



OFFICIAL PUBLIC NOTICE

MEETING OF THE PARK BOARD

MONDAY, DECEMBER 11, 2023 AT 5:00 PM

COMMUNITY CENTER MEETING ROOM, 1050 N. ORANGE ST., RICHLAND CENTER, WI 53581

AGENDA - AMENDED

CALL TO ORDER: *Roll Call for the meeting, determine whether a quorum is present; determine whether the meeting has been properly noticed.*

APPROVAL OF MINUTES: *Motion to waive the reading of the minutes of the last meeting(s) in lieu of printed copies and approve the same.*

1. Minutes from previous meeting.

DISCUSSION AND ACTION ITEMS:

2. Discussion and possible approval of updated rules for the Community Center for 2024.
3. Discussion and possible approval of updated rental pricing for the Community Center, Recreation programs, Parks & Shelters for 2024.
4. Discussion and possible approval of an agreement between the City of Richland Center Park & Recreation Department and the Richland County Behavioral Health Services CST Interagency Team.
5. Discussion and possible approval of design and naming of previously proposed trailhead signage for the Pine River Bike Trail.
6. Discussion and possible approval for snowmobile crossing and trail on city property.

APPROVAL OF BILLS: *Approval of payment of the monthly bills.*

SENIOR COORDINATOR'S REPORT

DIRECTOR'S REPORT

PARK BOARD PRESIDENT REPORT

REPORTS, REQUESTS, CONCERNS: *No action will be taken on any matter originating under this item.*

SET NEXT MEETING DATE: *Second Monday of the Month. January 8th, 2024.*

ADJOURNMENT

Posted this 1st day of December, 2023 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

Aaron Joyce, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by

the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

MINUTES

Meeting was called to order at 5:00 PM. by Board President Elliott.

1. Roll Call: Present: Park Board members, Pat Elliott, Kathryn Lewandowski, Allicia Woodhouse, Larry Hallett, Mark Chambers, City Council, Parks & Rec Dir. Jodi Mieden.
Absent- Brad Wegner, Gary Manning, County Board

2. Motion to waive the reading of the minutes of the last meeting(s) in lieu of printed copies and approve the same.

Motion by Woodhouse to approve the minutes. Second by Lewandowski

Final Resolution: Motion carried unanimously.

3. Discussion/updates on Rotary Lights in the Park 2023.

Keith Behling stopped in to represent the Rotary Club. He wanted to thank the Parks Department for all their hard work helping put in posts for the 183 trees put up this year. He gave high praise to Spencer and his department. He reported that SW Tech brought in their students to train alongside the City Utilities Department by using equipment to place lights on all the trees again this year. Simpsons once again donated equipment to make this happen. This work is a benefit to the community as well as the students and teachers. The Board questioned why the cap on the amount of trees and Behling explained that Mick Cosgrove donates the trees each year, at a cost of 5k and up. At some point, you must draw the line to keep balance of logistics for the entire project. Most all the volunteer slots are filled already this year!

4. Discussion and possible approval on the following Sanctioned Recreation Group:

a. Richland Center Church League Sports- Volleyball

Mieden reported that last year the Volleyball league had 11 teams, and this year they are full with 18 teams and needing an extra location to accommodate the schedule. All agreed there has been no issues with this league in the past. Motion by Hallett to approve Church League Sports- Volleyball as a Sanctioned Recreation Group. Second by Woodhouse.

Final Resolution: Motion carried unanimously.

5. Discussion and review of CC/SRC/Pool/Recreation Department draft budget for 2024.

Mieden presented the draft budget for 2024 and all agreed to reach out to G.R.A.C.E. for help with shading issues. Elliott is talking with Andrea Heffner at Court & Main about another large umbrella like the existing 2 in the pool to see about a price. He has a base; all we would need would be the post with arms and cloth cover and we could install near the splash pad. Mieden is looking into a PA system for the Aquatic Center to replace the existing unit that has seen its better days. All agreed on the draft.

6. Discussion and possible approval of pool pass holiday discount sale.

Mieden reported that in December of 2022 we had a sale that patrons could get the 2022 pricing December 1-31st, since we were raising prices for 2023. This year with prices remaining the same at the pool, it was decided to have a 10% off sale from December 1-31st on season passes only.

Motion by Woodhouse to approve pool pass holiday sale. Second by Chambers.

Final Resolution: Motion carried unanimously.

7. Approval of payment of monthly bills.

Motion by Hallett to approve payment of the monthly bills. Second by Lewandowski.

Final Resolution: Motion carried unanimously.

8. Staff Reports:

A. Senior Coordinator: Heffer reported a great turnout for the October 12th trip to Diamond Jo Casino. The Senior Center profited \$545 after paying for the bus use. \$50 was deposited for coffee money bringing that total to \$430 so far for the year. Three trips with Urban Scenic Travel are planned for 2024, including a Branson Show Extravaganza, San Antonio, TX, Canada and a Brewer's game. Total trip profit is \$956 for the year.

B. Parks and Recreation Director: Mieden reported on the pool shutdown process and the work that she had done with Elliott to alleviate some of the labor cost with Neuman. We learned that most pool companies seem to be struggling to retain workers and the more we can learn the better. The work done in house saved the City about \$9,000 to shut down. Kraemer H2O & McGuire also came in to shut down the bathhouse without event. Our Trick or Treat Trail turned out to be an amazing event this year, serving over 400 kiddos. Lots of excitement is brewing for next year! We worked with the RAD Golf Club for a fundraising tournament to build new tee boxes. The group will plan with the Parks Department to do the work in the Spring. A new main sign will also be installed for future maps and fliers. The club asked and was allowed to do some extra mowing in the prairie to each side of holes 11 and 12. In the past the weeds have eaten tons of equipment. Lewandowski voiced some concerns about the prairie restoration and interruption of nesting and discussed possibly mowing after the nesting timeframe. She plans to do some research on that and report back. The ice rink location is still a bit fluid, but most likely will be built behind the Meyer shelter as it had been in the past. City Utilities voiced issues with the Stori Field location, due to an older, fragile water system. Mieden reported plans to use up 3 weeks of vacation this year.

9. Park Board President's report. Elliott reported on work done at the pool to assist Mieden in closing the pool and that he is in talks with Andrea Heffner on another funbrella to place at the splash pad.

10. Reports, requests, etc. Hallett mentioned how nice it was to see large amounts of kids at the soccer fields this fall. Numbers are way up compared to years past.

11. Adjournment.

Motion by Hallett to adjourn the meeting. Second by Chambers. Final Resolution:

Motion carried unanimously.

Respectfully submitted by Jodi Mieden.

Richland Center Community Building Booking & Cancellation Policy

The following rules apply to the Richland Community Building

All bookings of the Community Center must ~~be paid for in full~~ **pay 50% down** at the time of the booking. Phone booking is fine, but you will have (7) working days in which to pay **50%** for the booking. Failure to do so means your booking will be removed from our calendar.

Any booking that is canceled within (14 days) of the date will forfeit the entire amount of money. If before the (14 days) money will be returned.

