

OPEN MEETING MINUTES

Name of Governmental Body: Certified Peer Specialist Advisory Committee		Attending: Members: Kyle Wicks, Antoinette Chambers, Alysha Clark, Kimberlee Coronado, Shirley Drake, Ellie Jarvie, Rob Kaminski, Sara Eckland, Mary Neubauer, Deb Ramacher, Michelle Uetz, Vic Welle
Date: 12/9/2022	Time Started: 12:36 pm Time Ended: 3:25 pm	State and Contract Staff: Holly Audley, Marguerit Galindo, Gaochi Vang, Tiffany Nielson, Kenya Bright, Jason Cram, Simran Arora, Annie Larson, Joanne Robertson, Teresa Steinmetz, Andrea Jacobson, Carmella Glenn, Lynn Maday-Bigboy, Larissa Tomczak, Sarah Johnson, Jennifer Roberts Guests: Kaylin Shampo, Paul Anderson, Nze Okoronta, Michael Kelly, Amanda Dinger, Andrea Turtenwald, Beth (last name?), Bob & Heidi Sheire, Dean Hollenbeck, Jaime Smidt, Michael Kelly, Wayne Sorenson, Marcia Mason, Seren Grace, Shauna Grossman, Sophie Hansen, Acienda Vang, Joe Oswald, Mitchell Sherman, Sharon Woodruff, Katie Petska, Lisa Marie (last name?), Patti Hefernan
Location: https://dhs.wi.zoomgov.com/j/1615759937		Presiding Officer: Vic Welle and Michelle Uetz

Minutes

Call to order: Michelle Uetz Co-Chair: called the meeting to order at 12:36 pm.

Zoom Logistics

Michelle discussed Zoom logistics, including renaming to include member or DHS status and if a member of the public would like to speak during public comment section, use hand raising reaction. Zoom reactions can also be used for other reactions, such as thumbs up or clapping. When voting, members are asked to use a green check for yes or red X for no. Chat option may be used for announcements to the group. Chats from community members will be read after public comment. Anyone participating via phone will be able to participate.

Introductions

All members and state staff introduced themselves.

Members:

- Michelle Uetz (co-chair), certified parent peer specialist, director of Rocky Hill
- Vic Welle (co-chair), peer specialist trainer from Pierce County
- Alysha Clark, certified peer specialist, Chrysalis-Dane County
- Kimberlee Coronado, mental health liaison, parent with lived experience
- Ellie Jarvie, Disability Rights Wisconsin Department of Health Services
- Rob Kaminski, parent peer specialist, dual diagnosis
- Sara Eckland, Independent Living Resources, Wisconsin Coalition of Independent Living Centers
- Deb Ramacher, Wisconsin Family Ties
- Kyle Wicks, Recovery Implementation Task Force
- Shirley Drake

State Staff:

- Holly Audley, assistant administrator in Division of Care and Treatment Services

- Andrea Jacobson, deputy director in Bureau of Prevention Treatment and Recovery
- Kenya Bright, Integrated Services Section manager
- Jason Cram, Children, Youth and Families Section manager
- Simran Arora, Substance Use Section manager
- Joannette Robertson, Mental Health Service Section manager
- Tiffany Nielson, Harm Reduction Services coordinator
- Annie Larson, Adolescent Treatment coordinator
- Lynn Maday-Bigboy, Peer coordinator
- Carmella Glenn, Peer coordinator
- Jennifer Roberts, contract administrator (Medasource)

Members of the public introduced themselves in the chat:

- Shirley Drake, Program Coordinator Peer Services to the Behavioral Health Services, Milwaukee County, employed by Wisconsin Community Services
- Andrea Turtenwald, Wisconsin Office of Children's Mental Health
- Nze Okoronta, Peer Services Director for SOAR Case Management Services in Dane County, subcommittee member of Membership Committee and co-char of Employment subcommittee
- Lisa Marie Auter, Peer Support Supervisor at Recovery Dane/SOAR in Madison, WI
- Paul Anderson, co-chair for Membership Committee and Board member at Walworth County Drug and Alcohol Coalition
- Amanda Dinger, Peer Support Specialist and Supervisor, Next Steps for Change, Harm Reduction provider in Monroe County
- Sophie Hansen, certified peer specialist in St. Croix County, employed by Northwest Passages
- Jamie Smidt, certified peer specialist and trauma sensitive mindfulness practitioner for Fusion Collaborative LLC in Sheboygan, CCS provider with Sheboygan County HHS
- Kaylin Shampo, certified peer specialist and Behavioral Health Program Manager at Community Living Alliance
- Larissa Tomczak, DHS Area Administrator for Southern and Southeastern Regions
- Mike Kelly, CPS trainer and CPS with Indigo in Ashland/Bayfield Counties
- Kelly Hendricks, certified peer specialist from Waushara County
- Mitchell Sherman, CPS manager

