

OPEN MEETING MINUTES

Name of Governmental Body: Certified Peer Specialist Advisory Committee		Attending: Members: Tanya Kraege, Eric Seubert, Hugh Davis, April Luderus, Oleka Parker, Morgan Potter, Renee Sommer, John Young, Todd Campbell, Rob Kaminski, Sara Eckland, Michelle Uetz, Christine Ullstrup, Ellie Jarvie, Christopher Zahn
Date: 9/8/2023	Time Started: 12:32 pm	Time Ended: 3:21 pm
Location: https://dhs.wisconsin.gov/j/1615619089		State and Contract Staff: Lynn Maday, Tiffany Nielsen, Joannette Robertson, Kenya Bright, Jason Cram, Janet Fleege, Gaochi Vang, Acienda Yang, Marguerit Galindo Guests:
Presiding Officer: Michelle Uetz		
Minutes		

Call to order: Michelle Uetz Co-Chair: called the meeting to order at 12:32 pm.

Zoom Logistics:

Michelle U. discussed Zoom logistics, including renaming to include member or DHS status.. Members of the public are welcome to offer comments during public comment time or utilize chat. Otherwise, it is a place for observing, Participants were reminded to remain muted unless speaking. Captions for this meeting are enabled for anyone needing that accessibility feature.

Welcome & Introductions:

All members and state/contract staff introduced themselves.

Co-Chair Committee Elections:

Marguerit Galindo announced the appointment of Randall Brown elected new co-chair of CPSAC & Tanya Kraege as elected new CPSAC co-chair as of March 2024.

Review of Bobs Rules of Order:

Jason Cram presented with scenario-based review on Bob's Rules of Order and provided a time of Q&A

- Motion Technicalities
 - Subcommittee Motions
 - Full approval of subcommittee motion & ratification
 1. Ex of amendments
 2. Motions
 3. Committee Chair authority & strategies used for time management and adherence to agenda
- New Material – Public Comment:
 - Open meeting laws in WI
 1. Public notification website:
 2. Adherence to agenda
 - New business
 - Public member comments (ie. Peer Recover Coach/Certified Peer Specialist Reimbursement)
 - Inquiries/Clarification on public comment request
 - Committee limitations
 - Chair authority
 - Refers to subcommittee

- Requests a report back in future CPSAC Committee meeting
- Questions and answers:
 - Rob Kaminski inquires about the specifics regarding quorum guidelines & conducting business:
 1. Quorum = Total Committee/Subcommittee members/Half + 1
 - Importance of committee member participation and internal communication
 - Round up to next whole number
 - Official business is not conducted without quorum
 - Without quorum the group can meet but the meeting is no longer a public meeting
 - Special circumstances: guest presenter
 - Limitations: No official business can be conducted
 - Discussions/debates/resolution cannot be conducted without quorum⁴
 2. Technology Limitations
 - If the Zoom meeting link is not working
 - Meeting cancellation is necessary
 - Legally need to provide any updates 24 hours in advance at minimum
 - Todd Campbell requests information on Zoom etiquette
 1. Chair/Staff meeting facilitation
 2. Only committee members are able to debate motions
 3. Public members are not included in the debate however we can incorporate public members for points of information.

- **Announcements**

Michelle Uetz provides the committee with updates on upcoming conferences, dates, and provided links in the chat:

1. Substance Use Prevention Conference held at the Kalahari Resort
2. Crisis Intervention Conference held at the Kalahari Resort
3. Mental Health & Substance Use Recovery Conference
4. Children Comes First Conference: November 6-7, 2023 - [Children Come First Conference - Wisconsin Family Ties | Nov 6-7, 2023 - Kalahari Resort • Wisconsin Dells \(wifamilyties.org\)](#)
5. Peer Recover Conference: April 11-12, 2024 - [Wisconsin Peer Recovery Conference - Continuing Education and Outreach | UWSP](#)

- **Peer Values:**

Michelle Uetz shares the peer value of self-determination and the value of each person being the expert on their own life. The CPSAC honors this value and it is practiced in the our meetings through empowerment of each person choosing what work they want to participate in.

- **Public Comment:**

Lynn Maday provides guidelines & calls for public comment – no public comments were made.

- **Review and approval of June 9th, 2023 CPSAC minutes:**

- Todd Campbell motions to approve minutes.
- Rob Kaminski seconds motion to approve minutes.
- Michelle Uetz opens the floor for discussion:
 - Hugh Davis requests amendment to agenda - spelling correction to the announcement “Children Comes First Conference”
- Michelle Uetz requests a motion to approve with corrections:
 - Todd Campbell motions to approve minutes with corrections
 - Rob Kaminski seconds the motion to approve
- Michelle Uetz refers to the committee vote to pass the motion to approve minutes
 - Full committee approval – motion to approve minutes with amendment is passed

- **Subcommittee Report Out**

- **Employment**
 - Michelle U, co-chair, summer meeting was missed and exploration is being conducted to establish new meeting frequency. Focus of the subcommittee continues to be Medicare billing, CCS structure, addressing current barriers to becoming and creating employment for CPS/CPPS.
- **Governance**
 - Ellie, co-chair, addresses the open seat for a co-chair, names the importance of a co-chair & advocates for committee members participation to enable important work to be conducted and completed. She updates the group on the current state of the by-laws, invites members to join in the work of the subcommittee work and the emphasis of the importance of each members voice.
- **Professional Development**
 - Sara, co-chair addresses an open seat for a co-chair, advocates for a member to fill the seat of co-chair, emphasis on the importance of shared responsibility of co-chairs & how having both seats filled enables subcommittee work to continue efficiently even in incidences when one of the co-chairs are unable to make the meeting vs current status, if an unforeseen incident arises and the co-chair is not available, the meeting is cancelled and the work is stalled in their absence. Update on meeting frequency – bi-monthly, first Wednesday of the month, and next meeting will be in November. Status update on SWOT and recommitment to creating a strategic plan. Interested in learning the current status of information distribution on CPSPS/CPS Continuing Education opportunities and how that process can be streamlined through the ILR network and become more efficient in the future.
- **Membership**
 - Michelle Uetz, co-chair indicates she is standing in as co-chair with both co-chair seats being recently vacated. An invitation to members to occupy co-chair seats is made to the members, shares a few new members have joined, and the upcoming seat vacancies as of March 2024. Advocacy for members to join the membership committee by inviting the members and centering the subcommittees purpose is for current members to share in the process of electing new members to the committee.