Revised 12/12/22
Effective 01/01/23

Rentals of the Community Center

Updated: 9/6/16

Years	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Number of Rentals That Year										
MONTHS										
January	44	34	56	69	75	68	57	63	64	56
February	53	37	68	71	72	79	53	68	55	48
March	51	43	80	90	79	84	67	65	71	52
April	31	28	68	67	45	54	54	55	67	48
May	21	34	46	70	62	40	52	44	57	36
June	32	49	42	39	32	30	49	41	36	29
July	32	76	33	39	48	43	36	48	40	24
August	29	64	31	25	22	48	43	44	48	46
September	24	36	46	25	34	31	31	33	33	25
October	27	65	65	38	31	39	53	57	53	34
November	31	60	63	30	30	60	61	51	57	30
December	30	75	53	30	27	63	47	46	67	35
TOTALS	405	601	651	593	557	639	603	615	648	463
									2020 Canceled	-340
New Building									Total	123

Building Closed March 14, 2020

Summer Recreation Programs – Participant Enrollment Numbers					
Program Name	Length	Year			
		2019	2021	2022	2023
Indoor Volleyball	4 days	5	7	11	13
Baseball		17	10		
Softball		6	5		
Mites T-Ball	6 weeks	32	3	9	27
Tiny Team Sports	6 weeks	36	19	34	28
Crafty Kids	6 weeks	14	4	10	8
Little Tyke Site	6 weeks	15	4	8	5
On the Green @ Quail Run	6 weeks	20	9	16	20 (2)
Tennis Camp- Beginner and Intermediate		9	4		
Fishing Derby		12	15		29
Soccer Level 1&2		15	18		
Nerf Warfare	4 days	23	33	40 (2)	28 (2)
LEGO	4 days	37	28	22 (2)	29 (2)
Track & Field	4 days	10	6	11	14
Flag Football- game		14	4		
Kayak Camps 1,2,3,4	3 days	48	24	35 (3)	14 (1)
Basketball: Skills and Drills	4 days	36	9	15	10
Disney Dayz!	4 days	7	6	8	4
Wet N Wild	4 days	31	24	24	16
Great Balls Of Fire	4 days	7	14	14	5
Bake - N- Fun/Sweet Treats	4 days	11	10	9	9
Culinary Camp	4 days	12	7	10	7
Richland Rocks!		19			
Baseball/Softball Hitting/Fielding/Pitching		12	12		
Spy Camp	4 days	14	10	12	4
Big Machines	4 days	6		7	12
Cool Treats	4 days	18	10	10	10
Futsal	4 days	4		8	7
Pirate Camp		3	8		4
Music Makers	4 days	6		3	9
Floor Hockey		4	1		
Outer Space Camp	4 days	5		12	5
Girls Just Wanna Have Fun/Spa Time	6 weeks	14	7	10	6
Win it in a Minute Games		1			
Muscoda Pool/Liza's Lagoon/Polynesian		0			
OMHS All About Cats		10			
Pickleball	4 days	5	4	3	14
Just Dance Camp		7	3		14
Dinosaur Camp	4 days	14	9	7	20
Movie Camp	6 weeks	3		13	8
Christmas in July		9	3		
Kids vs. Coaches	4 days	13	10	25 (2)	10
Superhero Training Camp	4 days	15	15	13	12

Animal Planet	4 days	13	6	9	9
Junior Einsteins	6 weeks	11	8	7	11
The Wonders of Wii	4 days	11	10	10	4
Red Dragon Martial Arts		17			
Hawaiian Luau		3			
Fairies & Trolls	4 days	14		6	11
Mystery & Riddles			1		
Frisbee Golf			2		
Under the Big Top	4 days		2	11	9
Innertube Camp	4 days		10	8	
Cooking Around the World	4 days		8	10	10
Adventure Camp	4 days		3	5	
Glow in the Dark	4 days		10	7	
Under the Sea	4 days		3	6	5
Happy Campers			7		
Princess Camp	4 days		4	12	13
Theatre Camp	4 days		10	5	8
Gym Games	4 days		14	5	10
Cooking for Kiddos	4 days		8	10	10
New/Redesigned Programs	Length	2019	2021	2022	2023
Baseball & Softball	6 weeks			15	9
Soccer	6 weeks			19	16
Yard Games	4 days			10	4
Board Games	4 days			6	7
Ping Pong 101	4 days			9	
Holiday Camp	4 days			2	
Paw Patrol Camp	4 days			19	15
Football: Skills and Drills	4 days			10	
Bonding with Da Boyz	4 days			13	
Cowboy/Cowgirl	4 days			6	9
Mystery Camp	4 days			12	7
Kids' Night Out!	3 hours			34	54 (2)
Yoga Buddies	4 days				4
Tye-Dye Madeness	4 days				8
Cheer Camp	4 days				12
Yoga Grove	4 days				4
Get Crafty!	4 days				7
Little Picassos	8 weeks				12
TOTAL		668	461	665	524

SHELTER RENTALS BROKEN DOWN PER SHELTER

SHELTER	2019	2020	2021	2022	2023
MEYERS	45	55	52	62	90
KEEPERS	34	21	56	45	64
ANDERSON	17	12	19	27	24
LAWRENCE	15	8	28	12	17
RETRUM	12	8	12	6	10
PIPPIN	2	1	0	1	5
FERGUSON	0	1	2	3	4
NP LIONS	37	39	0	1	3
VETS MEM	N/A	7	16	11	17
CHELLEVOLD	0	0	1	2	0
HORNET HIVE	17	9	18	17	15
ROTARY-WEDGEWOOD	17	9	18	17	15

CITY OF RICHLAND CENTER

Parks & Recreation Department

2024 Fee Recommendations

SHELTER RENTALS	2022 FEES	2023 FEES	2024 FEES
Nonprofit or Fundraiser Use	25% off block pricing	No Discount	Can Petition Park Board
Dr. Meyer	\$75	\$82	
E. Keepers	\$60	\$65	
Carl Chellevoid	\$50	\$55	
Earl Anderson	\$50	\$55	
Robert Retrum	\$50	\$55	
Charles Lawrence	\$50	\$55	
Retrum & Lawrence	\$90	\$98	
Justin Williams- Batting Cage	\$0	\$0	
Lions Concession Stand	\$75	\$82	
Lions w/o Concession Stand	\$50	\$55	
Don Klingaman	\$50	\$55	
Glenn Ferguson	\$50	\$55	
B.I. Pippin	\$50	\$55	
Hornet Hive-Class of 1968	\$60	\$65	
JWOM Foundation Veteran's Memorial Pavillion	\$50	\$55	
CAMPING			
No Electric or Water	\$15	\$15	
Electric Only	\$20	\$20	
Electric Only	\$25	\$25	
COMMUNITY GARDENS			
Millpond Garden 4 x 8 plot	\$10	\$10	
Millpond Garden 2 x 4 plot	\$5	\$5	
Northside Garden	\$25	\$25	

BALLFIELD USE & SANCTIONED GROUPS		2022 FEES	2023 FEES	2024 FEES
Church League		\$75 per team	\$80 per team	
Men's Open League		\$75 per team	\$80 per team	
Youth Baseball / Softball		\$3/participant or \$6/family	\$3/participant or \$8/family	
Rotary Youth Soccer		\$3/participant or \$6/family	\$3/participant or \$8/family	
Youth Basketball		\$3/participant or \$6/family	\$3/participant or \$8/family	
Futsal		\$3/participant or \$6/family	\$3/participant or \$8/family	
4H Softball		\$3/participant or \$6/family	\$3/participant or \$8/family	
Any Group Tournament Use of Fields:	Weekday	\$50/day	\$55/day	
	Saturday & Sunday	\$50/half day or \$100/full day	\$55/half day or \$109/full day	
	Saturday & Sunday	\$150 full weekend	\$164 full weekend	
	Large Special Events \$	50.00	\$	55.00
<i>May include weddings, large picnics with tents, anniversaries</i>		\$70 including lights	\$77 including lights	
<i>Family or Picnic Group on Ballfield</i>		\$25/day	\$30/day	

