

OPEN MEETING MINUTES

Name of Governmental Body: Certified Peer Specialist Advisory Committee			Attending: Members: Vic Welle, Peter Brunzelle, Todd Campbell, Antoinette Chambers, Kimberlee Coronado, Shirley Drake (until 2:30 pm), Nicole Gurnoe, Rob Kaminski, Mary Neubauer, Deb Ramacher, Christine Richardson, Alysha Clark, Paula Verrett, Meagan Sulikowski State and contract staff: Brittyn Calyx, Joann Stephens, Jason Cram, Annie Larson, Kenya Bright, Janet Fleege, Lesly Winslow-Stanley, Dennis Radloff, Joanette Robertson, Andrea Jacobson, Carmella Glenn, Wesley Van Epps, Sarah Coyle, Lynn Maday-Bigboy, Chelsey Myhre Foster DHS guests: Heather Carlson, Tiffaney Nelson, Katrina Nordyke, Larissa Tomczak, Public Attendees: Kaylin Shampo, Bobby DeDois, Sarah Joyce, Joe Oswald, Brook Jaeger, Aaron Henry, Jesse Heffernan, Mardy Juhl, Matt Menefee, Nze Okoronta, Christina Garcia, Greg Winkler, Jamie Smidt
Date: 2/11/2022	Time Started: 12:30 pm	Time Ended: 3:30 pm	
Location: Zoom: https://dhs.wi.zoomgov.com/j/1615759937			Presiding Officer: Vic Welle

Minutes

Call to order – Vic Welle called the meeting to order at 12:30 pm

Vic discussed the zoom logistics during the meeting including how to vote using the raise hand function, requested that individuals state their name when they first begin talking and that public guests wait until the public comment period to speak.

Vic welcomed the group and called on committee members for introductions. Attendance was taken by state staff via sign in roster (attached)

Announcements

- Todd Campbell- Dane County Job Announcement Human Services Community Programs Coordinator <https://www.governmentjobs.com/careers/countyofdane/jobs/3398361/hs-community-programs-coordinator-peer-services?page=2&pagetype=jobOpportunitiesJobs>
- Brittyn Calyx- Announcement coming soon for CPS training for residents of Dane County, and those working in

Public comment

- Matt Menefee- Racine County BH services, wondering about SU or MH positions open on the committee. Vic-membership committee hopefully will address.
- Jesse Heffernan- Inclusive language for CPS, CPPS, Recovery Coaches, etc. Jesse noted that he would be available to come and discuss opportunities with any of the CPSAC subcommittees.

Review and approval of December 10, 2021 minutes: Alicia Clark motions to approve, Mary Neubauer seconds approval of meeting minutes.

- Kimberlee C. – offers spelling correction to her name.
- Minutes approved unanimously

Subcommittee report out on general activities and motions:

Employment – Co-chair is needed. Next meeting is Friday, February 25 from 12-2 pm

- Joann reported on the activities of the subcommittee and noted that during the upcoming meeting the rest of the meetings will be set for the year. Members are still able to join this committee at anytime.

Governance –

- recap 1.28.22 meeting: small workgroup revised charter, there were clarifications needed from both DHS and the Governance Subcommittee. Those communications are happening and we hope to present the revised charter draft to the May CPSAC meeting.
- next subcommittee meeting is Friday, March 25 from 9 am to 12
- Clarification needed on updates on language from DHS Chris

Professional Development – Co-chair is needed, members are needed. Paula advised that the next meeting is Wednesday, March 2 from 2pm to 4 pm. The group has not had a recent meeting since Paula joined.

Membership - Kimberlee reported

- ii. Kimberlee Coronado stepped into the role of interim co-chair to lead the subcommittee through its formation and the first months of its work.
- iii. The planning group created a mission statement to root the group in their work:
 - “The membership subcommittee makes recommendations to DCTS related to membership of the Certified Peer Specialist Advisory Committee (CPSAC). This subcommittee ensures active participation of a diverse group of stakeholders for the CPSAC. This could include recruitment, mentoring and other activities to orient, engage and retain members.”
 - The planning group sorted the duties identified by the Governance Subcommittee (attached)
- iv. There are currently 7 vacant seats on the CPSAC and 8 CPSAC seats’ terms will be up in March of 2022. The committee’s work in its first two or three meetings will be:
 - Reach out to the members whose seats are expiring in March and ask if they want to serve another term
 - Distributing a call for applications for the current vacancies as well as any other that come from expiring terms, scoring applications and making recommendations to BPTR to appoint new members
 - Develop an application process for community members to join subcommittees.
- b. The subcommittee is seeking more CPSAC members to join. We hope to have at least one person from each of the other subcommittees. We also hope to recruit community members to join.
- c. The next four meetings are:
 - i. Monday, March 7, 2022 – 12:30 to 2:30 pm
 - ii. Monday, April 4, 2022 – 12:30 to 2:30 pm
 - iii. Monday, May 2, 2022 – 12:30 to 2:30 pm
 - iv. Monday, June 6, 2022 – 12:30 to 2:30 pm
 - Question from Dennis- How does a person apply for a vacancy? Joann- typically online survey with application on it. Gov Delivery announcement, DHS email to Peer Partners, send to Providers as well. Looking at developing a paper application. There will be a 3–4-week application period and a scoring period.

