

**OPEN MEETING MINUTES**

Instructions: [F-01922A](#)

Name of Governmental Body: Certified Peer Specialist Advisory Committee (CPSAC)			Attending: See narrative below
Date: 6/18/2019	Time Started: 10:00 am	Time Ended: 2:47 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; Lynn Bigboy; Peter Brunzelle; Todd Campbell; Antoinette Chambers; 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; Autumn Shaffer; Corbi Stephens; Meagan Sulikowski (IPO Flo Hilliard); Bethany Sweeney; Michelle Uetz; Mary Kay Wagner; Victoria Welle

Members excused: Andrea Bartels; Tammy Bergum

Staff: Joyce Allen; Kenya Bright; Jason Cram; Cory Flynn; Christopher Keenan; Laleña Lampe; Joann Robertson; Teresa Steinmetz; Joann Stephens; Scott Stokes

Guests: None

**Call to Order:** Kenya Bright called the meeting to order at 10:00 a.m.

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

**Introductions:** Members introduced themselves.

**Election of co-chairs:** Jason Cram asked if there were any same-day nominations. There were none. The voting process was reviewed. Voting occurred. The Co-Chair voting results were announced by Kenya Bright as: Ryan Ramnarace and Victoria Welle.

**Review and approval of April 4, 2019 minutes:** Todd Campbell motioned that the minutes be approved. Seconded by Roger Frings. All in favor of approving motion.

**Presentation – “Access to Independence (ATI) and Scope of Service as Related to CPS and CPPS”:**

Tim Saubers presented information regarding the roles of different entities that ATI works with. Highlights included:

- ATI: holds the central CPS/PPS contract and collects and manages data related to trainings and exams; provides technical assistance; manages process and protocol for trainings; hosts two trainings of each type per contract year; and subcontracts with Independent Living Centers (ILC) and third-party agencies to host trainings as well as UW Milwaukee to proctor exams.
- UW Milwaukee: proctors exams; wrote CPS curriculum and exam; scores exams and provides results to ATI; and manages the re-certification process.

- ILCs: each hosts two of each type of training per contract year; hosts four of each type of exam per contract year; selects location of training sessions they host; contracts with ATI to secure funding for each training; and directly contracts with trainers.
- Third-party Trainings: able to purchase a training with funding separate from ATI's contract with DHS; contract with the ILC in their region; are expected to adhere to the protocols but have more leeway in some decisions; and are provided materials by ATI/ILC.
- Agencies with Stand-alone Contracts: two agencies have separate contracts with DHS to provide trainings; not under ATI's oversight; follow same protocols; ATI provides materials.

Questions from members included:

- Question: What if an agency has staff members who live in Minnesota? Are they able to take the CPS training?
  - Answer: No, trainings are only open to residents of Wisconsin.
- Question: What is unique about stand-alone contracts?
  - Answer: They are organizations that are already contracted with DHS, such as Wisconsin Family Ties and Voices for Recovery.
- Question: What is ED2 Recovery?
  - Answer: This is a program in which peer support providers provide recovery support in hospital-based settings (Emergency Departments) with individuals with an opioid use disorder. Wisconsin Voices for Recovery provides 13 re-grant awards for organizations currently to provide this service.
- Question: Are there studies regarding where CPSs are most needed?
  - Answer: ATI keeps track of training requests and the counties the requests come from.
- Question: How are families made aware of the CPPS program?
  - Answer: ATI advertises, uses Listserv, and does outreach in order to let communities know about CPPS training.
- Question: Are questions rotated on the exams?
  - Answer: Yes, questions are rotated in each core competency. Also, data is analyzed to check if a question is often answered wrong. If so, the question can be rotated out.
- Question: How does the CPS study guide relate to the exam?
  - Answer: There are practice questions in the study guide from each core competency covered in the exam.
- Question: Will there be a CPPS study guide?
  - Answer: Yes, it is currently in draft form.
- Question: Where can someone sign up for Recovery Coach Training?
  - Answer: Wishope and Helios are some examples of organizations that offer Recovery Coach training.
- Question: Is data gathered regarding CPPS trainings and barriers for parents to attend?
  - Answer: Yes, we are gathering survey feedback and are looking at ways to address the barriers.
- Question: Can the website be more clear about who is eligible to take CPPS training?
  - Yes, the CPS website doesn't state who can take the CPPS training but the brochures and advertisements do.
- Question: Is there overlap in the training content of the CPS and CPPS curriculums?
  - Answer: There is some overlap, but each has a separate training curriculum and exam.