COMMUNITY CENTER			
Nonprofit or Fundraiser Use		25% off block pricing	No Discount
Special Events (three time blocks available)		Full AP room \$75/ block	Full AP room \$82/ block
<i>May include receptions, weddings, anniversaries, commercial o include kitchen (1xfee/rental) o include kitchen (1xfee/rental)</i>			
Meeting Room Rental by Time Block		Full room \$50/ block	Full room \$55/ block
Meeting Room Rental by Hour		\$12/Hour	\$14/Hour
Auction User Fee		\$100	\$110
Kitchen Rental		\$25 per block	\$30 per block
Rental of more than one block of time		No Discount	No Discount
A//V Equipment		\$10	\$12
Outdoor Signage-Digital Display		\$10	\$13
Each Hour After 10:00PM		\$15	\$17
Friday's Last Block/Weekends/Holidays		MtgRm \$60 / AP Rm \$90/block	MtgRm \$65 / AP Rm \$98/block
Deposit on Alcoholic Beverage		\$500	\$500
Equipment Not Put Away (including tables & chairs)		\$100 per hour	\$200
Failure to Clean Room/Rental		\$100	\$200
Keys Not Picked Up During Office Hours		\$50	\$50
Keys Not Returned by Due Date		\$500	\$500
Balloon Cleanup Fee (lift Rental)		\$150	\$300

Youth/Adult Physical Fitness Activity	\$10 per hour	\$12 per hour	
AQUATIC CENTER	2022 FEES	2023 FEES	2024 FEES
Three (3) & Under	FREE	FREE	FREE
Ages Four (4) & Up	\$5.00 daily or \$2.50 per session	\$5/day resident \$6/day non-resident	\$5/day resident \$6/day non-resident
Ten (10) Visit Punch Pass	\$25	(5)Visit Punch Pass \$25 resident (5)Visit Punch Pass \$30 non-resident	(5)Visit Punch Pass \$25 resident (5)Visit Punch Pass \$30 non-resident
Season Pass (up to six (6) members):			
Family Resident	\$110	\$115	\$115
Family Non-resident	\$150	\$165	\$165
Individual Resident	\$70	\$75	\$75
Individual Non-resident	\$90	\$100	\$100
Additional member or Caregiver	\$25	\$30	\$30
Aquatic Facility Rental (rented by the hour)	No Concessions-W/Concessions	No Concessions-W/Concessions	
1 Hour	\$140	\$151 \$140	\$151
2 Hours	\$307	\$329 \$307	\$329
3 Hours	\$448	\$481 \$448	\$481

PROGRAMMING - Minimum enrollment required

Youth Recreation:			
Fall/ Winter Enrichment Classes - 1 day classes	\$8	\$9	
6 Week - Sports & Fitness/Enrichment	\$15-20	\$22-27	
3 & 4 Day Programs	\$10-20	\$17-27	
2 Day Programs	\$5.00	\$10	
Super Sports	\$22	\$22	
Fishing Derby	Did not have in 2022	Free	
Adults:			
City League Basketball	\$300	\$310	

The TEAM Program provides the opportunity for family teams to identify needs, develop goals and connect the family with supportive services.

The whole team is involved in utilizing available resources and in working toward change.



Surround yourself with people who provide you with support and love and give back as much as you can in return.
Karen Kain

For more information on our TEAM program or to make a referral,

Please contact:

Alicia Woodhouse,
TEAM Coordinator
at

608-649-5715

E-mail:

alicia.woodhouse@co.richland.wi.us



TEAM is a program offered through Richland County Health and Human Services
221 West Seminary Street
Richland Center, WI 53581
608-647-8821

Richland County

Coordinated Services
Team (CST) Program

TEAM

Together
Everyone
Accomplishes
More



Each person supports the other; they lift each other up.
Taylor Swift

TEAM—Together Everyone Accomplishes More



What is TEAM?

The Richland County TEAM program works with families who are struggling and who are experiencing difficulties that may feel insurmountable.

This is a voluntary program. Families choose their team, which may include: other family members, friends, counselors, teachers, social workers, and other supportive people.

Families choose their goals and direct the focus of the team. Everyone works together toward positive change for the family.

How does TEAM work?

- A family is referred, or refers themselves to this program.
- A screening is done to confirm that the family meets criteria, is eligible for TEAM, and that the family would benefit from the TEAM program.
- Next the family meets with a coordinator to determine team members, goals, and logistics for team meetings.

Additional information about TEAM?

- Family teams meet regularly, the frequency will be determined by the team.
- All team members are encouraged to share their observations, their opinions, and their suggestions.
- Decisions are reached by team agreement, as much as possible.
- If something is not working, then services will change to best meet the family's needs.
- Teams identify and celebrate progress and successes

*"I can do things the you cannot,
You can do things that I cannot,
Together we can do
great things."
- Mother Teresa*

<i>Office Use Only (created 1/2023)</i> <i>Completed by Project Coordinator</i>	<i>Date Received:</i> <i>Assigned to Service Coordinator:</i>
<i>Completed by Service Coordinator</i>	<i>Intro Meeting Date:</i> <i>Enrollment Date:</i>



CST TEAM - Referral Form
Together Everyone Accomplishes More
 Coordinated Services Team Program of Richland County
 Phone: (608)647-8821 Fax: (608)647-6611

Child Being Referred: _____

Date of Birth: _____ Age: _____ Gender: _____

Primary Caregiver(s): _____

Relationship to Child: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Other: _____

Parents' Names and Address(es) if different from above:

REFERRED BY: _____ Referral Date: _____

Contact Information: _____

Reason for Referral: _____

Yes No

		Child is involved in multiple services PLEASE CIRCLE: mental health therapy and/or medication management, special education, medical supports, child welfare services, youth justice, OTHER:
		Child is at risk of out-of-home placement.
		Other interventions have been tried and have not been successful
		Family is willing to be involved in the TEAM program.



Consent for Referral and Participation

CST TEAM - Together Everyone Accomplishes More

Coordinated Services Team Program of Richland County

PLEASE INITIAL EACH STATEMENT AND SIGN AT THE BOTTOM

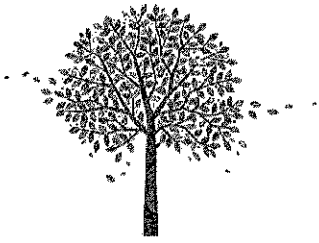
- I consent to (*referring person*) _____ referring my child and family to Richland County's TEAM program.
- I consent to information, regarding my child and family, being shared by the referring person with TEAM staff for the purpose of determining program eligibility.
- I consent to being contacted by TEAM staff.
- I understand that I will be asked to identify the service providers working with my family and to sign release forms authorizing the exchange of information. I realize that as long as I am involved in TEAM, it will be necessary for service providers to routinely review and share information.
- If enrolled in TEAM, I agree to participate in the team process and to play an active role in assessment and case planning.

Signature of Child (if over age 12) _____ *Date* _____

Signature of Parent/Guardian _____ *Date* _____

Signature of Witness _____ *Date* _____

Demographics: Race	
<input type="checkbox"/> White	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Other
<input type="checkbox"/> Non-Hispanic/Latino	<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Languages spoken in the home _____	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> More than One Race	



TEAM

Together Everyone Accomplishes More
Coordinated Services Team Program of Richland County

Family Team Process

Step 1: Identification and Referral

See Referral Procedure for details. This process identifies children and their families most appropriate for the program.

- Family is approved for the program.
- Service coordinator is identified.

Step 2: Family Engagement, Strengths and Needs Exploration

The service coordinator meets with the child and family to:

- Get to know the family and hear their story
- Identify their needs, as well as, their strengths and supports
- A CANS assessment is completed (*CANS should be completed within 30 days of enrollment.*)

Step 3: Preparation for the First Family Team Meeting

The family and the service coordinator meet to:

- Identify members of the family team.
- Sign Releases of Information so that potential team members may be contacted.

