST Initiative's Mission Statement now reads: "To support families with unique needs in a safe, non-judgmental environment." Members continued review, and discussion on the remainder of the brochure. Jacob will update the CST brochure with the updates and sent the draft of the brochure to committee members for further review. Members agreed to table the outreach letter and agency list at this time and will be added to the agenda of future meetings.

Discuss/Develop CST Letterhead and/or Logo: Committee members decided to table this discussion for the next meeting. Damon offered to design a CST logo but needed assistance with ideas. Ideas discussed included Team and Joining Together. Damon suggested Pride of Elephants. Members will brainstorm ideas and share with Damon at the next meeting.

Date of Next Meeting: The next CST Coordinating Committee Meeting is scheduled for Monday, November 4, 2019 at 4:00 p.m. at the Taylor County Education Center, Room 101 A/B.

Possible Agenda Items for Next Meeting: Review of CST Brochure, Outreach Letter and Agency List; Discuss/Develop CST Letterhead and Logo; Discussion on additional family support to assist other family members involved in teams.

Adjourn: THE MEETING ADJOURNED AT 5:06 P.M.

Handouts distributed: Taylor County CST Initiative Enrollment Status Report for September 2019; Outreach Letter to County Agencies and Businesses, List of County Agencies and Businesses; CST Brochure; and CST Brochure Sample

Respectfully submitted:
Jacob Borman
for Tammy Schreiber, Secretary

TAYLOR COUNTY COORDINATED SERVICES TEAM COORDINATING COMMITTEE

July 22, 2019

Taylor County Education Center – Rm 101 A/B

Call Meeting To Order: Chairman Jean Nuernberger called the meeting to order at 3:35 p.m.

Members Present: Kylie Weiler, Tammy Schreiber, Katie Switlick, Laura Holmes, Shannon Kraucyk, Liza Daleiden, Sarah Sutherland, Jean Nuernberger, and Jacob Borman

Members Absent: Lori Willner, Patty Krug, Amber Fallos, Jon Dallmann, Robert Horenberger, Tammy Tom-Steinmetz and Jen Meyer

Approve the Agenda: LIZA DALEIDEN MADE A MOTION TO APPROVE THE AGENDA CONTAINING 10 ITEMS. LAURA HOLMES SECONDED THE MOTION. THE MOTION CARRIED.

Approve Minutes from the MAY 13, 2019 meeting: LIZA DALEIDEN MADE A MOTION TO APPROVE THE MINUTES FROM THE MAY 13, 2019 MEETING. LAURA HOLMES SECONDED THE MOTION. THE MOTION CARRIED.

Public Comment: There was no Public Comment.

Discussion on CST Coordinating Committee Structure – Standing Committee: Liza Daleiden, reported that the CST Coordinating Committee structure had to change recently. Liza reported that the CST Coordinating Committee had been approved as an established committee with the Human Services Board but had not been presented or approved through the full County Board. Liza explained that the CST Coordinating Committee has now gone through the appropriate channels and has been approved by the County Board. Liza stated as part of being a standing county committee, a County Board member and an alternative will be assigned to the CST Coordinating Committee. Liza reports that Dan Makovsky has volunteered to be on the committee. Jacob Borman, shared that the agendas, minutes and handouts will need to be sent out in advance and posted as it will be a public meeting now going forward.

Taylor County CST Enrollment Report: Jacob Borman, reviewed the July 2019 CST Enrollment Status Report for Taylor County. Jacob reported that there has been an increase in families with natural supports. Kylie Weiler questioned if a child with a 504 plan, instead of an IEP would count towards eligibility criteria. Liza Daleiden stated that a child must have an IEP in regard to the eligibility criteria but if there is room in program, Taylor County would be willing to offer the service to the family. Jacob explained that there had been an increase in referrals in 2019, but only one referral has completed the enrollment process. Liza asked Jacob to explain to the committee the steps that are taken to engage a family. Jacob shared that several calls are made at different times and days of the week. If no contact is made, Jacob will send out at least 2 letters requesting contact back. Jacob explained that at times there is phone tag and that the engagement phase with a new family could take up to 2-3 months. Sarah Sutherland questioned what is stated in the letter as it may appear threatening or concerning as it is being received from Taylor County Human Services or they may be confused about the program. Committee members questioned if the letter could be sent on a different letterhead and/or be written to be

less threatening and more friendly. Members also suggested including availability to meet including the flexibility as most parents work during business hours.