Announcements

Vic W.- There are deadlines approaching for submitting proposals to upcoming conferences:

- [Crisis Intervention Conference](#)- Deadline January 12, 2023
- [Prevent Suicide Wisconsin](#) – Deadline January 27, 2023

Ellie J. – Deadline for [IPS: Learning Collaborative](#) conference is today

[Mental Health & Substance Use Recovery Conference](#)- Proposal due March 3, 2023

DCTS Report

Andrea J, deputy director of Bureau of Prevention Treatment and Recovery

Concerns have been heard from the public related to State support and coordination, including importance of coordination, enhanced transparency, need for DHS to be more responsive, and to have a system in place to ensure forward progress to address issues related to peer services in Wisconsin. This feedback from the public, committee and subcommittee members is important and appreciated. The State is committed to working with the Committee on the feedback and to make improvements and to make this Advisory Committee more collaborative and effective. Listening sessions have been held with the Executive Committee to the CPSAC.

Holly Audley, assistant administrator in Division of Care and Treatment Services

The Division of Care and Treatment Services is committed to this work, the role of peers in recovery process and to making this advisory committee as effective as possible. Feel free to reach out directly if desired.

Listening Sessions

In response to feedback, Andrea Jacobson and Teresa Steinmetz set up two listening sessions (one in November and one in December). The constructive conversation and willingness to share concerns is appreciated. Summary of information gathered and areas for potential growth and improvement was shared by Andrea Jacobson and Nze Okoronta, member of the Membership Committee and co-chair Employment Committee.

1. Importance of training and orientation for state staff regarding their roles and ways to most effectively support the committee and sub-committee. Include:
 - a. At beginning of the year, develop calendar of meetings for the year
 - b. Posting public notices and taking minutes
 - c. Obtaining back-up if not able to attend to avoid last minute cancellations based on state staffing
2. The need for orientation procedures for new members of the committee and sub-committee so new members feel comfortable and understand how the committee operates (like how to make a motion, Robert's Rules, etc.). Develop structure for this through committee and state staff collaboration.
3. Setting expectations for chair/co-chairs regarding attendance, facilitation, setting agendas, developing motions, establishing goals and plans for the year. Ensure rapid response to membership applications and member led decisions on membership.
4. The committee needs a better process and better access to DCTS/DHS regarding recommendations (both earlier opportunity to give input into potential work and to make new suggestions). DCTS needs to support the ability for the committee to be empowered and effective in initiating positive changes. Identify a DCTS process to ensure that formal recommendations/motions are reviewed and responded to with an opportunity for added conversation/explanation to address concerns or questions.
5. DCTS to implement a more thoughtful and organized process for bringing initiatives, projects, etc. and seeking early and meaningful engagement with CPSAC (not checking a box for a grant or reviewing already made decisions). Involve CPSAC members in planning and development and if short time frame, bring in a couple CPSAC members for feedback.
6. Review methods of governance and consider revisions or changes that more closely reflect peer values. Does CPSAC want to use Roberts Rules? Finish or revise by-laws? Review scope of the committee beyond CPSAC curriculum (workforce, professional development, certification, etc.). Anyplace that peers are working needs to be included in the scope. Confirm overarching mission and identify strategic goals.
7. Assess meeting frequency, structure and membership. Are quarterly meetings enough? Are there important voices not on the committee? How are membership decisions made? How to structure meetings for committee and sub-committees (to be able to be more nimble and respond readily).
8. Awareness of members who may no longer feel empowered (due to a history of being marginalized and disappointed by historic inaction or lack of implementation of CPSAC feedback to DHS).
9. Importance of mutual accountability – for DHS staff and for committee and sub-committee members. Consider a compassionate survey to members (what has been accomplished, assess commitment/accountability, etc...).
10. Maintain reasonable expectations – avoid getting overwhelmed trying to do too much at once. Develop ways to reengage members and avoid loss of members out of frustration.

