

OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Certified Peer Specialist Advisory Committee (CPSAC)			Attending: See narrative below
Date: 10/11/2019	Time Started: 10:07 am	Time Ended: 3:00 pm	
Location: Wisconsin Department of Agriculture, Trade, and Consumer Protection 2811 Agriculture Drive – Room 106 Madison, WI 53708-8911			Presiding Officer: Joyce Allen, Bureau of Prevention Treatment and Recovery Director

Minutes

Members present: Paul Anderson; Peter Brunzelle; Todd Campbell; Antoinette Chambers; Caitlin Clifford (IPO Autumn Shaffer); Kimberlee Coronado; Shirley Drake; Terry Findley; Roger Frings; Nicole Gurnoe; Ellie Jarvie; Rob Kaminski; Kathie Knoble-Iverson; Mary Neubauer; Deb Ramacher; Ryan Ramnarace; Christine Richardson; Heidi Roettger; Tim Saubers; Corbi Stephens; Meagan Sulikowski; Bethany Sweeney; Michelle Uetz; Mary Kay Wagner; Victoria Welle

Members excused: Andrea Bartels; Tammy Bergum; Lynn Bigboy

Staff: Kenya Bright; Jason Cram; Jason Fischer; Cory Flynn; Christopher Keenan; Laleña Lampe; Dennis Radloff; Joann Robertson; Teresa Steinmetz; Joann Stephens

Guests: Brittyn Calyx; Sarah Coyle; Julia Hawes

Call to Order: Victoria Welle called the meeting to order at 10:11 a.m.

Room and building logistics: Joann Stephens explained the room and building logistics.

Welcome and introductions: Members introduced themselves.

Announcements:

- Mary Kay Wagner stated that she brought Safe Person decals to distribute.
- Laleña Lampe stated that the Mental Health and Substance Use Recovery Training Conference will be on October 29-30, 2019 in Wisconsin Dells.

Public comment: No public comment

Review and approval of August 9, 2019 minutes: Roger Frings motioned that the minutes be approved. Seconded by Ryan Ramnarace. Motion carried by all, with Mary Neubauer abstaining. Minutes approved.

Access to Independence report: Tim Saubers shared updates:

- Certified Parent Peer Specialist Initiative: ten trainings; 104 people trained; Most recent exam was September 11, 2019 and results have been sent out.
- Certified Peer Specialist Initiative: 36 trainings; 560 trained; most recent exam was September 25th and results have been sent out.

- Curriculum Revision: being revised by Joann Stephens, Cory Flynn, Brittyn Calyx, and Tim Saubers; began September 3, 2019; most recent meeting was October 9, 2019; On October 8, 2019, Session One and Session Two were submitted to DHS Communications Specialist for review and feedback; work will continue throughout the rest of the year.

Other Updates:

- Certified peer specialist pilot period has ended; eight public certified peer specialist trainings will be hosted; five exams will take place; next exam in December of 2019.
- Recertification date will change to August 31st 2020.
- Shifted focus on developing employment opportunities and education of employers.
- Three public Certified Parent Peer Specialist trainings will be hosted; two exams will take place; next exam in March of 2020.
- Recertification date will be January 30th 2020 for those certified in 2018.
- Shifted focus on education and outreach to employers in collaboration with the trainers.
- Making adjustments to the format of the Certified Parent Peer Specialist trainings in order to address barriers.

Questions and answers:

- Question: Are there any curriculum design experts involved in the curriculum revision process?
Answer: No, but there are many layers of people involved in the feedback and review process. Trainers have given feedback, and DHS subject experts are being consulted, as well as the curriculum will go through the DHS Approval process.
- Question: Sessions one and two were submitted to the DHS Communications Specialist for review and feedback. What are sessions?
Answer: There are four sections in the curriculum, each with multiple sessions. Section one includes Sessions one and two.
- Question: Regarding the Certified Parent Peer Specialist ten trainings with 104 people trained, what was the pass rate?
Answer: 33%, but there are many who were just under the passing score.
- Question: Regarding the Certified Parent Peer Specialist ten trainings with 104 people trained, if only one-third of the people passed, how will those who didn't pass keep interest to retake the exam, if the next exam isn't until March of 2020?
Answer: That is a concern, but we can take the time to work with the trainers which will result in a higher pass rate and there are refresher get-togethers offered by some trainers.
- Question: Will the Certified Parent Peer Specialist curriculum also get updated?
Answer: Yes, after the pilot period.
- Question: So you have the re-certification number for 2019?
Answer: Yes, 75% re-certified.
- Question: Are Certified Parent Peer Specialist training dates posted?
Answer: They are posted eight weeks in advance. The independent living centers set the dates.
- Question: Has a blended education model been considered, with an online component?
Answer: Yes, this is being explored.

Data report: Chris Keenan shared that he is able to help with sub-committee requests and discussed a process for requesting data.

- Sub-committees need to come up with mission, vision, and scope.
- There was no new data presented.
- Chris Keenan also reviewed data sources available and discussed some of the limitations of data. He will provide a list of data sources at next meeting.
- Need plan for evaluation and quality monitoring
- Need key quality measures and performance measures
- Providing equity in certified peer specialist services is important.

Questions and answers:

- Question: Is there data related to people working in the field and those not working, and how this relates to re-certification?
Answer: No, the only information collected at this time is by self-report on the employment survey, but there are no identifiers.
- Question: Is there data on the Certified Parent Peer Specialist exam and passing rates?
Answer: Yes, Access to Independence collects this data.
- Question: Does anything go out to those who don't re-certify to ask why?
Answer: No.
- Question: Are we surveying employers?
Answer: No.
- Question: Is data collected on race and ethnicity?
Answer: No.
- Question: Might there be exam questions with a cultural bias?
Answer: This is a topic the sub-committee can explore.
- Question: Is there a saturation of certified peer specialists?
Answer: Yes, in the north there are not enough jobs for the certified peer specialists.