Review Outreach Letter and Agency List: Jacob shared and reviewed the letter that was developed to provide additional outreach that would be sent to various county agencies and businesses. Sarah suggested that the letter be “dumbed” down a lot and to include more bullet points. Members suggested to bring the CST brochure into team meetings to have parent and youth review it and make it simpler and more user-friendly. Members suggested writing the letter and brochure at a 5th grade reading level. Jacob, Tammy and Liza will revise the current letter and brochure and send it out the committee members for review. At the next meeting, the committee will review and dissect the letter and brochure. Members reviewed the Agency/Business Lists and provided suggestions (other agencies, outreach to Medford Chamber). Another suggestion was to include a testimonial from a child and/or family regarding the program. Laura Holmes asked if Sarah Sutherland would inform the committee as to why she likes the CST program. Sarah reported that all team members are open minded, not judgmental, it seems like everyone is an equal, which feels great and has helped them as a family.

Date of Next Meeting: The next CST Coordinating Committee Meeting is scheduled for Monday, September 9, 2019 at 4:00 p.m. at the Taylor County Education Center, Room 101 A/B.

Possible Agenda Items for Next Meeting: CST Cover Letter, Brochure and Agency/Business List. Members suggested including a youth to attend the next meeting to help review the letter and brochure and to help create a CST logo. Additional possible invitees include: Dr. Reuter, Dr. Falkenberg, Dr. Messerly, and AJ Lange, from Aspirus Medford.

Adjourn: A MOTION WAS MADE BY LAURA HOLMES, SECONDED BY SARAH SUTHERLAND TO ADJOURN. THE MOTION CARRIED. THE MEETING ADJOURNED AT 4:30 P.M.

Handouts distributed: Taylor County CST Initiative Enrollment Status Report for July 2019; Outreach Letter to County Agencies and Businesses, List of County Agencies and Businesses.

Respectfully submitted:
Jacob Borman
for Tammy Schreiber, Secretary

TAYLOR COUNTY COORDINATED SERVICES TEAM COORDINATING COMMITTEE

May 13, 2019

Call Meeting To Order: The Taylor County Coordinated Services Team Coordinating Committee Meeting was called to order by Jean Nuernberger at 3:30pm on May 13, 2019 in the Conference Room at Taylor County Education Center.

Members Present: Kylie Weiler, Liza Daleiden, Jean Nuernberger, Patty Krug, Katie Switlick, Brad Eidsen, Shannon Kraucyk, Sarah Sutherland, Jacob Borman

Members Absent: Lori Willner, Laura Holmes, Amber Fallos, Tammy Tom-Steinmetz, Tammy Schreiber, Jon Dallmann, Rob Horenberger

Approve the Agenda: THE MOTION CARRIED.

Approve Minutes from the March 11, 2019 meeting: THE MOTION CARRIED.

Public Comment: Committee Members noted that they liked the news article regarding the CST program in the Star News. Patty provided an update on the All-Inclusive Playground that will be breaking ground tonight.

Old and New Business

- a. **Taylor County CST Enrollment Report:** Jacob reviewed the enrollment report as of May 11, 2019.
- b. **Sub Committee Discussion:** It was suggested and adopted that the Coordinating Committee work collectively as a group on a subcommittee and focus on one at a time given the small number of members. Members chose to start with Community Outreach. Members suggested sending out an informative letter regarding the CST program to the various community agencies (churches, schools, attorney offices, libraries, clinics, laundromats, museums) as well as the surrounding areas/counties. It was suggested to provide information to contracted Inpatient Hospitals where kids may be admitted too as well as put on local and community websites and/or Facebook pages. Patty offered to have CST brochures at the upcoming community forum in a few weeks. Other ideas included: having testimonials completed from both the parents and the child regarding the CST program; creating a poster or logo for the CST program and to update the CST brochure as well.
- c. **Individual Sub Committee Breakout:** Members decided to focus on one subcommittee at a time and work collectively on it.