Service coordinator provides family orientation to Teaming.

Service coordinator and family contact potential team members, request their participation, and provide orientation.

Service coordinator sets up first meeting date and time, making sure that everyone can attend, and establishes an agenda for the first meeting.

(During steps 4 & 5, the Team typically meets once every 1 to 2 weeks for 45 - 60 minutes. This phase typically lasts 2 - 3 months.)

Step 4: First Team Meeting

- Introductions
 - * Participant Roles - strengths and resources brought to the team
- Overview and Orientation for all team members
- Team Rules/Guidelines
- Participant Rights
- Identifying family's needs and establishing goals
- Crisis Plan developed
- Transition discussed - How will we know that teaming is no longer needed?
What will that look like for this family?
- Schedule future team meetings - time and place that works for everyone

Step 5: Plan of Care

The team prioritizes the top needs as identified in the CANS and develops an individualized Plan of Care to address needs.

(During steps 6 & 7 the Team usually meets once every 3 - 6 weeks or as often as needed for 45 - 60 minutes, for an average of 9 - 15 months.)

Step 6: Ongoing Team Meetings

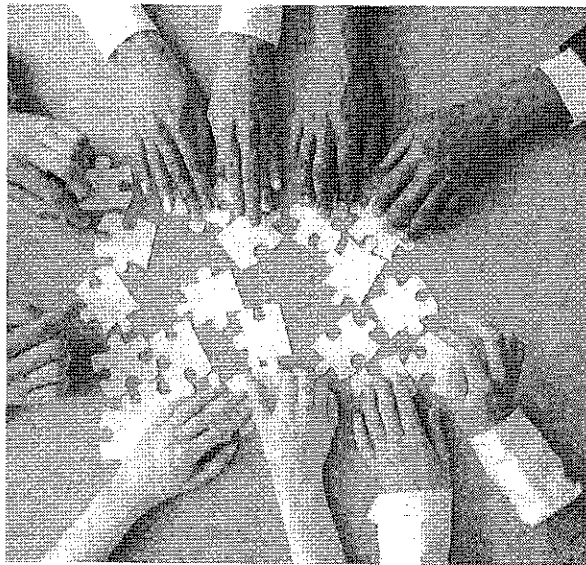
The Team meets as necessary to identify progress and problem-solve challenges, adjusting the goals, the Plan of Care, and the Crisis Plan, as needed.

The child, family and their network continue to learn new approaches and find more support in their community with the help of the entire team. The team effort supports the family in moving toward stability and self-reliance.

Step 7: Transition

- The service coordinator is no longer necessary to sustain the team.
- Family goals have been achieved and on-going supports are in place, including an effective Crisis Plan.
- The team may continue with leadership from the parent or another team member.

Richland County Coordinated Service Team Initiative Interagency Agreement



A Collaborative System of Care

Richland County Health & Human Services

Coordinated Services Team Initiative (CST)

Interagency Agreement (5/23)

Richland County Coordinated Services Team Initiative Mission Statement: The Richland County Coordinated Services Team Initiative strives to improve the lives of children involved with multiple services through the establishment of a comprehensive, strengths-based, coordinated, community-based system of care, centered on the child and their family. Special emphasis is on serving children who have a severe emotional disturbance.

Philosophy

The Coordinating Committee of the Richland County Coordinated Services Team Initiative believes:

1. The *basic needs for food, clothing, housing, safety and medical care must first be met* in order to enable families to address other needs.
2. Whenever possible, services can best be provided in a *family and community setting*, rather than a residential or institutional setting.
3. Families as partners will have *voice, access, and ownership* in the development and implementation of the initiative.

Coordinated Services Teams Initiatives

Coordinated Services Teams (CST) Initiatives help provide a complete, personalized system of care. They focus on kids with complex behavioral health needs.

The CST itself is a team of family members, service providers, and others. They work to design and carry out a coordinated services plan for the child. We also call this model of care “wraparound.”

The result of CST Initiatives is a plan of care that meets the needs of the child and family with community-based supports. This lets the child live their best life at home.

Guiding Principles Directing the Coordinated Services Team Initiative

The Coordinated Services Team Initiative will:

1. Serve children and families with multiple needs regardless of ability to pay and without regard to race, religion, national origin, sex, sexual orientation or disabling condition;
2. Be child/family-centered, with strengths and needs dictating the types and mix of services provided;
3. Encourage families to become full participants in the planning and delivery of services;
4. Promote early identification and intervention to enhance the opportunity for positive outcomes;
5. Provide service coordination to ensure that multiple services are developed and delivered in a coordinated, collaborative, strengths-based and confidential manner;
6. Ensure a smooth and coordinated transition from the child-to-the adult-service system;
7. Protect the rights of the child and his/her family and promote effective advocacy on behalf of the child and family and other similar families in the county.

CST Initiatives Vision

Our vision for CST Initiatives is:

1. To transform the children's mental health and substance use system in Wisconsin.
2. To better meet the needs of kids and families.
3. To create a seamless, complete children's behavioral health system.
4. To use wraparound as a model for support.

CST Core wraparound values include:

1. **Family voice and choice**—The team asks for family and child input during all phases of the wraparound process. All planning is grounded in what the family needs. The team aims to give options that reflect the family's values and choices.
2. **Team-based**—The team includes people the family approves. They are committed to the family through informal, formal, and community support and service relationships.
3. **Natural supports**—The team actively seeks out and promotes involvement of people from the family's networks. This includes interpersonal and community relationships. The wraparound plan has activities and methods that use sources of natural support.
4. **Collaboration**—Team members work together. They share responsibility for setting up, making happen, watching over, and reviewing a wraparound plan. The plan reflects team views, mandates, and resources. It guides and coordinates each client's work towards meeting the team's goals.
5. **Community-based**—The team uses services and supports that take place in the most inclusive, responsive, and accessible settings. All settings should be the least restrictive and safely promote getting the family and child to thrive in home and community life.
6. **Cultural and linguistic responsiveness**—The process shows respect for the child, family, and their community. It builds on their values, preferences, beliefs, culture, and identity.
7. **Individualized and developmentally informed**—The team creates and implements a custom set of strategies, supports, and services. These help meet the goals in the wraparound plan.
8. **Strengths-based**—The process and plan find, build on, and enhance the abilities, knowledge, skills, and assets of the child and their family, their community, and other team members.
9. **Unconditional**—The team does not give up on, blame, or reject the child and their family. When faced with challenges or setbacks, the team keeps working toward meeting the goals in the wraparound plan. They do this until they agree that a formal wraparound process isn't needed.
10. **Outcome-based**—The team connects goals and strategies in the plan with ways to observe or measure markers of success. They monitor progress based on these markers and revise the plan if needed.

Program Evaluation

The Coordinating Committee, which agrees to comply with all State Department of Health and Family Services evaluation requirements, will conduct ongoing evaluation of the Richland County CST initiative.

Expected Outcomes Include:

- Success in meeting the Plan of Care goals and objectives;
- Improved overall school performance by student participants in CST;
- Reduced out-of-home placements;
- Other family outcomes as established by state-mandated indicators;
- Interagency collaboration as measured by provider satisfaction surveys;
- Participant program satisfaction as measured by CST survey instruments.

Evaluation information will serve as a basis for project modification and be used to update the Interagency Agreement as necessary.

