

CCS Policy/Procedure
Coordination Committee
DHS 36.07(2)

Policy/Purpose Statement: The CCS Coordination Committee, in its advisory capacity, assists the CCS staff in developing and then maintaining the CCS program such that it embodies the vision of DHS 36 and the values of the consumers and staff who are part of it. Those values include hope, empowerment, recovery orientation, consumer-driven and trauma-informed services, strength-based plans and a broad base of service options and choices. The committee is further charged to give feedback and recommendations to help the CCS program deliver services that continuously improve in clinical and cultural competence.

Procedures:

1. The CCS Administrator will serve as the Chair of the CCS Coordination Committee and appoint representatives to the committee that represent contract managers or designees, consumers, service providers, advocates, family members and interested citizens.
2. At least one-third of the total membership of the committee will be consumers, and no more than one-third of the total membership will be county employees or providers of mental health or substance abuse services.
3. Each member will be designated as a representative of one of the categories listed in #1 above.
4. The tasks of the committee will be the following:
 - Review and make recommendations regarding the initial CCS plan required under DHS 36.07
 - Review and make recommendations to any revised CCS plans
 - Review and make recommendations regarding the CCS Quality Improvement plans as they are developed and revised
 - Review and make recommendations about CCS personnel policies
 - Review and make recommendations on information the committee deems relevant in determining the quality of the CCS program and protection of consumer rights
 - Maintain written minutes of meetings and a current membership list

Discussion:

1. CCS Administrator will appoint members of the committee. Persons interested in serving as committee members may self-nominate at any time. A list of interested parties will be maintained by the Administrator. Members may be recruited based on diversity factors such as age, race and ethnicity, location of residence in the county, service area of interest, etc.
2. CCS Administrator will appoint county employees and service providers so that providers of mental health, substance use disorders, adult services, and youth services are represented in addition to other diversity factors.

3. CCS Administrator will appoint at least one mental health or substance use disorder advocate to sit on the committee.
4. CCS Administrator will appoint the balance of the committee membership, attending to representation of family members, groups who will be joining CCS in the future and concerned or involved community members.
5. Committee meetings will be held at least quarterly and more frequently as needed at a regular time to be determined by the members.
6. The CCS Administrator is responsible for replacing members when vacancies occur (people leave the committee or reach their term limits). The Chair will choose and appoint members so as to maintain a proper ratio and diversity balance.
7. Members will be appointed for staggered two-year terms. No member will serve more than two consecutive terms.
8. Committee members who are not being otherwise reimbursed by their workplace for committee service will receive a \$30 per diem for each meeting regardless of its length. Mileage or bus fare reimbursement can be provided if requested; members have the option to decline reimbursements.
9. Orientation and training will be provided by the Chair or designee initially and ongoing as needed.
10. Minutes will be taken by CCS staff at each meeting, sent out after the meeting and approved at the subsequent meeting.
11. The committee may be called into special meeting sessions when action needs to be taken before a scheduled meeting. This may occur if significant changes to the CCS Plan are needed, the QI Committee requests the Coordination Committee's feedback, or the committee itself notices issues that need quick attention.
12. Occasionally the CCS Administrator may request that the committee meet for a longer time than usual to go over reports from other committees, a State audit report, or for training. Asking for more of members' time will be kept to a minimum.
13. Members must be in attendance at the majority of the regularly-scheduled meetings to remain in good standing on the committee. If a member needs to miss a meeting they are asked to inform the Chair before the meeting if possible. If consistent attendance is likely to be a problem, the member is asked to discuss it with the CCS Administrator at the outset.
14. A quorum of the committee must be present to vote on matters that come to the committee. A quorum is defined as a simple majority of the total membership. Decisions will be made by a simple majority of members voting.
15. The general public/citizens of Dane County are welcome to attend any meeting. A maximum of 15 minutes will be reserved at the beginning of every meeting for public input. Each person wishing to address the committee at a given meeting must register with the Committee Chair prior to the start of the meeting and will be allowed up to five minutes of speaking time. Each registered speaker will be allowed the same amount of speaking time. Follow-up discussion will be at the discretion of the committee.