



ASHLAND COUNTY COMMUNITY SERVICE PROGRAMS

514 MAIN STREET WEST • ASHLAND, WISCONSIN 54806

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Terry Barningham, Director

Joint Meeting of

Ashland County and Bayfield County
Local Comprehensive Community Services (CCS) Coordination Committees

And

Ashland County and Bayfield County Regional
Comprehensive Community Services Coordination Committee

April 12, 2022 at 12:30 p.m.

Remote/Zoom Meeting

Join by the link sent you via email or by phone

715-312-626-6799 US (Chicago)

Meeting ID: 871 6075 8647 Password: 097596

Ashland CCS Committee:

Thomas Mittelstaedt

Terry Barningham

Bad River Tribal Representative

Josh Gilbert

Colleen Grand

Georgia Tolliver

Jan Kupczyk

Bayfield CCS Committee:

Tom Croteau

Thomas Mittelstaedt

Lorna Gamble

Dale Irwin

Cecilia Webb

Vacant

Sandra Notzke

Regional CCS Committee:

Ashland County: Terry Barningham, Colleen Grand, Jan Kupczyk, Josh Gilbert, Georgia Tolliver, Bad River Tribal Representative

Bayfield County: Tom Croteau, Dale Irwin, Vacant, Lorna Gamble, Cecilia Webb, Sandra Notzke

Members-At-Large: Val Levno, Thomas Mittelstaedt

Bayfield CCS: Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c))

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Ashland Community Service Programs at 715-682-7171 at least 24 hours before the scheduled meeting time, so appropriate arrangement can be made.

Agenda

1. Call to Order. Introductions and Welcome to New Committee Members
2. Role Call
3. Discussion of Simplified Roberts Rules of Order (Handouts 1-7)
4. Agenda for Ashland CCS only:
 - A. Discussion and Possible Action: Review and Approval of the January 11, 2022 Meeting Minutes (Handouts 8-11)
 - B. Discussion and Possible Action: Election of Vice Chairperson
5. Agenda for Bayfield CCS only:
 - A. Discussion and Possible Action: Review and Approval of the January 11, 2021 Meeting Minutes (Handouts 8-11)
 - B. Discussion and Possible Action: Election of Chairperson and Vice Chairperson
6. Agenda for Regional CCS only:
 - A. Discussion and Possible Action: Review and Approval of the January 11, 2021 Meeting Minutes (Handouts 12-15)
7. CCS Program Response to Committee Recommendations (Handout 16)
8. Ashland Homeless Shelter Presentation
9. CCS State Satisfaction Survey
10. Review Program Report (Handouts 17-18)
11. Children Services
12. Discussion and Possible Action: New Business
13. Opportunity for Public Comment (Limit 3 minutes please)
14. Other (Informational Items)
15. Future Meeting Dates:
 - July 12, 2022 – via Zoom or in person

- Oct 11, 2022 - via Zoom or in person

C: Ashland County Board Chair, Dick Pufall
Ashland County Administrator, Dan Grady
Ashland County Clerk, Heather Schutte
Bad River Tribal Chairman, Mike Wiggins Jr.
Bayfield County DHS, Deanna Regan
Bayfield County DHS, Nina Bucher
Bayfield County DHS, Heather Gilbertson
Bayfield County Clerk, Lynn Divine
Bayfield County Administrator, Mark Abeles-Allison
Bayfield County Board of Supervisors Chair, Dennis Pocernich
Red Cliff Tribal Chair, Christopher Boyd
WI DHS Area Administration, Karlie Pierson
WI Family Ties, Amy Polsin
Ashland Daily Press

Roberts Rules of Order – Simplified

Guiding Principle:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.
 After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.
 After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.
 Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.
 Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.
 Move to postpone to a definite time or date.

You are tired of the current discussion.
 Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rd vote.

You have heard enough discussion.
 Move to close the debate. Requires a 2/3rd vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rd vote.

You want to postpone a motion until some later time.
 Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rd vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
Call for orders of the day.

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.
Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rd vote is required.