Roles and Responsibilities of CST Initiative Partners

Partners are asked at a minimum to:

- Participate on Coordinated Service Teams
 - If an individual enrolled in the Coordinated Service Team Initiative is involved with your agency, the expectation is that at least one person from your agency will serve on the Coordinated Services Team.
 - Participation on Coordinated Services Teams includes regular attendance at team meetings, participation in decisions, and involvement in the Plan of Care.
- Provide in-kind match costs for services outlined above (e.g. staff time and availability to participate on teams and committees, and meeting space for teams and committee meetings if needed.)
- Be involved in services such as referral, intake, assessment, collaborative case planning, service coordination and support response planning. This will entail the necessary sharing of information among CST Initiative members as authorized in Release of Information documents.

Richland County CST Initiative Procedures

Outreach: Richland County Health & Human Services will promote awareness of the CST Initiative in Richland County through community outreach efforts that may include community meetings, local media reports, the distribution of a CST Initiative brochure and ongoing communication between Human Services and potential community partners in the CST Initiative.

Referral: Richland County Health & Human Services will accept referrals from all appropriate sources: If you or anyone within an agency with whom you are working is considering making a referral and the individual meets these criteria, please contact a CST Service Coordinator at 608-647-8821 to begin the referral process.

Eligibility Criteria:

- Family resides in Richland County;
- Family has a child 0-18 years of age that is being served by at least two systems of care (including youth justice, alcohol and other drug services, mental health treatment, special education, child welfare services);
- Parent(s)/caregiver(s) are willing to actively participate in the CST process or at least learn more about the process;
- Family would benefit from services that keep the family intact or support reunification;
- Family is able to identify at least one goal.
- Family (with limited assistance) is able to identify someone who has had a positive influence on the family and/or is able to advocate for them;
- Priority for CST enrollment is provided to children who meet criteria as severely emotionally disturbed and also for children who are at risk of out-of-home placement or who are currently in out-of-home placement;
- No child or family will be excluded from participating in CST services due to the family's inability to pay for services or resources.

Intake: Richland County Health and Human Services CST program staff will, with 30 days of receiving the completed referral, approve or disapprove the referral for the CST Initiative. If the child who is involved in two or more systems of care and his or her family are found to be ineligible, or if it is determined that enrollment in the initiative is not the best method of meeting the needs of the child and his or her family, staff from the coordination agency shall assist the child and family in identifying and accessing needed services or resources from appropriate providers.

Initial Meeting: The Service Coordinator and any other appropriate party will meet with the parents/guardian in an initial meeting. This meeting will provide an overview of the CST process and identify possible team members. This will be an informal meeting that takes place wherever the parent/guardian is most comfortable. Discussion of the family's goals may also take place at this initial meeting.

Assessment, Collaborative Case Planning, Service Coordination and Support Response Planning: As part of the assessment process, the Service Coordinator or CST Facilitator will complete a Child and Adolescent Needs and Strengths (CANS) tool, which addresses many aspects of the individual's life, to identify the strengths and needs of the individual and family. CST Team members are identified and recruited to join the team. School staff, mental health providers and primary care providers, school resource officers, family members, friends, and Children and Youth Service workers are a few examples of possible team members. The family and individual identifies and approves all team members. The team then selects the top three priorities from the assessment summary and develops a Plan of Care to address these priorities. Each team also develops Support Response Plans to pre-plan crisis intervention with the people and/or agencies who may be involved in crisis resolution.

After the initial Plan of Care is completed, the team provides on-going support and monitoring, meeting as often as necessary to review the Plan of Care, ensure progress toward goals, and conduct plan modification as necessary. Once progress toward the goals set by the team is being made, the team develops a Transition Plan which focuses on long-term planning efforts to build/maintain self-sufficiency abilities after the formal Coordinated Services Process has ended.

CST team involvement is 9-18 months. Team members meet initially for 45 minutes to one-hour sessions approximately every-other week for the first two months of programming. After the Plan of Care is implemented, teams meet on average once every 3-6 weeks and later every 2-3 months as the team considers transition out of the formal CST process.

Designated Administering Agency

Service Coordination is provided by the administering agency – Richland County Health & Human Services. The administering agency also agrees to supervise the CST Service Coordinator. The Service Coordinator for the CST Initiative in Richland County can be contacted by calling 608-647-8821.

Interagency Conflict Resolution Procedure

All conflicts involving CST Initiative participants will be referred to the Service Coordinator, 608-647-8821, who will work with the parties involved to find a resolution. If unsuccessful, the Service Coordinator will make a determination and issue a written decision and provide a copy of the decision to the parties involved, as well as to the Coordinating Committee.

Parties may appeal the Service Coordinator's decision to the Coordinating Committee for consideration. The conflict will then be brought to the entire Coordinating Committee at the next scheduled meeting for discussion. If the party remains unsatisfied with the decision of the Coordinating Committee, the State Division of Hearings and Appeals may be contacted.

Conflicts regarding specific agencies or agency personnel should be referred to the specific resolution (grievance) procedure of that agency.

Interagency Information Release Authorization

Consent for release of information relating to a child shall be obtained from the child's parent, or the child, if appropriate or required by law. Results from all pertinent prior evaluations and assessments documenting the strengths and needs of the child enrolled in the initiative and his/her family, including educational, medical, vocational and psycho-social evaluations and assessments shall be gathered by the Service Coordinator or other appropriate party in order to effectively

serve the child and his/her family through the CST Initiative. Likewise, CST Initiative community partners will be asked to sign an information release form to facilitate communication among the various entities involved for programming purposes.

Role and Responsibilities of the Coordinating Committee

- Prepare the Interagency Service Agreement (renewed every year) for project partners; outlining the mission, vision, values and principles of CST, as well as expectations for partner organizations and agencies.
- Assess how the project relates to other programs providing service coordination at the county or local level and take steps to work with these programs to avoid duplication of services;
- Identify and address gaps in service;
- Establish and review operational policies and procedures and ensure they are monitored and adhered to. Examples include referral and screening procedures, conflict resolution policy, and flexible funding policy;
- Ensure quality, including consumer/family and agency partner satisfaction and adherence to program core values;
- Establish target groups to be served;
- Work to ensure that individual members act as liaisons between their organization and the initiative – sharing information on a regular basis;
- Regularly attend and participate in Coordinating Committee meetings;
- Oversee the development and implementation of the initiative;
- Develop a plan for orientation of new Coordinating Committee members to the coordinated services team approach;

Further, the Administering Agency and the Coordinating Committee will continually strive to provide ongoing training opportunities for members of the Coordinating Committee. These training efforts will serve to enhance the overall quality of the CST Initiative in Richland County.

In addition to specific duties as agreed to herein, agencies and individuals accepting membership as partners to the Richland County Coordinated Services Team Initiative accept and support the mission, values and principles and conditions outlined in this Interagency Agreement.

Further, participating CST members consent to provide information on available community resources known to them which could benefit participating families. Family teams will work together to determine how the needs, which may require some financial support, will be met via creative funding options.

Coordinated Services Team Initiative (CST)

Agency Partnership Agreement Rev. 08/17/2023

Instructions: A representative from the administration of each of the following agencies should read the entire Interagency Partnership Agreement, sign this form and return it to the CST Coordinator.

Richland County Services Team Initiative Members include the following:

Richland County Health & Human Services

Name	Representing	Street	City	Phone
Tricia Clements	Richland Health and Human Services	221 W. Seminary St.	Richland Center	608-647-8821

Revised: 08/17/2023

Richland County Health & Human Services

Agency Coordinated Services Team Partnership Agreement

_____ accepts and supports the mission, values, principles, and
(Agency Name)
conditions as outlined in this Interagency Agreement and commits to the associated responsibilities.