Date of Next Meeting: Members discussed that Monday, July 8, 2019, date may not work due to the holiday, so thought that the date should be revisited. Members did agree to continue meeting at 3:30pm to allow parent representation at the meeting. Jacob will send out a Doodle poll to finalize the date in July. ****Update**** - The next meeting will be set for Monday, July 22, 2019 at 3:30pm as determined by the Doodle poll that members completed.

Adjourn: THE MEETING ADJOURNED AT 4:30 P.M.

Respectfully submitted:
Jacob Borman
for Tammy Schreiber, Secretary

**TAYLOR COUNTY COORDINATED SERVICES TEAM
CST COORDINATING COMMITTEE**

Monday, March 11, 2019

Call Meeting to Order: The Taylor County Coordinated Services Team Coordinating Committee Meeting was called to order by Jean Nuernberger on March 11, 2019 at noon in the Conference Room at Taylor County Education Center.

Members Present: Jon Dallman – Rib Lake School District
Liza Daleiden – Taylor County Human Services – CPS/CST Supervisor
Jean Nuernberger – Community Member
Lori Willner- Parent
Katie Switlick – Taylor County Human Services – Economic Support
Brad Eidsen – Forest Springs
Shannon Kraucyk – Juvenile Court Intake
Laura Holmes – Taylor County Human Services - Birth to Three
Jacob Borman – Taylor County Human Services – CST Coordinator
Tammy Schreiber – Taylor County Human Services – CST Assistant

Approve Agenda: Approved agenda.

Approve Minutes of Previous Meeting: Approved minutes from January 14, 2019 meeting.

Public Comment: None

Old and New Business:

- a. Jacob reviewed enrollment report. There are seven new referrals. Families are now assessed once to determine all the programs they may be eligible for, not just program referred for, and then a meeting is held to discuss all services available to that family. The assessment or functional screen occurs at the home. Future meetings could occur at the home, school, agency or another place. Jacob indicated that if all seven referrals were eligible and choose to participate he would probably be at the program max. The program could serve 10-15 families depending on where they are with in the process. At this time guidelines for waitlist are not established. Concerns include would any referral be given priority? The hope is that a waitlist would not have to established as participants should typically be involved in the program for 1-2 years and the transition out. Question as to whether Jacob should follow up with the family after transitioning out. Suggestion possibly every 2 months for 6 months. There is a need for the committee to develop and establish policies and guidelines.
- b. Jacob met with Rib Lake, communicated with Medford, and attempted to contact Gilman schools to discuss the program. Jacob spoke with a writer from Star News. They will publish an article about the program at a future date. Jacob will send brochures for upcoming development day events.
- c. Rules and Bylaws were reviewed and adopted.

- d. Due to low attendance the committees did not meet. Discussion was held regarding the committees. Indicated that many signed up for Quality Assurance, however, not many needed in that category and requested that they consider different committee. Most members indicated they could help wherever was needed. Discussed Quality Assurance. Only received 1 of 6 surveys sent out. Suggestions were noted: include self-addressed stamped envelope, have consumers complete at last meeting with Jacob and place in sealed envelope.
- e. Question as to what happens with a family if they are found not eligible as a person situation may change. Jacob suggested that he may be able to check back in with the family later, possibly in 90 days to see if they would be eligible at that time. Jon Dallman indicated that an assessment at the school would take a minimum of 6-8 weeks, so 90 days may be a little short for the school piece. Another suggestion was to check in every couple of months and possibly offer other services.
- f. Discussion around what are the various services that are available within or around the county. Is there a directory or website? Does our county have 211 services? Suggestion to use Facebook or website options. Concerns included who would keep information current and to what site or sites. Suggestion to reach out to IT to see what is on county website and capability to include this information.
- g. Discussed referral process. Currently not available on-line. Could this be an option? There are no age restrictions. Could Juvenile Court include program in Deferred Prosecution Agreement. Probably not as the program is voluntary but Shannon does tell them about the program.
- h. Jacob inquired about drafting a form to establish a start date as this is unclear at this point. Possible start date could be when family is found eligible. No clear guidelines from state as they indicate the committee should establish guidelines.
- i. Suggestions for additional committee members included someone from the Clergy Association, someone from the Chamber of Commerce from Medford, Rib lake and Gilman and parents actively engaged in the program. Jake has approached two parents about becoming committee members. One will hopefully be able to attend the next meeting which will occur at 3:30 to accommodate parent's schedule. Possibly hold 3 meetings at noon and 3 meeting during late afternoons.
- j. Future meeting dates set for every other month to be held at Taylor County Education Center in the Conference Room.
 - March 11, 2019 at noon
 - May 13, 2019 at 3:30
 - July 8, 2019 time TBD
 - September 9, 2019 time TBD
 - November 11, 2019 time TBD