At the department level, DCTS is committed to supporting the CPSAC and its ability to have the impact it is intended to have, bringing the critical lived experience and peer voice to the work that is done and what is needed in order to improve. If individuals have additional thoughts, they may email Andrea Jacobson at andreaL.jacobson@dhs.wisconsin.gov. Additional feedback from members and public was invited.

- Alysha C.- Feeling positive and appreciate that this summary addressed things from all sides. Recognizes the challenge for all to connect and appreciates the reminder of expectations.
- Vic W.- Questions the timeline. Have done a lot of struggling with internal structure and how to work together. In order to prevent getting stuck, want to keep having the good conversation and have include conversations about timelines and goals for implementing so that the committee can focus on the actual issues that impact the peer specialists and parent peer specialist workforce.

Public Comment (limited to three minute per person)

- Brittyn C. - Previously shared frustration of the committee and wanted to further discuss impact. Mandating delivery of risk assessments and other clinical tools undermine peer practice. Peer support is not about assessment of what is wrong or other deficit-base approaches of support. The use of forms like these are in service of secret protocols and policies. For example, is someone scores a certain way they may be coerced or forced to develop plans that are do not follow informed consent models or are not trauma-informed. This undermines trust and peer relationships. Peer Specialist workforce need a body independent from and recognized by DHS with power stronger than advisory capacity, with the explicit purpose of working to safeguard the peer specialist role and be representative of the workforce with a weighted membership of those from systemically marginalized communities. Hopeful that DCTS develops a plan to gradually hand over oversights and regulatory responsibilities to such a body, entirely composed of CPS. As long as CPSAC does exist, calling on current committee members who tend to not show up regularly to committee or subcommittee meetings to contribute in the meeting space or are white with multiple layer of privilege to consider resigning to open the space for those who would love the opportunity to contribute.
- Pauly A.- As a certified peer specialist and co-chair of membership subcommittee and one of the original members when committee was formed, went through peer specialist training in 2017 and identify with substance use disorder. Having been in recovery for over four decades working with individuals in many capacities and areas, including Recovery Implementation Task Force and on different Boards working in recovery homes, recognizes the importance of community and that the committee serves all people in Wisconsin. While sincerely and honestly respect all individuals who are concerned about marginalized communities, we serve everybody and are all human beings. We all have common desire to help each other grow as individuals and that as individuals we are careful in our language as we try to serve marginalized communities that we do not insult then and hurt those who may not be part of that marginalized community. To call someone out based on the color of their skin and be put in a group based on your race or gender identity is wrong. Need to be worried about the call for people to resign based on the color of their skin.
- Patti H.- As executive director of Helios Heuristic, a recovery coach organization for people who find themselves at the intersection of substance use disorder and child welfare, seconds a lot of Brittyn's comments. Seeing that both certified peer specialists and recovery coaches are being used to supplement the workforce. It is difficult to get people to stay at the very heavy job of addressing homelessness, substance use, child welfare along with the area where you will find peers or coaches. While understanding the need for clinical oversight technicality for reimbursement ability, a lot of clinicians do not understand what peers or coaches do and are having a hard time keeping their coaches and peers because coaches and peers are there for support rather than assessment. Training for clinicians should be considered. Concerned about those who have been refused access to peer support curriculum and training because they do not want to disclose their own medical conditions or diagnosis which can be considered a violation of HIPAA and violate ADA when asking someone about their medical diagnosis for an employment opportunity. This puts certified peer specialist as risk. Have not come up with a solution to keep people with lived experience in those positions, but think it is something that we need to work on to keep certified peer specialists around as long as people need support.
- Kaylin S. - As a certified peer specialist, behavioral health manager at Community Living Alliance, have found self feeling frustrated. Today feeling a bit of hope that finally starting to see movement and starting to have really hard discussions and starting to deal with the issues that are directly affecting peers. Appreciates the steps being

taken to lean into those uncomfortable spaces and have hard conversations to learn from mistakes and try to do better.