Name (please print)

Title

Signature

Date

Business Address

Business Phone

Business Fax

Email Address

Coordinated Services Team Initiative (CST)

Agency Partnership Agreement Rev. 08/17/2023

Instructions: A representative from the administration of each of the following agencies should read the entire Interagency Partnership Agreement, sign this form and return it to the CST Coordinator.

(The following are the agencies and individuals who have been asked or will be asked to sign the CST Interagency Agreement – most are in the consideration/agreement process stage)

Richland County Services Team Initiative Members include the following:

Richland School District
Ithaca School District
Kickapoo School District
Riverdale School District
River Valley School District
Weston School District
County Health & Human Services
Richland County Youth Justice System
County Parents and Other Community Members
County Medical Facilities
Mental Health Clinics/Services
Richland County Law Enforcement
UW Extension Office
Child Care Services

SWCAP
RCCFAC
Partners for Prevention
Passages
Richland County Faith-Based Groups
The Union
Kinship of Richland County Inc.
SWTC
Richland Center Parks and Recreation
Brewer Public Library
Other Interested Parties
Local Elected Representatives

Tricia Clements	Richland Health and Human Services	221 W. Seminary St. Richland Center	608-647-8821
Cindy Chicker	CST Coordinating Committee Member HHS and Veterans Committee Rep		
Laurie Couey	CST Coordinating Committee HHS Child/Services Rep	221 W. Seminary St. Richland Center	608-647-8821
Brandie Anderson	CST Coordinating Committee HHS Public Health Manager	221 W. Seminary St. Richland Center	608-647-8821
Briana Turk	CST Coordinating Committee HHS Economic Support Manager	221 W. Seminary St. Richland Center	608-647-8821
Honorable Lisa McDougal	CST Coordinating Committee Juvenile Court Administrator	181 W. Seminary St. Richland Center	608-647-2626
Ashley Kramer	CST Coordinating Committee Service Provider	204 S. Orange St. Richland Center	608-383-1261
Margaret Fillyaw	CST Coordinating Committee Member		
Amanda Miller	CST Coordinating Committee Member		
Angela Tjaden	CST Coordinating Committee Member		
Tara Ruhland	CST Coordinating Committee Member		
Sue Sharp	CST Coordinating Committee Member		
Sarah Iverson	CST Coordinating Committee Member		
Sherry Hillesheim	CST Coordinating Committee Member		
Leah Garner	CST Coordinating Committee Member		

Coordinated Services Team Initiative (CST)

Agency Partnership Agreement Rev. 09/2020

Instructions: A representative from the administration of each of the following agencies should read the entire Interagency Partnership Agreement, sign this form and return it to the Service Coordinator.

Crawford County Services Team Initiative Members include the following:

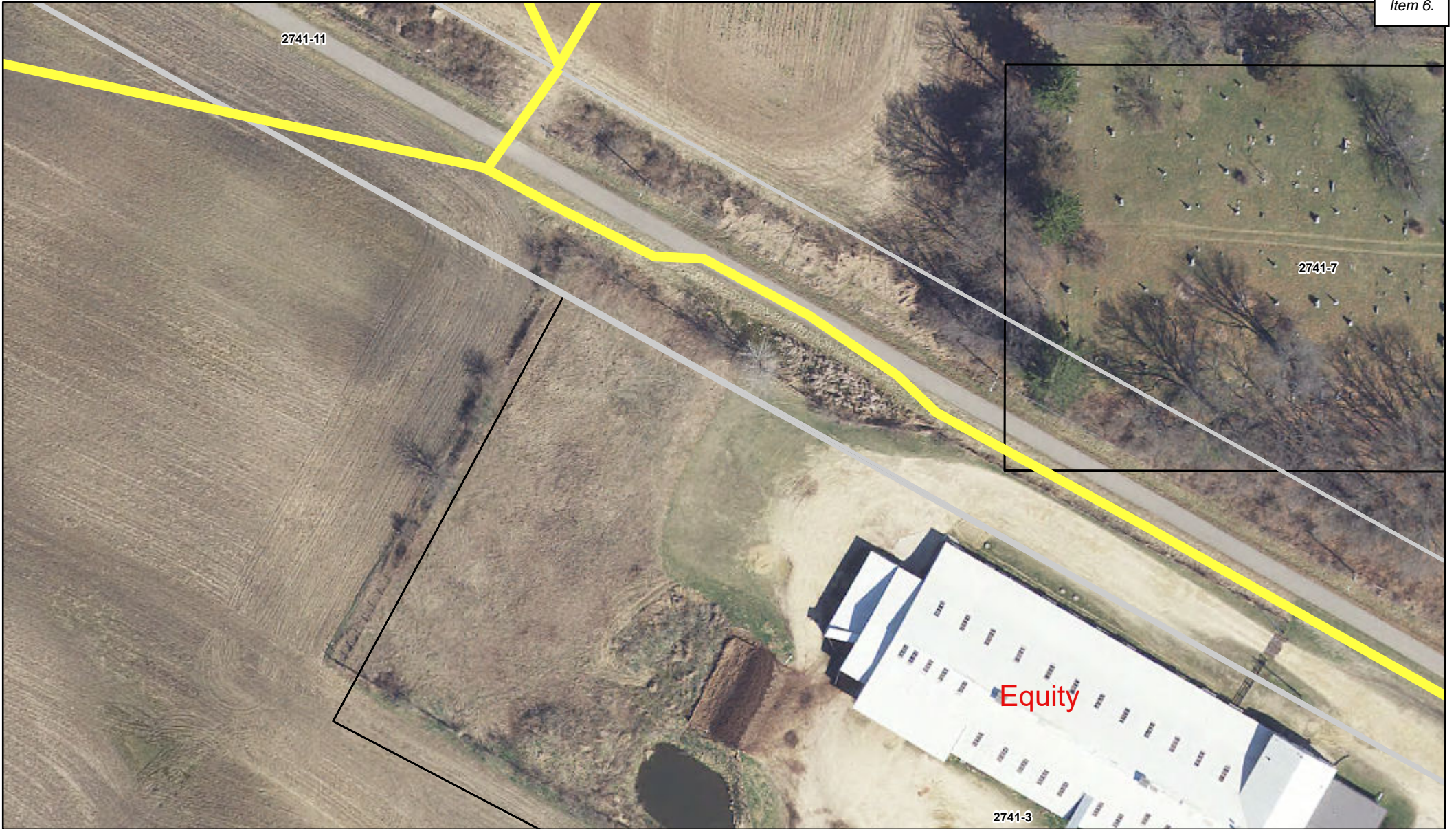
- Crawford County School Systems
- County Parents and Other Community Members
- C.A.R.E. Council
- Catholic Charities
- County Medical Facilities
- Crawford County Health & Human Services
- Family & Children's Resource Center
- Crawford County Juvenile Justice System
- Division of Community Corrections
- Crawford County Law Enforcement
- Mental Health Clinics/Services
- Local Elected Representatives
- Crawford County Faith-Based Groups
- UW Extension Office
- Child Care Services
- Coulee CAP
- Other Interested Parties

Derek Kruempel	Parent			
Kayla Chambers	Seneca High School	Hwy.27	Seneca, WI 54654	608-734-3411
Sharyl Kay	Boscobel Elementary School	200 Buchanan St	Boscobel, WI 53805	608-375-4165
Nick Haug	Bluffview Intermediate School	1901 E Wells St	PdC, WI 53821	608-326-0503
Stephanie Colsch	North Crawford School	47050 Cty Rd X	Soldiers Grv, WI 54655	608-735-4311
Lukas Steiner	District Attorney	220 N Beaumont Rd	PdC, WI 53821	608-326-4802
Derek Kruempel	Foster Parent			
Rose Cutting	CESA	1300 Industrial Dr	Fennimore, WI 53809	608-822-3276
Jennifer Rapraeger	DeSoto School District	615 Main Street	DeSoto, WI 54624	608-648-0115
Kristin Ihm	Div of Community Corrections	1500 E. Lessard St	PdC, WI 53821	608-326-8521