Present Mental Health America certified peer specialist information: Mary Neubauer presented information about certified Clinically-Integrated Peer Support Specialists (CIPS) and Mental Health America's National Certified Peer Specialist certification. This requires prior state certification, a minimum of 3,000 hours of experience, and knowledge to work as a part of an integrated care team, among other requirements. A document was presented explaining this further titled, "Mental Health America B4Stage4 AAC Improving Mental Health Services in the State through Recognition of Certified Clinically-Integrated Peer Support Specialists (CIPS)."

Finalize charter and guidelines: Joann Stephens reviewed the Certified Peer Specialist Advisory Committee Charter 2019 and the Certified Peer Specialist Advisory Committee 2019: Meeting Guidelines. Corrections needed:

- Under "Membership" on the charter, there is a typo: "The committee's is made up of..."
- Under "Sub-committees" on the charter, states they will meet four times. This should state six times.

Question: If there is no quorum, will meeting be cancelled?

Answer: No, will still meet, but not have any voting.

Mary Kay Wagner moved to approve the charter and guidelines. Mary Neubauer seconded the motion. Motion carried unanimously.

Subcommittee development:

Joann Stephens led the committee in defining the role and scope of each sub-committee. Potential tasks were identified for each. Sub-committees met separately for an hour to discuss the following and then each reported out to the entire committee. Jason Cram stated sub-committees need to follow open meeting requirements and shared the requirements.

Paul Anderson moved to approve a motion that the sub-committees meet a minimum of four times a year in concurrence with the main body and two additional times independently. Corbi Stephens seconded the motion. Motion did not pass with five votes in favor and 12 against.

Kathie Knoble-Iverson moved to approve a motion that the sub-committees meet a minimum of four times a year in concurrence with the main body and an additional two times per year at the discretion of the sub-committee. Ryan Ramnarace seconded the motion. The motion passed with 18 votes in favor and two against.

Mary Kay Wagner motioned to approve the definition of the Governance sub-committee. Mary Neubauer seconded the motion. The motion passed with all in favor with two abstaining: Tim Saubers and Antoinette Chambers.

Mary Kay Wagner motioned to approve the definition of the Employment sub-committee. Ryan Ramnarace seconded the motion. The motion passed with all in favor with two abstaining: Tim Saubers and Deb Ramacher.

Ryan Ramnarace motioned to approve the definition of the Professional Development sub-committee. Kathie Knoble-Iverson seconded the motion. The motion passed with all in favor with three abstaining: Tim Saubers, Deb Ramacher, and Antoinette Chambers.

Mary Kay Wagner motioned to approve the task lists for the sub-committees. Kathie Knoble-Iverson seconded the motion. The motion passed with Tim Saubers abstaining.

Deb Ramacher motioned to approve the agenda for the sub-committees to meet from 9:30 a.m. – 12:30 p.m. and the main committee meeting 12:30 – 3:30 p.m. with a working lunch from 12:30 – 1:00 p.m. Heidi Roettger seconded the motion. All approved. Motion passed.

- **Membership for sub-committees (Governance, Professional Development, and Employment)**
 - Governance: Antoinette Chambers; Kimberlee Coronado; Terry Findley; Ellie Jarvie; Meagan Sulikowski; Bethany Sweeney; Victoria Welle
 - Professional Development: Lynn Bigboy; Peter Brunzelle; Todd Campbell; Shirley Drake; Rob Kaminski; Kathie Knoble-Iverson; Mary Neubauer; Ryan Ramnarace; Mary Kay Wagner
 - Employment: Paul Anderson; Andrea Bartels; Tammy Bergum; Caitlin Clifford (IPO Autumn Shaffer); Roger Frings; Nicole Gurnoe; Deb Ramacher; Heidi Roettger; Corbi Stephens; Michelle Uetz
- **Sub-committee leadership and staff**
 - Governance co-chairs: Christine Richardson and Meagan Sulikowski; DHS staff: Laleña Lampe
 - Professional Development co-chairs: Mary Neubauer and Mary Kay Wagner; DHS staff: Dennis Radloff
 - Employment co-chairs: Paul Anderson and Michelle Uetz; DHS staff: Cory Flynn
- **Arrange meeting schedule-** each sub-committee set their next meeting date.
- **Sub-committee tasks-** each sub-committee established their first and second priority tasks.

Set meeting dates and locations for 2020: Kenya Bright announced the meeting dates (second Fridays)

- March 13, 2020
- May 8, 2020
- August 14, 2020
- October 9, 2020

Proposed agenda items for next Certified Peer Specialist Advisory Committee meeting (location: Wisconsin Department of Agriculture, Trade, and Consumer Protection):

Finalize subcommittees:

- Sub-committee report outs
- Technical colleges teaching the certified peer specialist curriculum as an elective
- One year pilot period data for the Certified Parent Peer Specialist Initiative
- Auditing people who re-certify
- Chris Keenan to explain process to request data

Please send proposed agenda items to: Joann Stephens

Adjournment: The meeting was adjourned at 3:00p.m. by Mary Neubauer, seconded by Mary Kay Wagner. All approved.

F-01922

Prepared by: Cory Flynn on 10/14/2019.

Approved on: 5/8/2020

DRAFT