- Heidi R. (EMAIL RECEIVED DECEMBER 8, 2022)

I'm writing regarding the upcoming CPSAC Meeting on December 9, 2022. I am unable to attend, due to other obligations, and also prefer to submit my thoughts in writing versus public comment. It was recommended that I send my points to you so you can direct them to the appropriate place for consideration.

Previously, I was a CPSAC member and short term subcommittee chair. While I greatly appreciated the opportunity, I chose not to apply for renewal of my position for various reasons. I still remain invested in its long term success and had hoped that improvements would be made, over time, and I would someday be interested in returning as a member. However, it sounds like this has not happened and perhaps many of the reasons I left are still present, to an even greater degree.

Here are points I would like considered by the committee:

- **Safe space** for open communication by all, without fear of retaliation, impact to contracts and work with the state, or being labeled an antagonist needs to be in place and protected. There are individuals who don't feel at liberty to share openly at this time.
- **Complete transparency** and openness between DHS and the committee is imperative to its success. Full awareness and understanding helps members do their best work.
- **Adequate notice** of meetings and policy proceedings that may impact the peer work force are essential. Ideally this would mean giving a couple weeks of notice for people to prepare and adjust schedules.
- **Intentional outreach** to notify, inform, educate, and solicit certified peer and parent peer specialists and organizations that employ them will make the committee stronger. This can start with all certified peers being automatically enrolled in the listserv to receive notifications from the state about the committee and its meetings, or being given detailed steps on how to do so when they receive their certification notice. They can unsubscribe if they want. This eliminates the need for them to seek it out on their own when they may not have the awareness to do so.
- **Proper training** of staff and committee members on Robert's Rules of Order, and how to successfully make advancements while adhering to the requirements, can help the committee be more productive and serve its purpose.
- **Consistent, knowledgeable, and prepared leadership** is needed to assist with communication, scheduling, note taking, and adhering to requirements. Proactively determining attendance so that quorum can be met, and the time of each individual who shows up can be respected, is also necessary.
- **Recognition** that being an "advisory" committee has greater meaning than just fulfilling appearances may help increase morale. Members want to feel heard, and that they are respected, bring value, and through collaboration with DHS, our efforts have meaning and can make a positive difference. This includes receiving explanations for why recommendations will not be carried out and potential options that may bring DHS and committee members to common ground.
- **Equity around reimbursement** is needed. Everyone's time is equally valuable. If members are not being compensated for their time by an employer or another organization, there should be other funds in place to reciprocate them. If this is not achievable, then nobody at the table should be receiving payment for their committee time and it should be considered an act of civic duty for ALL. This may encourage more meaningful participation by those with lived experience who aren't attached to a funding source.

I believe in the mission that the committee is supposed to be designed for and look forward to seeing the CPSAC meet and surpass expectations through collaborative efforts by DHS, the peer workforce, and others invested in the cause!

Thank you for taking the time to consider my comments and suggestions.

Carmella Glenn and Jason Cram

When CPSAC was originally formed there was discussion about what rules, or process would be used to facilitate the meetings. Settle on using “Roberts Rules Light” or “Bob’s Rules.” There have been conversations about restructuring the committee. Moving it from a charter to bylaws. This may be brought up at next Governance sub-committee on Jan. 26. State has worked with training internal DHS staff on how to best staff council or committee and have received guidance for Office of Legal Counsel who generally advises that committees do not adopt parliamentary procedure verbatim to avoid getting hung up in that procedure which is how Bob’s Rules was arrived at.

Reviewing [Bob’s Rules](#) from a subcommittee perspective, if somebody makes a motion (ex. Someone on Training subcommittee want to see all technical colleges in Wisconsin provide CPS training), they must introduce that motion. Then someone else in that group seconds it. After that it is ready for discussion. After the motion is discussed, it can be adopted, amended or rejected. Once it is adopted the Chairs will call for a vote which will be either in favor or opposed. As long as there is quorum, half plus one is needed to pass the motion. If did not have quorum to begin with, cannot proceed with taking that motion. For example, if a subcommittee is nine people and two are absent, seven people are needed to have quorum. **If at least four vote in favor of the motion, it moves to full committee. Once motion gets advanced to full committee, the same thing occurs. Motion by the subcommittee gets put on the agenda for full committee. Typically, subcommittees give updates and then have share motion. The motion can then be discussed and then full committee goes through voting process again before it becomes an advisory to DHS. Full committee then takes it to DHS, “As a committee we have passed this motion as advisory that we advise.”**

There have been questions about closing a meeting out. Do not necessarily need a motion to adjourn a meeting, especially if you have completed your agenda. Sometimes people motion to adjourn and have someone second. It can be done either way.