Kyle Teynor	PdC Police Department	228 N Beaumont Rd	PdC, WI 53821	608-326-2421
Elizabeth Volten	Co. School Res. Officer/Patrolman	224 N. Beaumont Rd.	PdC, WI 53821	608-326-8437
Carol Ogea	Gundersen PdC Clinic	610 E Taylor Avenue	PdC, WI 53821	608-326-6466
Dale McCullick	Crawford County Sheriff	224 N Beaumont Rd	PdC, WI 53821	608-326-0241
Vacant	CCHHSD Board Member/Parent			
Bobbi Davies	CST Project Coordinator	225 N. Beaumont Rd	PdC, WI 53821	608-326-0248
Cindy Riniker	Crawford County Public Health	225 N Beaumont Rd	PdC, WI 53821	608-326-0248
Linda Redman	Crawford County Juvenile Court	220 N Beaumont Rd	PdC, WI 53821	608-326-0217
Adrienne Udelhoven	PdC High School	800 E Crawford St	PdC, WI 53821	608-326-8437
Tiffany Dums	Wauzeka-Steuben Schools	301 E. Main St.	Wauzeka, WI 53821	608-875-5311
Laura Stuckey	BA Kennedy	420 S. Waucuta Ave.	PDC, WI 53821	608-326-3700

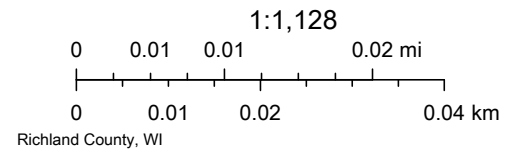
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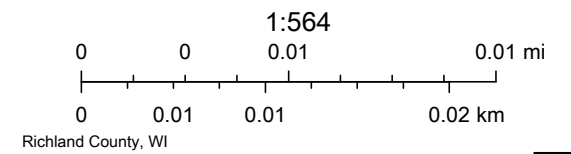
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| Sections | Roads | County Highway |
| Section Quarter Quarters | City Streets | State Highway |
| | Town Roads | |

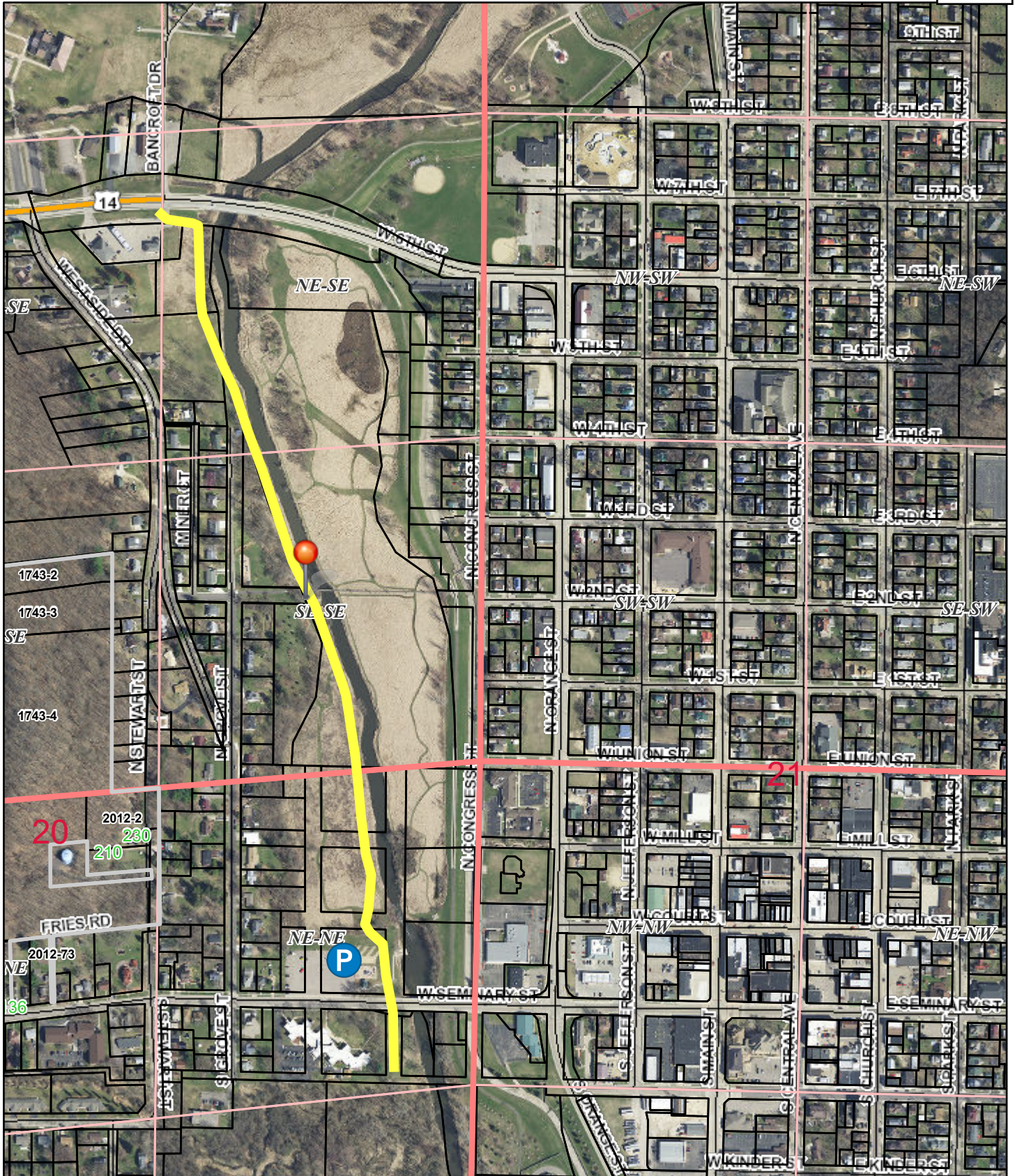




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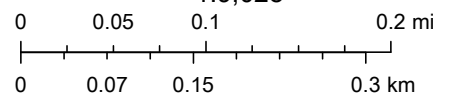




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 - State Highway
 - City Streets