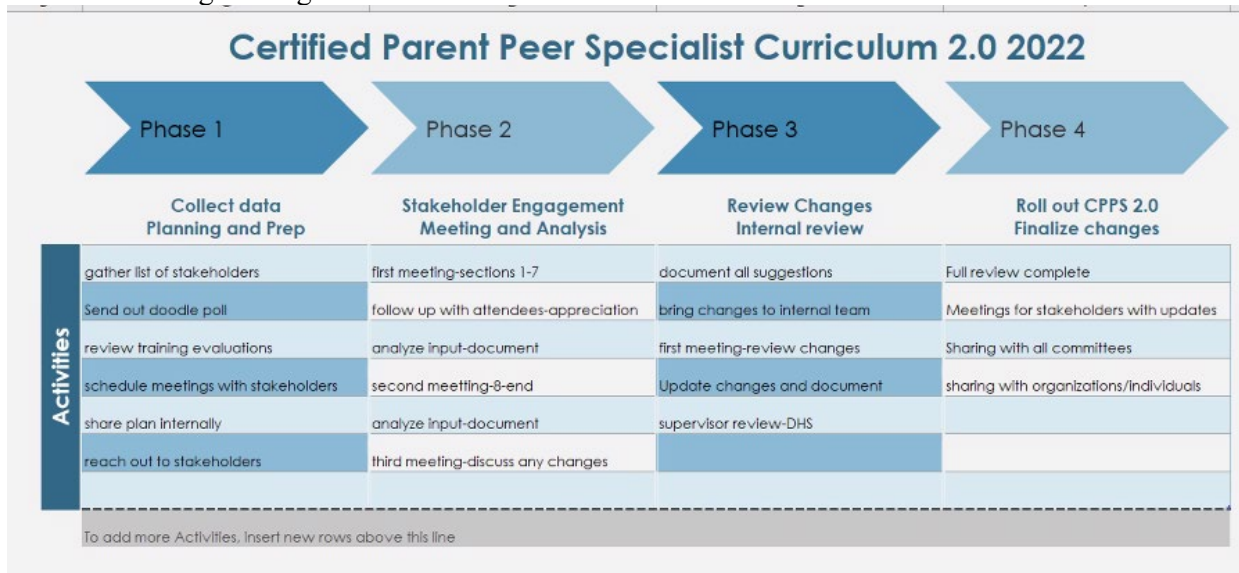
DCTS priorities:

- Last meeting shared strategic planning and asked for comments. Many comments were shared. Changes were incorporated that were in purview to do. Ex: change to CPS certification requirement that Medicaid has, not in purview. For the most part developed source document and categorized comments such as; Access to training, Supervision, Fidelity, Youth and Young Adults. DHS feels document is complete, changes have been added in red.
- Jason- red indicates change or addition. “Assure all stakeholders are valued, understood, supported, equipped, and educated as peer services are integrated into crisis services /response and other emerging opportunities.”
- Lynn B- Impressed with work on this document.
- Jason- Next Step Prioritize, and Operationalize Efforts, create ways to share progress.
- Kenya- Team effort at BPTR, will be providing updates at meetings in the future.
- Jason- Final Version can be shared of document.
- Todd C. – thank you to department for integrating comments.

SHORT BREAK 1:24-1:30

DCTS report

- Lynn- CPPS Planning – updating curriculum. Will happen after CPS curriculum update. Currently gathering a list of stakeholders.



- Kenya- background after revising curriculum wanted to do a 2-year pilot phase, then will look at and edit curriculum – ended up being longer for CPPS. Now time to do revisions. Looking for engagement from committee members and will be providing updates. CPS Curriculum was revised; revision was out for 1 year.
- Carmella CPS Curriculum- Around December started process, brought in both old and new trainers, asked for feedback on the material. Began revision process in January. Had approval to get translated into Hmong and Spanish, feedback- timing, cultural considerations, activities, etc. Trying to recognize all peers and bring manual up to date. Goal is to have the manual in to Kenya at the end of Feb. There is an added land acknowledgement and some other pieces. After approval it will go for translation. Wants everyone to know this revision is not being taken lightly.
- Alysha- for people who are already certified will there be opportunities to see changes or get new training?
- Carmella- There may be online modules or other way for that to happen and people to receive updates without taking the entire training again.
- Kimberlee- Clarify- all training, tests, and materials will be in Spanish and Hmong and other languages?
Carmella- Spanish and Hmong so far.