Contact Jason Cram with any additional questions. If questions come up during meetings, DHS staff person can provide assistance and if they do not have the answer they will reach out to those who may, including Office of Legal Counsel.

DHS staff have recently been trained in open meetings. A two-page document is currently being developed. Each subcommittee will then also be trained, including need for quorum and email communications that can be considered open meetings.

Michelle U.- Seems a little simpler than thought. In addition, hopeful DHS will be in communication back to committee on what can or cannot do based on advisory.

Review and approval of September 9, 2022 minutes

It was noted that minutes captured more of what did and is appreciated.

Vic W. motion to approve Sept. 9, 2022 minutes. Kimberlee C. seconds motion.

Discussion:

Kimberlee C.- Error in spelling of first name (bullet 8)

Michelle U. – Error in spelling of Gaochi Vang first name

Vote on approval of minutes with corrections made: Majority approves, Motion passes 1:49pm

Meeting dates for next calendar year

Meetings for 2022 calendar year were held in March, June, September, and December on the second Friday of those months from 12:30 pm – 3:30 pm. If that stays the same, it would be March 10, 2023, June 9, 2023, September 8, 2023 and December 8, 2023.

Vic W. mentioned that they were aware of at least one member wanting to schedule Fridays off or not available as much on Fridays. In addition, Access to Independence may have conflict with Fridays as they are moving to a four-day work week with Fridays not a work day for some staff. Kimberlee C. noted that typically June 9th is the last day of school which may be a conflict for some parents.

Keeping the structure of March, June, September, and December was confirmed. Changing day to Tuesday, Wednesday, or Thursday may conflict with other standing meetings, including the Recovery Implementation Task Force (RITF) which meets every third Friday of odd months. Vic. W. suggested the third Tuesday of the month which conflicted with PRR Learning Collaborative.

Due to there being a lot of individuals on the call with a lot of different schedules, it was suggested that the committee decide on date for next meeting and then it be on the agenda for next meeting so people can come prepared. Sara E. suggested that in March the meeting be held on a Friday, as it has been in the past. Gaochi V. mentioned that Access to Independence indicated that they would handle any conflict this would cause given their four-day work week. It was suggested that chairs email members to review calendars and share any conflicting dates/events that need to be considered for future meeting dates.

Vic W. motion that the next CPSAC meeting be held at the standard time and date, which is Friday, March 10, 2023 at 12:30pm and that the committee would discuss future meeting dates for subsequent meeting for the year during the meeting on March 10, 2023. Sara. E. seconded the motion.

Vote on approval of motion: Majority approves, Motion passes 2:04pm

Discussion of issues raised during September public comment – committee structure

Additional comments or discussion following DCTS report was invited. Vic W. mentioned issues raised around committee structure. While modified “Bob’s Rules was discussed, they were suggesting that the other possibilities with the current structure be considered. Does it have to be a committee? What can be done to make it easier for people who are not members to participate? What can be reshaped to prevent getting off track from discussing the issues that re impacting peer services. Vic. W is interested in hearing ideas from membership around models that have worked as far as how to meet and get things done and how to bring new people on in order to be effective as a committee.

Deb. R. wondered how much leeway the committee has. Are there certain guideline that the committee needs to stay within according to the State or is it possible to be innovative?

Kenya B. responded that there can be conversations with DCTS regarding different options. One thing to consider is open meeting laws which can impact how things are structured. However, DCTS would be open to being creative and seeing if there are different options and then would need to talk with Office of Legal Counsel. Jason C. wondered if this is something that can be discussed at the Governance subcommittee. Vic. W. mentioned concerns that if the format of sending to a subcommittee has led to ideas becoming stagnant as this structure has not been working as efficiently and effectively as it could be. Due to lack of communication with co-chair of Governance subcommittee, Vic. W. suggests that the committee needs to be more creative and consider a way to do workgroups that is not bound by the structure of the committee or subcommittee and provides an opportunity for members of the public to more effectively engage. It is difficult to keep track of all subcommittee meetings and how to find agendas and correct Zoom links.