You may INTERRUPT a speaker for these reasons only:
to get information about business – point of information
to get information about rules – parliamentary inquiry
if you can't hear, safety reasons, comfort, etc. – question of privilege
if you see a breach of the rules – point of order
if you disagree with the president of the board's ruling – appeal

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 rd s	√
Close Discussion	√			2/3 rd s	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

(3)

IN MOTION

n the floor.

and resumes his seat.
tion or I second it or second.
that ... Are you ready for the

claims it properly

/3 vote) or by the chair if no

ne rises to claim the floor, the

motion that ... As many as
posed, say 'Nay'. (Pause for

the effect of the vote) or



ank

**Bayfield County
Comprehensive Community Service (CCS) Meeting
Via Zoom– Ashland County – Downtown**

January 11, 2022

Members Present: Tom Croteau, Dale Irwin, Thomas Mittelstaedt, Sandra Notzke

Members Excused: Lorna Gamble

Members Unexcused:

Others Present: Shelby Eckland, Elizabeth Skulan, Terry Barningham, Josh Gilbert, Jan Kupczyk, Colleen Grand, Val Levno

Call to order and Introductions

Mittelstaedt called meeting to order at 12:35 pm. Introductions made.

Discussion and Possible Action: Review of the October 12, 2021 BCCS Meeting Minutes

Motion by Irwin, second by Croteau to approve October 12, 2021 meeting minutes, as presented. Motion passed.

Discussion and Possible Action: Plan and Policy Update

Motion by Irwin, second by Notzke to approve plan and policy update. Motion passed.

Dawn provides Equine Assisted Learning to CCS participants in conjunction with Unbridled Hope in Bayfield, WI. The American Psychological Association has specific criteria that needs to be followed for animal assisted therapy. Dawn explained activities she does and how it supports recovery, symptom management and skill building. Grand asked if they match horses with clients' based on similar to characteristics? Clients work with multiple horses to see which horse they bond to the best and how they react to one another. Mittelstaedt also asked if this is an open ended program and if it continues as long as clients continue to benefit? Nixon states that all therapy should have a conclusion. We have the "what will it look like at the end of this" conversation when beginning therapy and throughout therapy so they are prepared to when therapy. Levno thanks Nixon for working with our program since the CCS programs began.

Review Program Report

Enrollment: BCCS enrollment has significantly increased in the last three months. In January alone, they have completed three intakes and have several more scheduled. There has been an increase in referrals of children. 80% of referrals are coming from Bayfield County Human Services. Previously most referrals were coming from MMC – Behavioral Health Unit.

Mittelstaedt asked if Covid has affected enrollment. Levno said yes, each program has had a decrease in participants due to not wanting services. Mainly before having things such as Telehealth, PPE, or direction on how to provide services safely. She also states that we are now in a better place to provide these services and minimize any potential risk of Covid-19 transmission within the CCS programs.

Staffing: BCCS staff has been stable. They have an intern that is working with the program from September 2021 to May 2022.

Provider Network: After increasing the number of contracted providers for Individual Skill Development and Enhancement (ISDE), there was several who resigned causing a lack of skilled ISDE providers. Innovative Wisconsin has hired a new CCS Program Manager that will begin end of January or beginning of February. Once this person is in place, they will provide 20 hours a week of ISDE and be in a place to hire additional ISDE staff. North Country Independent Living has hired a third Peer Specialist, bringing the programs specialists up to three. They have also hired a part time ISDE provider and have advertised for another ISDE provider.

Levno talked with Northland College students, informing them that there are jobs here when they graduate.

The program is in the process of rate settings and contracting for 2022.

Marketing and Outreach: Ashland Homeless Shelter has opened. We will be referring CCS participants to them and they will also be referring people in the shelter to our programs.

The State Satisfaction Surveys are to be discussed at the April 12th 2022 meeting.

Both programs are working with the CATCH Program. We are using a safety plan in which law enforcement has access to. These plans are to be done with appropriate authorizations and safeguard. It allows CCS participants who participant to let emergency services know what they would like to have happen when they are in crisis. The end result we are looking for is to reduce emergency detentions and better support CCS participants when in crisis.