Possible Agenda Items for Future meeting:

- Develop and establish program policies and guidelines.
- Review workgroups goals and break out into workgroups.
- Review Interagency Agreement for Community Partners.

Date of Next Meeting: Monday, May 13, 2019 at 3:30p.m. at Taylor County Education Center-Room 101A/B.

Adjourn: Meeting adjourned.

**TAYLOR COUNTY COORDINATED SERVICES TEAM
CST COORDINATING COMMITTEE**

Monday, January 14, 2019

Call Meeting to Order: The Taylor County Coordinated Services Team Coordinating Committee Meeting was called to order by Jean Nuernberger on January 14, 2019 at noon in the Officer's Training Room at Taylor County Courthouse.

Members Present: Jon Dallman – Rib Lake School District
Liza Daleiden – Taylor County Human Services – CPS/CST Supervisor
Patty Krug – Taylor County Health Department
Jean Nuernberger – Community Member
Kelley Isola – Parent
Kylie Weiler -Medford School District
Lori Willner- Parent
Katie Switlick – Taylor County Human Services – Economic Support
Robert Horenberger – Medford Police
Amber Fallos – Black River Industries
Shannon Kraucyk – Juvenile Court Intake
Laura Holmes – Taylor County Human Services - Birth to Three
Jacob Borman – Taylor County Human Services – CST Coordinator
Tammy Schreiber – Taylor County Human Services – CST Assistant

Approve Agenda: Approved agenda.

Approve Minutes of Previous Meeting: Approved minutes from December 17, 2018 meeting.

Public Comment: None

Old and New Business:

- k. Jacob reviewed enrollment report. No changes since last report. There may be two new families enrolled. May have new families in Flambeau and Stetsonville schools. Jacob plans to meet with the schools again to discuss the program.
- l. Question about what happens if a family is referred but does not meet the program guidelines. Jacob would still meet with the family and discuss other services they may be available. Human Services is considering changing the intake process. For every referral received the family would be assessed once to determine all the programs they may be eligible for, not just program referred for, and then a meeting would be held to discuss all services available to that family.
- m. Rules and Bylaws were reviewed. Changes were noted, and a draft will be brought to next meeting to review and adopt if approved.
- n. Jean Nuernberger was nominated and approved as Committee Chair, Amber Fallos was nominated and approved as Vice-Committee Chair and Tammy Schreiber was nominated and approved a Secretary.

- o. Suggestions for additional committee members included someone from the Clergy Association, someone from the Chamber of Commerce from Medford, Rib Lake and Gilman and parents actively engaged in the program. Jake has approached two parents about becoming committee members. Team may have to change time of meeting to accommodate parents' schedules, possibly hold 3 meetings at noon and 3 meeting during late afternoons.
- p. Workgroup sign-up set was routed, and members signed up for the workgroup/s they would like to serve on.
- q. Future meeting dates set for every other month to be held at Taylor County Education Center in the Conference Room.
 - March 11, 2019 at 12:00pm
 - May 13, 2019 at 3:30pm
 - July 8, 2019 time TBD
 - September 9, 2019 time TBD
 - November 11, 2019 time TBD

Possible Agenda Items for Future meeting:

- Review amended rules and Bylaws.
- Review workgroups goals and break out into workgroups.
- Review Interagency Agreement for Community Partners.

Date of Next Meeting: Monday, March 11, 2019 at 12:00p.m. at Taylor County Education Center- Room 101A/B.

Adjourn: Meeting adjourned.