Kimberlee C. mentioned that there is a lot of time between meetings, causing work to get put on pause. This delay causes work to not be fresh on people's minds and is a disservice to engagement is not having regular pre-planned meetings with agendas.

Michelle U. mentioned concerns about membership and how to get more members and members that are engaged. It is challenging for current members to balance the work. Getting other involved to spread the work out would be beneficial. Carmella G. mentioned that membership application is currently [posted online](#) and is hopeful that people apply. Individuals are encouraged to share this application with others.

Subcommittee report out on general activities and motions

Employment

Michelle U. mentioned that this subcommittee has not met since last committee as subcommittee had previously been put on hold. Next meeting is Dec. 19, 2022 from 1 pm-3 pm and then February 10, 2023.

Governance

In Christine's absence, Annie Larson mentioned that the last meeting was July 28, 2022. There are currently six members on the subcommittee. Charter has been a high priority, clarifying difference between bylaws and charter and materials from the Children Come First Advisory Committee regarding charter. Input into edits to DHS 36, specific to peers completing State exam and continuing education to maintain certification was discussed. Vision brainstorming occurred. List of priorities came up, including making sure people with lived experience were empowered to have a voice, that there was adequate compensation, and that CCS would not be the only program access point in terms of being able to work as a certified peer in the State. Also discussed was a survey to look at quality of services that are occurring and what employers of certified peer are requiring, ex. depression screener, educating employers on how Rule works, ongoing issue of oversight of boundaries and ethics structure and how to address that structure or promote a different structure.

Update regarding your peer support work group was provided by Annie L. There are currently 12 members of that work committee (six DHS staff from various sections and six community members representing different peer roles and voices). Goal is to make recommendations of what youth peer support may look like. This group will meet again in January for four weeks in a row to gather information which will then lead to the development of a draft paper making recommendations. Individuals are encouraged to contact Annie Larson with questions related to that work group.

Next Governance subcommittee meeting will be Thursday, January 26, 2023 from 9 am – 12 pm. Subcommittee is scheduled to meet on the fourth Tuesday of every month from 9 am – 12 pm.

Professional Development

This subcommittee did not meet quorum so meeting did not occur. Meetings set for next year. Next meeting will occur on January 4, 2023 from 10 am – 12 pm.

Membership

Kimberlee C. provided overview of work subcommittee has done since the summer, meeting in June and September. Topics included application update, scoring rubric for applications, updating orientation process and materials. A lot of effort was put into organization to help the onboarding of new members and supporting all members. Engaged members are needed and full attendance is needed to support the work. There have been several setbacks, including reorganizing the membership categorization and legal setbacks with the application itself. Some meetings have had to be cancelled due to personal and personnel issues. And pausing of meetings while listening sessions for Executive Committee occurred. Pauly Anderson joined as co-chair in June. **Co-chairs are committed to holding monthly meetings and will continue to meet the first Monday of every month, with the exception of December which will occur December 12, 2022 from 12:30 pm – 1:30 pm.** Concerns that have been communicated through public comment have been heard and subcommittee will

work diligently to resolve these issues Anyone who is interested is encouraged to attend these meetings as this is open to the public.

Membership subcommittee approved the CPSAC committee application and link has been provided. Application will close on January 27, 2023 at 4 pm. Pauly shared that work is being completed on rubrics so that members can be added quickly.

There are members whose terms are [expiring in March 2023](#). Clarification was sought as to whether those individuals can continue or if they need to reapply. Vic W. suggested that the Governance subcommittee could discuss while considering COVID impact and bylaws. However, Deb. R. noted that applications are due in January and next full committee meeting is not until March. Kimberlee C. indicated that with our councils, when terms are expiring that members are asked to put in writing and then there is an application process as well. Vic W. expressed concerns with continuing membership without doing the application process that new members are asked to do in terms of fairness and equity and giving opportunities for new voices to join.

Vic W. motion that all members with approaching term limits complete the current application for membership to the CPSAC. Rob K. seconded the motion.