Children Services:

Because we have had more ISDE provider, we are able to provide more services to children.

New Business:

No new business.

Opportunity for Public Comment (Limit 3 minutes):

No public comment.

Other (Informational Items):

Gilbert asked if CCS could be a possible long-term program such as CSP or Inclusa, that could include a grace period (Ex. 1-3 months) if a participant is looking to leave. With this process, a drop in service can be provided so they learn to see what it's like doing things on their own or depending on themselves. Gilbert asked if there could be testimonials for CCS participants leaving the program. There has been plenty of participants, along with himself that have enjoyed the program and their services. This should be known within a brochure or informational item to represent the programs. Mittelstaedt asked if there is an exit interview for either program. Levno stated that CCS participants have had up to six months in transition planning when they are leaving CCS because they no longer need services. This is a time when no services other than a monthly check with their service facilitator for the CCS participant allowing the CCS participant an opportunity gain confidence or identify additional support that needs to be put in place. Croteau says we have to look at state policies because CCS differs from other programs in terms of guidance with these sort of situations. Levno brought up our participants do not know who is on the Committee. This can be found on both counties websites and it will show who represents each program. Gilbert asked if there could be a page on the county website directed to the Coordination Committee itself to put any thoughts or opinions and Barningham said we could make an email that does not show any specific names but anyone within the Coordination Committee can answer any questions or concerns they have. All in all, a newsletter was brought up to go along with this which would not include their personal contact information but their name and who to contact to get ahold of them.

Recruitment brochure for Coordination Committee members for both programs were updated.

Future Meeting Dates: future meetings to be held virtually via Zoom until further notice.

- April 12, 2022 at 12:30 p.m.
- July 12, 2022 at 12:30 p.m.
- October 11, 2022 at 12:30 p.m.

Motion to adjourn.

Motion to adjourn by Irwin, second by Croteau. January 12, 2022 meeting adjourned. Motion passed.

Minutes submitted by: Shelby Eckland, Administrative Assistant – Ashland County

**Draft - subject to change
at the April meeting**

**Ashland County and Bayfield County Regional
Comprehensive Community Service (CCS) Meeting
Via Zoom– Ashland County – Downtown**

January 11, 2022

Members at Large: Valerie Levno, Thomas Mittelstaedt

Ashland County: Terry Barningham, Colleen Grand, Jan Kupczyk, Josh Gilbert

Bayfield County: Tom Croteau, Dale Irwin, Sandra Notzke

Members Excused: Lorna Gamble

Members Unexcused: None

Others Present: Elizabeth Skulan, Shelby Eckland

Call to order and Introductions

Mittelstaedt called meeting to order at 12:35 pm. Introductions made.

Discussion and Possible Action: Review of the October 12, 2021 Regional Meeting Minutes

Motion by Irwin, second by Croteau to approve October 12, 2021 Regional meeting minutes, as presented. Motion passed.

Equine Therapy Presentation – Dawn Nixon, PsyD, LP, IMH-E

Dawn provides Equine Assisted Learning to CCS participants in conjunction with Unbridled Hope in Bayfield, WI. The American Psychological Association has specific criteria that needs to be followed for animal assisted therapy. Dawn explained activities she does and how it supports recovery, symptom management and skill building. Grand asked if they match horses with clients’ based on similar to characteristics? Clients work with multiple horses to see which horse they bond to the best and how they react to one another. Mittelstaedt also asked if this is an open ended program and if it continues as long as clients continue to benefit? Nixon states that all therapy should have a conclusion. We have the “what will it look like at the end of this” conversation when beginning therapy and throughout therapy so they are prepared to when therapy. Levno thanks Nixon for working with our program since the CCS programs began.