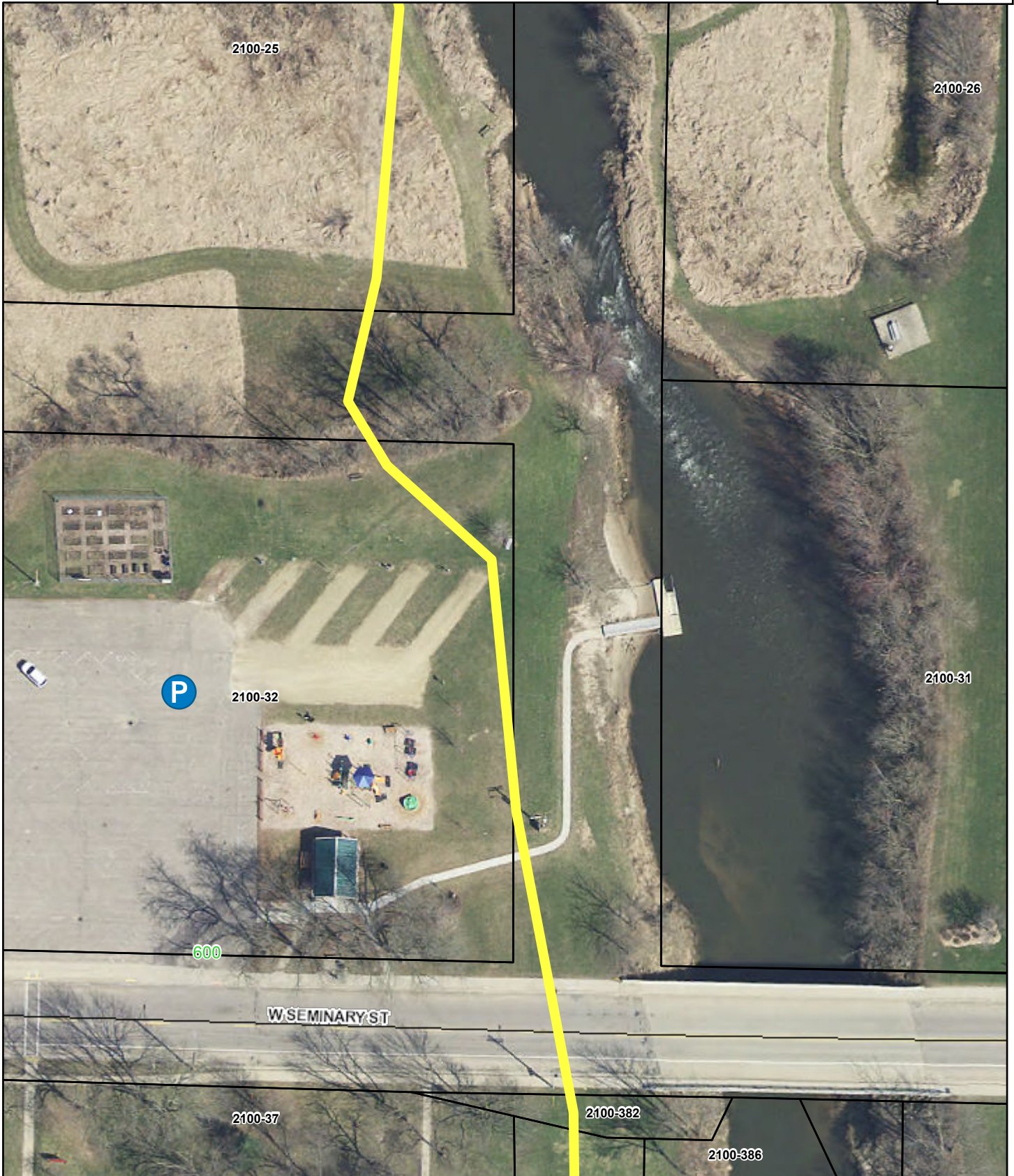
Richland County, WI

Parcel or Address



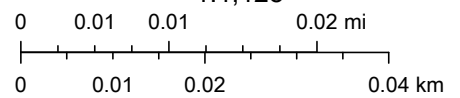
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 Owner PINE RIVER CEMETE
 Address
 Tax Information
 Click for More Info

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- Municipalities
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- Parcel Lines
- Roads
 - City Streets
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- US Hwy
- County Highway
- State Highway

Richland County, WI

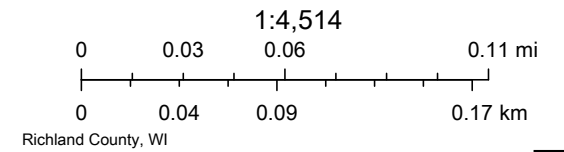
ArcGIS Web Map

Item 6.

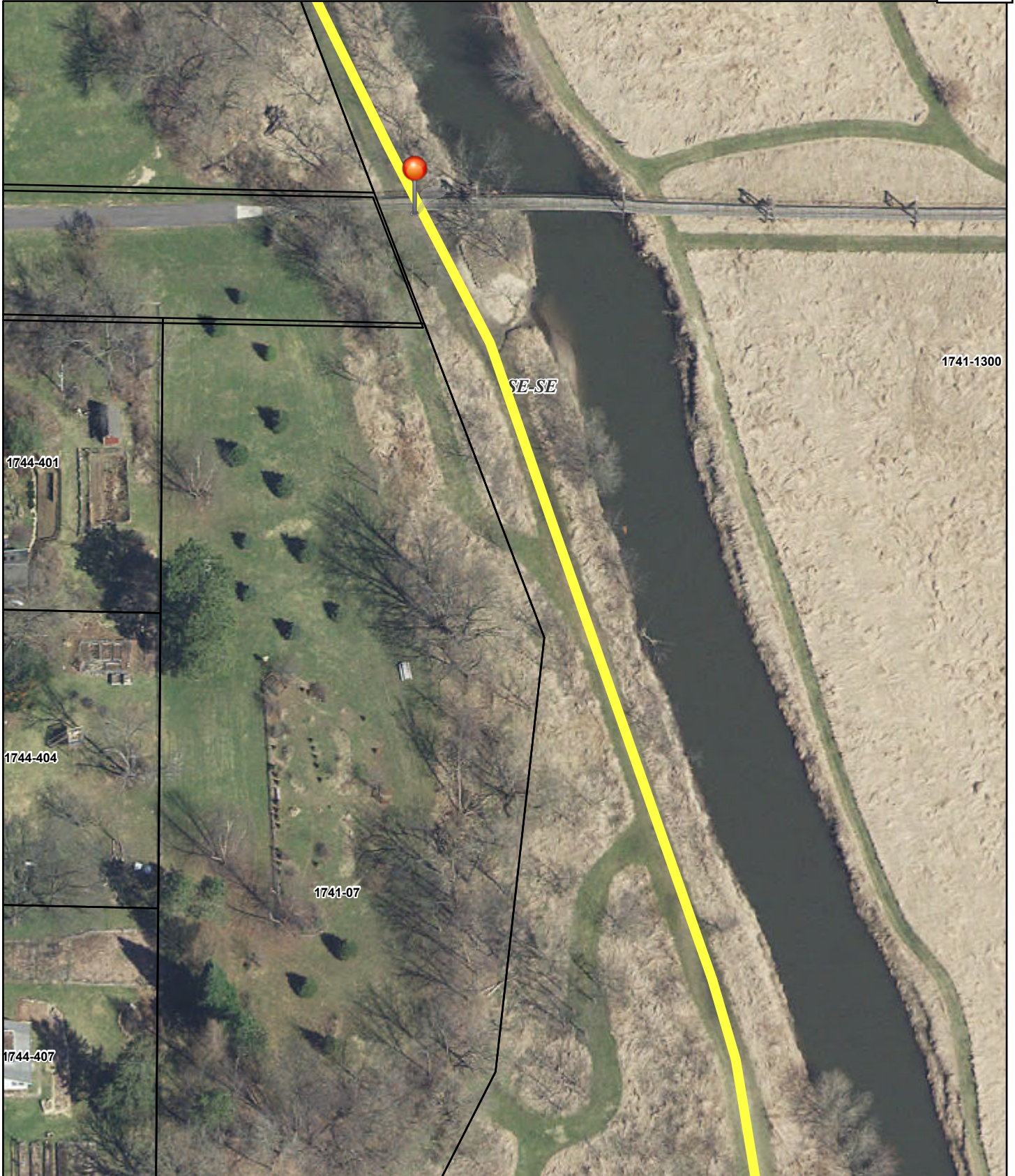


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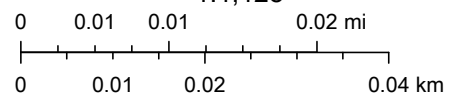










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-  Municipalities
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- Roads**
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-  County Highway
-  State Highway

Richland County, WI