Sara E. provided comment that members may not be aware of term expiration and out of fairness and to ensure that everyone has adequate opportunity, this should be deferred and discussed at the next meeting otherwise some individuals may be lost.

Vic. W. shared that one of the responsibilities of being an engaged member of this committee is knowing when your term is up and when the dates of service are that you are expected to be engaged. If roster with terms is provided, individuals have almost a month and a half between now and end of January to decide if they want to continue to serve, and if so, they can put forth an application.

Sara E. shared the importance of the committee taking responsibility to ensure that orientation occurs and are provided necessary information.

The membership list was shared and it was noted that some members have N/A listed for term expiration as they are holding seats representing an agency or council.

Vote was initiated, but due to members not being present at the time, quorum was not met.

Access to Independence (ATI) contractor report

WISPEI staff from ATI introduced themselves.

- Gaochi Vang.- Program manager
- Acienda Yang- peer specialist community engagement coordinator
- Marguerit Galindo – peer specialist workforce development coordinator

2021-2022 Contract Year Review

Trainings –

- CPS- 21 privately-funded, 7 DHS contract-funded training (statewide) trainings completed
- CPPS - 1 DHS contract-funded training (statewide) has been completed, Other CPPS trainings are on hold pending the revision of the WI CPPS curriculum

Exams -

- CPS exam on September 28, 2022 - 153/178 passed (overall pass rate of 86%)

Recertification –

- January 2022 CPPS recertification - 15 CPPS were due for recertification on January 30, 2022, 7 recertified, Recertification rate of 46.7%

- August 2022 CPS Recertification - 360 CPS were due to recertify on August 31st, 2022, 216 recertified, Recertification rate of 60%
- [UW-Milwaukee now offering online recertification](#) and payment processing

2022-2023 Contract Year

- Total CPS Currently: 1,253
- Total CPPS Currently: 55

Trainings

- CPS- 4 privately-funded trainings are scheduled, 3 DHS contract-funded trainings (statewide) are scheduled
- CPPS trainings are on hold pending the revision of the WI CPPS curriculum
 - Training of Trainers (ToT) is in tentatively scheduled for March 2023

Exams

- All 2022-2023 contract year CPS/CPPS exams are scheduled. Check out the exams page on the WIPSEI website for more information: <https://www.wicps.org/exams/>
- Dates: November 16, 2022 (Data for this exam is still in process); January 18, 2023; February 22, 2023, March 15, 2023; April 26, 2023; May 10, 2023; September 13, 2023

Recertification

- January 2023 CPPS recertification - 37 CPPS are due for recertification on January 31, 2023
- August 2023 CPS Recertification - 704 CPS were due to recertify in August 2023
- Recertification process: <https://www.wicps.org/faq/>
- Materials and payment due by (or if sending payment in via check/money order, postmarked by) the recertification deadline date of August 31st for CPS or January 31st for CPPS in the year due to recertify.
- If deadline is missed there is a 30-day grace period after the recertification deadline (in this grace period, a person may apply for recertification in the same fashion and be recertified with no penalty - their certificate may be slightly delayed as they missed the original deadline). After the 30-day grace period, CPS has 6 months from their original recertification deadline date (August 31st/January 31st) to still send in recertification materials and payment PLUS a \$25 additional late processing fee (also payable to UWM-SCE) as long as all materials are received and/or postmarked within 6 months of the original recertification deadline. Total payment for recertification during this time is \$75 (\$50 recertification fee + \$25 additional late processing fee = \$75). After 6 months of missing the original recertification deadline (August 31st/January 31st), CPS will then need to re-take the exam and pass to re-certify. CPS has 2 attempts to pass exam. If a CPS/CPPS has a lapsed recertification for 2 years or more, they need to retake the training and exam.
- [UW-Milwaukee now offering online recertification](#) and payment processing