- Brittyn- response to Alysha- Online Modules yes, and also Communities of Practice resources, shared documents, ex: OARS communication.
- Carmella- Want to Create a live, living document, create and curate training videos. Hoping not to make changes for at least 5 years after translation.
- Mary- Ways have been mentioned for modules to be accessed. It would be nice to see the new curriculum. Training can be drastically different- options beyond modules?
- Carmella- yes let's keep the conversation going on how to do it.
- Brittyn- streamlining access to the document is an important first step.
- Lynn- learning from knowledge of people with experience and who have been working as peer specialists for a long time is valued.
- Carmella- shared proposed changes to recertification process as follows:

Proposed changes for the recertification process update (in terms of timeline):

- Materials and payment due (or if sending payment in via check/money order, postmarked by) recertification deadline date (as listed on the WIPSEI page or on one's certificate)
 - 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, a CPS/CPSS can 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
 - If a CPS/CPSS does not submit recertification materials and payment along with the late processing fee **within 6 months of their recertification deadline**, they will then need to **re-take the exam** and pass to re-certify
 - If a CPS/CPSS has a **lapsed recertification for 2 years or more, they need to retake the training and exam.**
- Toni- Is an online payment option a possibility?
 - Brittyn- Yes, it exists currently. New as of late December.
 - Alysha- To Clarify- if a person didn't recertify and 1.5 years later is the CEU schedule the same?
 - Brittyn- if they resubmit during the 6 months yes CEU, after 1.5 they would need to re-take the exam.
 - Joann-Technically people would not be certified after re-certification date is missed.
 - Mary N- How are other states doing this?
 - Brittyn- did research, but all states are very different. This model based off another professional certification.
 - Mary- other states do use a gradual process
 - Meagan S.- Website indicates there is a year to take the test after training date- will this change?
 - Brittyn- Now with CPS you need to pass with one year, for CPSS there is 2 years due to differences in how often the tests are offered. Good to be considered.
 - Carmella- Further discussion on training and time to test could be had.
 - Kimberlee- Is there a way to standardize or regularly offer the training- especially for people who want to get into the field? Recent experience with parents who want to take but none are listed right now. It is easy for it to fall off the radar.
 - Carmella- Right now contracts took longer at DHS and has affected trainings being posted and scheduled. Usually, it is posted for the whole year- they will be listed soon. With CPSS revisions taking place trainings are slowed and it might be good to wait.
 - Brittyn- signed contract and budget received late quarter 1. There is a delay in how those can be scheduled and organized. For CPSS there was one in January and will be another later in the year. Not often hearing requests for CPSS but people seem to know manuals are being revised. CPS trainings are happening more than ever before. Hard to schedule due to lack of autonomy – scheduled with CILs, and other Community partners often.
 - Vic- would AC like to endorse proposed changes?

- Kimberlee C. Motions to support changes as documented. Mary N. Seconds. Discussion: Mary N. Not a perfect solution but this seems like a good start. Retaking training and test right away due to a lapse or missed deadline is not feasible for many people. Vote: 10 in favor Motion Passes.

Access to Independence contractor report: Brittyn Calyx provided a share-out on activities

General Updates

- o The Wisconsin Peer Specialist Employment Initiative (WIPSEI) team at Access to Independence is now a team of three.

Brittyn Calyx, Peer Specialist Program Manager

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Based in Madison, WI

Gaochi Vang, Peer Specialist Community Engagement Coordinator

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Based in Milwaukee, WI

2021-2022 Contract Year Updates

o Timing

Quarter 1 ended on 12.31.21 (currently in Quarter 2)

Total CPS Currently: 1,144

Total CPPS Currently: 44

o Trainings

- 6 privately-funded CPS trainings already completed (including a statewide CPS training sponsored by Madison College, a Milwaukee and Waukesha County-specific CPS training funded by Wisconsin Community Services, a Newcap-sponsored CPS training serving a variety of counties in eastern and central Wisconsin, as well as an in-person/virtual Bad River Band of Lake Superior Chippewa-sponsored training serving Ashland, Bayfield, Douglas, and Iron counties as well as the Bad River Band and Red Cliff Band, Safe Communities MDC-sponsored training serving Columbia, Dane, Dodge, and Green counties, and a Red Cliff Band of Lake Superior Chippewa-sponsored training serving Ashland and Bayfield counties as well as Bad River Band and Red Cliff Band.