Review Program Report

Enrollment: Enrollment is down for ACCS. However, ACCS continues to get a significant number of referrals each month. There were three discharges in December that no longer needed our services due to recovery. BCCS enrollment has significantly increased in the last three months. In January alone, they have completed three intakes and have several more scheduled. There has been an increase in referrals of children. 80% of referrals are coming from Bayfield County Human Services. Previously most referrals were coming from MMC – Behavioral Health Unit.

Mittelstaedt asked if Covid has affected enrollment. Levno said yes, each program has had a decrease in participants due to not wanting services. Mainly before having things such as Telehealth, PPE, or direction on how to provide services safely. She also states that we are now in a better place to provide these services and minimize any potential risk of Covid-19 transmission within the CCS programs.

Staffing: In ACCS, there are two positions open for Service Facilitator and one for a Mental Health Professional. The Mental Health Professional position is more complicated to fill due to it needing experience and a licensed therapist requirement. BCCS staff has been stable. They have an intern that is working with the program from September 2021 to May 2022.

Provider Network: After increasing the number of contracted providers for Individual Skill Development and Enhancement (ISDE), there was several who resigned causing a lack of skilled ISDE providers. Innovative Wisconsin has hired a new CCS Program Manager that will begin end of January or beginning of February. Once this person is in place, they will provide 20 hours a week of ISDE and be in a place to hire additional ISDE staff. North Country Independent Living has hired a third Peer Specialist, bringing the programs specialists up to three. They have also hired a part time ISDE provider and have advertised for another ISDE provider.

Levno talked with Northland College students, informing them that there are jobs here when they graduate.

The program is in the process of rate settings and contracting for 2022.

Marketing and Outreach: Ashland Homeless Shelter has opened. We will be referring CCS participants to them and they will also be referring people in the shelter to our programs.

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Both programs are working with the CATCH Program. We are using a safety plan in which law enforcement has access to. These plans are to be done with appropriate authorizations and safeguard. It allows CCS participants who participant to let emergency services know what they would like to have happen when they are in crisis. The end result we are looking for is to reduce emergency detentions and better support CCS participants when in crisis.

Children Services:

Because we have had more ISDE provider, we are able to provide more services to children.

New Business:

No new business.

Opportunity for Public Comment (Limit 3 minutes):

No public comment.

Other (Informational Items):

Gilbert asked if CCS could be a possible long-term program such as CSP or Inclusa, that could include a grace period (Ex. 1-3 months) if a participant is looking to leave. With this process, a drop in service can be provided so they learn to see what it's like doing things on their own or depending on themselves. Gilbert asked if there could be testimonials for CCS participants leaving the program. There has been plenty of participants, along with himself that have enjoyed the program and their services. This should be known within a brochure or informational item to represent the programs. Mittelstaedt asked if there is an exit interview for either program. Levno stated that CCS participants have had up to six months in transition planning when they are leaving CCS because they no longer need services. This is a time when no services other than a monthly check with their service facilitator for the CCS participant allowing the CCS participant an opportunity gain confidence or identify additional support that needs to be put in place. Croteau says we have to look at state policies because CCS differs from other programs in terms of guidance with these sort of situations. Levno brought up our participants do not know who is on the Committee. This can be found on both counties websites and it will show who represents each program. Gilbert asked if there could be a page on the county website directed to the Coordination Committee itself to put any thoughts or opinions and Barningham said we could make an email that does not show any specific names but anyone within the Coordination Committee can answer any questions or concerns they have. All in all, a newsletter was brought up to go along with this which would not include their personal contact information but their name and who to contact to get ahold of them.

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- October 11, 2022 at 12:30 p.m.

Motion to adjourn

Motioned to adjourn by Irwin, second by Gilbert. January 12, 2022 Meeting
Adjourned. Motion passed.