Ongoing Projects

- Wisconsin Peer Specialist Employment Initiative website (Wicps.org) - Website accessibility reviewed by Access to Independence; Consult with Powderkeg to implement changes; Directory list has been added to website with CPS and CPPS information; Request form: <https://www.wicps.org/cps-cpps-directory-request-form/>
- CPS Curriculum Revision- The WIPSEI and DHS held two curriculum feedback gatherings in December 2021 with CPS trainers to hear feedback on the recently revised CPS curriculum to inform updates to the CPS curriculum as well as the upcoming CPPS curriculum revision process. Current updates to the CPS curriculum serve as a final finishing step prior to planned 2022 translations into Spanish and Hmong. Curriculum revision work completed on March 31st and is still in the state review process. Curriculum aims to weave in cultural relevance throughout the curriculum, as well as a culture-first understanding of OARS application. Revisions address trainer requests such as timing considerations, alternate activities, etc. A four-part video training series is being developed in partnership with CPS trainers and staff at DHS to present the cornerstones of the revised curriculum in a condensed version, accessible to CPS who trained under older curriculum versions or other models
- Communities of Practice - Topics informed by Community of Practice evaluations and workforce development needs statewide; Recordings can be viewed at the following link: <https://www.wicps.org/webinars/>

- CPPS Curriculum Revision Process - Feedback from the CPS feedback gatherings supported with navigated the early stages of CPPS curriculum revision. Trainers who are both CPS and CPPS trainers provided input on CPPS curriculum. Surveys were sent to Parent Peer Specialists for CPPS curriculum feedback at the start of November and feedback is collected until the end of November. Feedback will be reviewed at the end of November to provide final edits to the CPPS curriculum revision before it goes into the DHS approval process. Currently, a team of CPPS and CPS with parenting lived experience are focusing on revision efforts with weekly support and check in from DHS and Access to Independence staff.
- Expanding Employer Assistance and Resources - Technical assistance (TA) supports are expanding, and WIPSEI staff at Access are supporting 5 employers currently with TA requests.
- EOTO collaborations - WIPSEI staff at Access are partnering with Tara Wilhelmi of EOTO to make trainings more available to systemically marginalized communities, collaboratively plan direct outreach strategies, expand TA supports related to family peer support program development, CPPS curriculum revision, and youth curriculum development
- Training of Trainers (ToT)- WIPSEI staff at Access and DHS are in the process of scheduling a Training of Trainers for March 2023 following the approval of the revised CPS curriculum. Trainers whose training certificate expired in August of 2022 will have their certificates extended to March 2023. If trainer would like to be a trainer again, applying to the March 2023 ToT will be the next step. Trainers whose certificates are active until August 2023, this ToT will be mandated as the training will reflect the changes made in the revised CPS curriculum.
- Marguerit G. shared updates on collaboration with Southwest Workforce Development Program. In addition to the Pathway Home Program, a re-entry program is being developed for those who are 20-180 from release date. If individuals are eligible for Pathway Home Program, they can be paid to take training, have exams paid for and will receive a bonus for becoming a certified peer. Program is looking to develop people who go through the program to come into the community and make connections with those re-entry organizations and agencies. Listening sessions are being created to seek input as to what the program should look like and include peers that have justice involvement. Trainings will happen through the minimum and medium institutions throughout the State. WIPSEI trainers will do the training and DOC staff will supervise and UWM will assist with the exam implementation.
- WIPSPE training is not accepted on ETPL list which means the Department of Workforce Development may fund trainings.

Return to motion on process for members whose term is expiring

- **As members have returned, quorum has been met and committee returned to the motion previously put forth by Vic. W. and seconded by Rob K. for members with expiring terms to reapply using the current open application for membership.**
- **Vote: Majority in favor. Motion passes 3:15 pm**

Agenda items for next meeting

- Michelle U. mentioned comment to add public comments after subcommittee reports.
- Deb R. asks that discussion occur around the proposal that Vic W. made regarding thinking outside of the box in terms of structure of committee and how it operates.
- Rob K. requested to include break within the meeting was made.
- Vic W. would like to discuss how the committee can better support cultural humility and efforts to examine privilege and do less harm to marginalized communities.
- Deb. R. suggests discussion around how to encourage all members of the committee to be more vocal and way to leave space where voices are heard.
- Ellie J. would like to discuss how to support statewide access.
- Nze who is a member of subcommittee mentioned need for committee training and recognized the risk individuals take to be an advocate and speak up for their own community. RITF did a fabulous job addressing those things.

Mary N. put forth motion to adjourn. Sara E. seconded.
Meeting adjourned 3:25 pm

Prepared by: Jennifer Roberts on 12/13/2022.

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

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