**Data and status report:** Christopher Keenan presented Data Briefs #2 and #3.

- Data Brief #2 includes maps showing counts of Wisconsin CPSs by county of residence; there was a 27% annual increase in the number of available CPSs statewide (740 in 2017 and 1,009 in 2018).
- Data Brief #3 describes training experience satisfaction data; reviews data from 557 surveys from courses offered from January 2017 through January 2019. There were seven scaled questions that were worded with answer choices of: strongly disagree, disagree, agree, or strongly agree. 95% of peers were satisfied with their training across all questions.

Questions from members included:

- Question: Can you show us the data of how many CPSs there are in proportion to the county population?

- Answer: Yes, that is possible. I can look into that.
- Question: Can you find out how many CPSs are currently employed?
  - Answer: We are discussing what the scope is for DCTS and whether we should collect that data, and if so, the best way to do that.
- Question: Could you add a map to the CPS website that shows contact information for the CPSs in each county?
  - Answer: No, it violates HIPAA.
- Question: Could you identify on the map how many CPSs are mental health-focus, substance use-focus, or co-occurring?
  - Answer: Yes, but in counties where there is only one CPS, it would break confidentiality/HIPAA.
- Question: Is there a way employers can be listed on the map?
  - Answer: We have job postings on the CPS website and shared on social media.

## Committee development

**Committee charter (continued from April 4, 2019 meeting):** Joann Stephens facilitated discussion with co-chairs. The following was discussed:

**Subcommittees:** Co-chairs, Ryan Ramnarace and Victoria Welle led discussion. Ideas for sub-committees:

- Outreach sub-committee
- Curriculum review sub-committee
- Residency Rule sub-committee
- Employer and supervision support sub-committee
- Employment sub-committee
- Governance sub-committee
- Professional Development/training sub-committee
- Recruitment sub-committee
- Data sub-committee
- Membership sub-committee

Laleña Lampe will send out survey to gather information regarding sub-committees. It was suggested that three broad sub-committees be voted on in the survey.

**Time Commitment:** Discussion included:

- The meetings will be 5 hours long and occur quarterly.
- Replace #VI.b. with “Each member will serve on one sub-committee.”
- Discussed using the words “work group” instead of sub-committee
- On #VI.c., Members who are absent without reasonable cause...add “or notification to co-chairs”

Mary Neubaur motioned that the time commitment section be approved. Seconded by Paul Anderson. All in favor of approving motion.

**Voting by Designee:** Discussed that if a designee is sent in place of a member, they must come from that member’s organization and must notify co-chairs ahead of time. Only members who represent an organization can send a designee, not individuals on the membership list. The designee can vote in place of the member.

Mary Kay Wagner motioned that the following be approved: If a designee is sent in place of a member, they must come from that member’s organization and must notify co-chairs ahead of time. Only members who represent an organization can send a designee, not individuals on the membership list. The designee can vote in place of the member. Seconded by Michelle Uetz. Motion carried. One opposed.

**Meeting Guidelines:** discussion included the following:

- If member has a comment that is off topic, it was suggested to have a “parking lot” or “pondering pond” in order to address the issue at the end of the meeting. The issue will either: be given to a sub-committee or placed on the next meeting agenda.
- To raise hand and wait until called on by a co-chair to speak
- Acronyms will not be used, but if they are, members can knock on the table (acro-knock) to ask the speaker what the acronym means.
- Will use “step up-step back” method to indicate if a member needs to conclude a comment.

Todd Campbell motioned that the meeting guidelines section be approved. Seconded by Kathie Knoble-Iverson. All in favor of approving motion.

**Public comments (limited to three minutes per person):** No public comment.

**Proposed agenda items for August 9, 2019 Certified Peer Specialist Advisory Committee meeting (location: Wisconsin Department of Agriculture, Trade, and Consumer Protection):**

- Medicaid service array and billing
- Designated agency seats on CPSAC will give an introduction summary of their agency to committee.
- UW Milwaukee presentation on CPS/CPSP exams
- Standing agenda item from ATI
- Standing agenda item from Christopher Keenan regarding data
- Standing agenda item called Announcements

Please send proposed agenda items to: Co-chairs, Joann Stephens, and Jason Cram.

**Adjournment:** The meeting was adjourned at 2:47 p.m. by Roger Frings, seconded by Todd Campbell. All approved.

Prepared by: Cory Flynn on 6/20/2019.

Approved on: 8/9/2019