- 4 privately-funded CPS trainings currently underway (including Madison College student-specific, Western Tech College student-specific, Milwaukee County & Wisconsin Community Services-sponsored training for Milwaukee County residents, Midwest Organic & Sustainable Education Service-sponsored farming communities-specific also serving peer run respite and peer recovery center staff)

- 1 DHS contract-funded CPPS training (statewide) has been completed

- Other upcoming trainings:

- Other student-specific CPS trainings for Western Technical College and Madison College

- Milwaukee County/WCS-sponsored CPS training for Milwaukee County residents

- Family Health Center of Marshfield-sponsored CPS training serving a variety of counties across the middle region of the state

- Madison College-sponsored CPS training serving Dane County residents and employees of Dane County Human Services and Centro Hispano of Dane County

- CPS trainings sponsored jointly by Centro Hispano of Dane County and Just Dane

- Institutional CPS trainings in the DOC as well as Mendota Mental Health Institute

- 6 DHS contract-funded CPS trainings (5 to be centered around Independent Living Center service area regions)

- 1 more DHS contract-funded statewide CPPS training

- Some others are in earlier stages of planning or consideration

o Exams

- All 2021-2022 contract year CPS/CPPS exams are scheduled. Check out the exams page on the WIPSEI website for more information: <https://www.wicps.org/exams/>
- CPS exam on December 1st
- 43/50 passed
- Overall pass rate of 86%
- CPPS exam on December 15th
- 0/3 passed
- Overall pass rate of 0% (September 15, 2021 CPPS exam had a pass rate of 82.35% with 14/17 passing)
- CPS exam on February 2nd
- 33/37 passed
- Overall pass rate of 89.2%
- CPPS exam on February 23rd
- Upcoming...
- o Recertification
 - January 2022 CPPS recertification
 - 15 CPPS were due for recertification on January 30, 2022
 - 7 recertified
 - Recertification rate of 46.7%
 - UW-Milwaukee now offering online recertification and payment processing
 - Ongoing Projects
- o CPS Curriculum Feedback
 - 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
- o Bridge-building Conversations Regarding CPS and Recovery Coach Roles
 - Collaboration between the WIPSEI and Helios Recovery Services
 - [Click Here to View the Conversation between Brittyn Calyx and Jesse Heffernan Exploring CPS and Recovery Coach Difference and Common Ground](#)
- o Communities of Practice
 - Topics informed by Community of Practice evaluations and workforce development needs statewide
- o February CPS and CPPS Community of Practice topic on February 17th
 - [Click Here to Register via Zoom for “‘Something’s Changed’: When Youth are Struggling \(Pandemic Impact Series\)”](#)
- o February Supervisors of CPS and CPPS Community of Practice topic on February 24th
 - [Click Here to Register via Zoom for “A Brief Introduction to Navigating Neurodiversity in the Workplace”](#)
- o More Robust Training Evaluation and Feedback
 - Updated participant evaluations for trainers
 - Addition of facilitator self-evaluations
 - Training observation and feedback/debrief
- o CPPS Curriculum Revision Process
 - Process led by Lynn Maday-Bigboy of DHS
- o Expanding Employer Assistance and Resources
 - Addition of Peer Specialist Workforce Development Coordinator position to support expanded employer technical assistant and workforce professional development
 - Equity improvements to jobs page coming this month with 3 key standards for postings
 - Must include listed wage/pay rate
 - Must demonstrate basic adherence to Americans with Disabilities Act
 - Must be reviewed for adherence to CPS/CPPS role or clearly state the posting is for a similar but different role
 - Resources:

- o Continuing Education page (along with links to various orgs offering continuing education opportunities) <https://www.wicps.org/continuing-education/>
 - o Resources page: <https://www.wicps.org/resources/>
 - o Join the Initiative's email contact list (over 3,000 people receiving regular emails regarding WI CPS/CPPS-related updates and information) <https://www.wicps.org/join-our-email-contact-list/>
- Questions: Mary N. How to get info about training around corrections. Who do I reach out to? Brittny- DHS or WIPSEI, Community of Practice. <https://www.wicps.org/webinars/peer-support-on-the-inside-hearing-from-certified-peer-specialists-in-the-wi-doc-november-2021-cps-cpps-community-of-practice/>
- Alysha- Did you feel like the re-certification was low?
 - Brittny- no I was expecting lower numbers. Growth has not been the same as CPS.
 - Discussion about CPPS.

Proposed agenda items for next Certified Peer Specialist Advisory Committee meeting on May 13, 2022

Kimberlee Motions, Mary Seconds, Adjourn 2:31 PM

Prepared by: Chelsey Myhre Foster, Lesly Winslow-Stanley and Joann Stephens on 2/11/2022.

These minutes are in draft form. They will be presented for approval by the governmental body on: 5/13/2022