**WI Balance of State Continuum of Care**

**Discharge Planning Committee Meeting Minutes**

Thursday, March 2nd 12:00PM – 1:00 pm

Microsoft Teams

1. Present: Kristina Bechtel, Joseph Van Roy, Jennifer Bisterfeldt, Meredith McCoy, Alfred Johnson, Duana Bremer, Alyson Sauter, Chelsey Myhre Foster, Rachel Greenwood, Megan Gruber, Rosanne Northwood, Sandra Brekke
2. Approval of Meeting Minutes – February 2nd, 2023
	1. Motion to approve meeting minutes made by Jen Bisterfeldt
	2. Seconded by Chelsey Myhre Foster
	3. Any Discussion
	4. All in favor
	5. Motion to approve meeting minutes passes
3. Review Discharge Planning Charter
	1. Made several changes to attendance policy
	2. Removed several paragraphs not needed
	3. Jen will make requested changes and we will review next month and approve
4. Review Discharge Planning Membership
	1. Agreed that instead of removing a committee member after 2 unexcused absences, we will only remove if a committee member has missed 6 consecutive months with no communication to the Co-Chairs.
	2. Updated current membership list
5. Current Meeting Schedule
	1. Agreed to keep meeting monthly and continue with the 1st Thursday of the month at Noon.
6. Discharge Planning Committee Match Form
	1. Provided match form link in chat box and reminded committee members to complete after every meeting
7. Discharge Planning Toolkit Website
	1. Received an email from Carrie stating she had a phone call with Charlene from United Way. United Way received a grant and is working on a similar project as our website idea (WIRE). Carrie believes we have an opportunity to join United Way with WIRE as opposed to creating a Discharge Planning Website.
	2. Carrie will be having a meeting with Charlene and her team to discuss details of WIRE and how we can collaborate
	3. Created a subcommittee to join meeting with Charlene and Carrie to answer questions we have
		1. Kristina Bechtel
		2. Sandy Brekke
		3. Chelsey Myhre Foster
8. Next Meeting – April 6th 2023; 12:00PM – 1:00PM
	1. Will review goals for 2023