Minutes submitted by: Shelby Eckland, Administrative Assistant – Ashland County

Department of Human Services
117 East Fifth Street
P.O. Box 100
Washburn, WI 54891-0100
Telephone (715) 373-6144 Fax (715) 373-6130
Email: baycodhs@bayfieldcounty.org



TO: Bayfield County CCS Coordination Committee

FROM: Val Levno, CCS Administrator

DATE: April 12-2022

Thank you for your recommendations after reviewing the Bayfield County Comprehensive Community Services (BCCS) plan and policies updates. We accept your recommendations as made during the January 11, 2022 Bayfield CCS Coordination Committee meeting. The changes include updating the Coordination Committee roster, Bayfield County Human Services Organizational Chart, BCCS Staff Listing, Vendors, Providers and Policy & Procedures of Quality Improvement Plan. The Telehealth Policy was, also, added.

Sincerely,

Val Levno MEd LPC

Valerie Levno, MEd, LPC
ACCS Administrator

blank

Ashland County Comprehensive Community Support
Bayfield County Comprehensive Community Support
Coordination Committee Program Report
April, 2022

Enrollment:

Ashland													
	March	Feb	Jan	Dec	Nov	2021 1 st Qtr	2021 2 nd Qtr	2021 3 rd Qtr	2021 4 th Qtr	2020 1 st Qtr	2020 2 nd Qtr	2020 3 rd Qtr	2020 4 th Qtr
Total	45	45	43	46	47	87	74	77	65	111	83	90	74
# of Children	1	1	1	2	1	11	12	7	4	18	13	13	10
Intakes	4	4	1	5	5	26	20	19	16	34	16	19	11
Discharges	4	2	4	6	5	16	23	28	19	41	18	24	23
Referrals Closed	8	2	5	3	5	6	18	11	14	6	10	13	7
Referrals Pending	7	5	3	9	7	7	5	4	9	10	7	10	6
Referrals Received	9	10	2	9	8	28	35	27	29	45	26	26	18
Inquiries Pending	5	8	2	5	3								

Bayfield													
	March	Feb	Jan	Dec	Nov	2021 1 st Qtr	2021 2 nd Qtr	2021 3 rd Qtr	2021 4 th Qtr	2020 1 st Qtr	2020 2 nd Qtr	2020 3 rd Qtr	2020 4 th Qtr
Total	42	38	33	31	26	23	30	30	37	29	21	24	23
# of Children	7	6	4	4	3	4	5	5	4	6	4	6	3
Intakes	5	5	5	5	2	3	7	4	9	5	0	3	3
Discharges	1	0	3	0	3	0	4	2	6	6	0	4	3
Referrals Closed	0	1	2	0	2	4	2	4	2	3	9	5	0
Referrals Pending	5	4	7	11	4	1	3	1	11	7	5	1	5
Referrals Received	4	3	4	10	5	1	9	5	19	12	6	5	4
Inquiries Pending	0	1	0	5	1								

Staffing:

- ACCS is incorporating Mental Health Professional duties into Service Director position.
- BCCS is advertising for an additional Service Facilitator.
- Andrea Yrjanainen new Administrative Assistant at ACCS.

Provider Network:

- Innovative Wisconsin's CCS Program Manager has begun. Providing 20 hours of direct service/week.
- North Country Independent Living Center has hired a third Certified Peer Specialist. Also has hired a staff to provide 10 hours/wk. of Individual Skill Development and Enhancement. They are advertising for another skill building part-time position.
- Discussion with a woman interested in starting local agency to provide Certified Peer Support.
- Rate setting for 2022 contracts.
- Bridgid Ripley interested in providing equine-assisted learning.

Marketing and Outreach:

- Tom is connecting with law enforcement/sheriff/treatment court/criminal justice in Bayfield County
- Wellness Court (Ashland County)
- Community Provider Meeting
- CA:tCH (Chequamegon Accountable: the Community of Health) – safety plans
- Northwest Wisconsin Community Service Agency, Inc. – homeless shelter in Ashland

Other Items:

- Request For Proposal sent for Management Information System
- Dr. David Mays did a twelve hour training for Ashland County Health & Human Services. ACCS participants. Copies of the training have been provided to the BCCS team. Training was a good overview on what is current in mental health disorder and substance use disorders and psychosocial rehabilitation.
- 2022 CCS Statewide Meeting is Aug 16, 2022 and will be held virtually. Agenda and information on registration will be available the end of May.