



Dane County Department of Human Services Behavioral Health Division

Director – John Schlueter

Division Administrator – Todd Campbell

1202 Northport Drive, Madison, WI 53704-2092

PHONE: (608) 242-6200 FAX: (608) 242-6294

CCS Coordination Committee Minutes

Zoom Virtual Meeting

May 20, 2026

12:00-1:30 p.m.

Members Present: Linda Aroonsavath, Melodie Berry, Dominique Christian, Kimberly Disch-French, Colleen Dunahee, Amber Hofmaster, Matt Julian, Corri Kohn, Chloe Moore, Jamie Mulry, Katy Payne, Mike Riedner, Julie Meister (non-voting chair)

Members Absent: Tyson Rittenmeyer

Guests: Jenna Ramaker, Brad Schlough

1. Public comment time (5 min/speaker max. up to 15 minutes total allocation)
2. Review 3/18/26 minutes. Comments, corrections, and approval.
Minutes approved.
3. Welcome to new CCS Coordination Committee member Dominique Christian.
Dominique introduced herself to the group.

4. Enrollment update (as of 3/12/26)
 - a. 2,968 total participants
 - i. Adults = 2,153 (up 62)
 - ii. Youth = 815 (up 25)
 - b. Total enrollments this period = 176
 - c. Total discharges this period = 89
 - d. Net change in enrollment = +87

Julie shared updates, including a milestone for enrolling 100 new participants in one month. She also noted that the wait time is down to about one month, which is a reduction from where it had been.

5. Update to Staff Functions policy.
Julie proposed updating the policy to add completion of ASAM Criteria Assessments as a responsibility of Substance Use Professionals. She noted that currently about 70% of SAP's already do so and said the change would help ensure participants receive the care they need in a timely fashion. Update to policy approved.

6. Update to Minimum Standards policy.
Julie introduced the policy and concern regarding the large number of SF agencies entering the network. Discussion of policy. Committee members emphasized the importance of the SF role to the CCS participant experience and the need for quality and consistency, and discussed whether the policy would improve quality without creating unintended barriers. Update to policy approved.
 7. 2026 CCS Quality Improvement Plan Review and Update
 - a. Discussion on lower MHSIP score on “belong in my community”
 - i. MHSIP survey instructions for the section: Please answer about current relationships you have with persons other than your mental health and/or substance use providers.
 1. I am happy with the friendships I have.
 2. I have people with whom I can do enjoyable things.
 3. I feel I belong in my community. (lowest score on entire survey)
 4. In a crisis, I would have the support I need from family or friends.
 5. I know people who will listen and understand me when I need to talk.
 6. I have people that I am comfortable talk with about my problems.
 - b. Barriers to accessing services for unhoused individuals
- Members voted to approve the 2026 Quality Improvement Plan.***
8. Data on reason for discharge and number of service hours prior to discharge (Jenna)
This item wasn't addressed and will be visited at a future meeting due to time constraints.
9. Items for future meetings:
 - a. Update to Client Rights and Grievance Procedure Policy
 - b. Brainstorm how to better reach disenrollees with annual satisfaction surveys

Add:

 - ***Data on reason for discharge and number of service hours prior to discharge.***
 - ***Review of Service Facilitation expectations.***
10. Completion of timesheets.
 - a. Julie will email timesheets to those that need them to review. Either sign electronically with Adobe Acrobat or send email back to Julie confirming that you agree with time sheet (counts as your signature) and Julie will submit to payroll.

Next Meeting
7/15/26, 12:00-1:30pm
Zoom Virtual Meeting