DCTS Report

Kenya Bright, Integrated Services Section Supervisor, Bureau of Prevention, Treatment & Recovery

Reiterates the advocacy of member participation, work conducted, and the barriers lack of participation creates in completing the forward movement of the CPSAC work. Share the members responsibility to elect a subcommittee as this is where the work will be done. Status update on the development of the Administrative Rule for program creation and Medicare reimbursement for Peer Recovery Coaches (direct outcome as a result of Act 122 being passed). Currently, a DHS workgroup is working on writing the rule with counsel from an advisory committee composed of community members and peer recovery coaches. The rule will be viewable by the community and there will be a public comment section – the timeframe for this work to be completed is within the next year and a half. DHS has requested peer specialists have a rule that will enable Medicare reimbursement be written into the Governors budget – however, it was not accepted into the bi-annual budget.

Status update on UpliftWI, opened August 2023, shares historical context on the purpose and the development of a state funded peer-run warmline. The hours are noon – midnight with a goal to go 24/7/365 in the first quarter of 2024. The purpose is to provide peer support and early crisis intervention support to folx experiencing mental health and substance use challenges. DHS and MHA did press releases, interviews and social media marketing to provide public awareness. Currently, operators are CPS and CPSPS are anticipated to provide services too as the CPSPS reboot creates greater accessibility to a CPSPS workforce.

Jason Cram, Deputy Director, Bureau of Prevention, Treatment & Recovery

Shares the organizational structure of BPTR/DCTS, the purposes and functions of each division roles and contracts of staff and the intentionality of using peers in all divisions. New staff introductions: Marguerit Galindo, Jason Cram, new capacity and role, Katie Sparks, and resignation of Jake Nielsen and Chelsey Meyer Foster. DHS initiative and budget requests – approved \$10M Criss Urgent Care and Observation Centers, up to 2 regional observation centers designed to reduce time and capacity expended on emergency detentions. More details to come. \$2M for the expansion of telemedicine – more details to come. Psychiatric Youth Facilities did not get passed – future developments will be shared.

Cory McFarland, UW-GB, the HTP received a grant from DHS to coordinate and improve the structure of the crisis training project, address gaps and develop an advisory committee. This committee is comprised of county crisis workers, supervisors of crisis systems and peer voices. Purpose is to create a culture that will support the crisis workforce centered with a peer lens with consideration to those who are receiving crisis support.

CPPS Update

Lynn Maday, Peer Coordinator, DHS provides updates Train the Trainer of CPPS and the first CPPS training is in progress, utilizing a two-year piloted curriculum. A library of resources of systems of care, barriers, obstacles, and gaps in services with intended technical support to organizations and systems to better support parents navigating these systems and services. Updates on plans for future training events and the timeline includes 4-6 DHS funded trainings and availability of privately-funded trainings as well.

Access to Independence - Wisconsin Peer Specialist Employment Initiative (WIPSEI) Report

Gaochi Vang, Peer Specialist Program Manager, provided a report on activities for this contract.

- Quarter 4 -Total of 34 trainings with 7 upcoming privately-funded trainings scheduled
 - Current Workforce: 1299 CPS and 55 CPPS[
 - We have completed 12 DHS funded trainings so far, and 14 privately funded trainings.
 - CPS Training of the Trainers
 - 2 DOC ToT
 - 3 DHS ToT
 - CPPS Trainings
 - 1 ToT
 - 1 CPPS Training
- Exams:
 - Recent: May 10th exam had 88 registrants with an 84% pass rate – note: technical difficulties were involved
 - Past: CPS Exam was added to the calendar for July 2023 (exception and privately funded to create greater accessibility)
 - Future: September 27, 2023
- Recertification:
 - CPS: Due August 31, 2024 if certified prior to August 31, 2021
 - CPPS: Due January 31, 2024 – all CPPS
- Community Building Project: Total of 19 trainings with multiple sessions within each training (5 scheduled for future dates)
 - Skill Development
 - Advocacy Development
- Community Collaborations
 - Collaborating with EOTO for peer mentorship
 - Collaborating with Alpha Mentoring in Green Bay – youth support

2024 CPSAC Scheduling Logistics

Kenya Bright discusses the scheduling frequency of 2024 meetings, requests keeping the same patterns of meetings for the CPSAC meeting. Meetings will be set by Zoom, inquiries regarding the current subcommittee meeting frequency will be made via email prior to the next meeting utilizing guiding document to verify dates and a subcommittee election verification form. CPSAC members will vote on approval to continue the meeting frequency of 2024.

Agenda Items for Next Meeting:

2024 CPSAC Meeting Frequency Approval

Meeting Adjournment:

Motion by Rob seconded by Aleka to adjourn. Motion Carried

Meeting adjourned 3:21pm

Prepared by: Marguerit Galindo on 11/29/2023.

These minutes are in draft form. They will be presented for approval by the governmental body on: