

OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the **North Central Community Services Program Board** will hold a meeting at the following date, time, and location shown below.

Thursday, September 29, 2022 at 3:00 pm

North Central Health Care, Wausau Board Room, 1100 Lake View Drive, Wausau WI 54403

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, North Central Health Care encourages the public to attend this meeting remotely. To this end, instead of attendance in person, the public may attend this meeting by telephone conference. If Board members or members of the public cannot attend remotely, North Central Health Care requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees.

Persons wishing to attend the meeting by phone may call into the telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:

Meeting number: 1-408-418-9388 Access Code: 2487 234 0478 Password: 1234

Our Mission

Langlade, Lincoln, and Marathon Counties partnering together to provide compassionate and high-quality care for individuals and families with mental health, recovery, and long-term care needs.

AGENDA

1. CALL TO ORDER
2. CHAIRMAN'S ANNOUNCEMENTS
3. PUBLIC COMMENT FOR MATTERS APPEARING ON THE AGENDA (Limited to 15 Minutes)
4. CONSENT AGENDA AND MONITORING REPORTS
 - A. Board Minutes and Committee Reports
 - i. ACTION: *Motion to Approve the July 28, 2022, NCCSP Board Minutes*
 - ii. FOR INFORMATION: Minutes of the July 12, 15, 18, 27, 29, August 11, 19, 25, and September 8 and 14, 2022 Executive Committee Meetings, and August 23, 2022 Nursing Home Operations Committee Meeting
 - iii. ACTION: Motion to Approve the Recommendations of the Medical Executive Committee for Reappointments for Debra Knapp, APNP, Brian Smith, MD, and Gabriel Ticho, MD

5. BOARD DISCUSSION AND/OR ACTION

A. Educational Presentations

1. Executive Director Report – M. McBain
2. Progress Report on Programmatic Changes at North Central Health Care – M. McBain
3. 2023 Budget Update – G. Olsen
4. Executive Director Recruitment Update – M. McBain

B. Role and Responsibilities of the Board – K. Gibbs

6. BOARD CALENDAR AND FUTURE AGENDA ITEMS

A. Next Board Meeting scheduled for: October 27, 2022 at 3:00 p.m.

7. ADJOURN

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Administrative Office at 715-848-4405. For TDD telephone service call 715-845-4928.

NOTICE POSTED AT: North Central Health Care

COPY OF NOTICE DISTRIBUTED TO:

Wausau Daily Herald, Antigo Daily Journal, Tomahawk Leader,
Merrill Foto News, Langlade, Lincoln & Marathon County Clerks Offices



Presiding Officer or Designee

DATE: 09/22/2022 TIME: 5:30 PM BY: D. Osowski

NORTH CENTRAL COMMUNITY SERVICES PROGRAM

BOARD MEETING MINUTES

July 28, 2022

3:00 p.m.

North Central Health Care

Present: ABS	Eric Anderson	EXC	Randy Balk	X _(WebEx)	Chad Billeb
X _(WebEx)	Angela Cummings	X	Kurt Gibbs	X	Renee Krueger
X	Alyson Leahy	X	Lance Leonhard	X _(WebEx)	Bruce McDougal
X	Dave Oberbeck	X _(WebEx)	Robin Stowe	X	Gabe Ticho
X	Cate Wylie	EXC	Vacant		

Staff Present: Mort McBain, Dr. Rob Gouthro, Jarret Nickel, Gary Olsen, Janelle Hintz, Jessica Meadows_(WebEx),

Others Present: Dejan Adzic, Deputy Corporation Counsel, Katie Homseth_(WebEx)

Call to Order

- Meeting was called to order at 3:02 p.m. by Chair Gibbs.

Chairman's Announcements

- Thanks to all for participation in the work before us.

Public Comment for Matters Appearing on the Agenda

- None

Consent Agenda and Monitoring Reports

- **Motion**/second, Wylie/Leahy, to approve the June 30, 2022 NCCSP Board Minutes. Motion carried.
- **Motion**/second, Leonhard/Wylie, to approve the recommendations of the medical Executive Committee for Initial Appointment for Bennett Harris, D.O., and Reappointments for Robert Vickrey, M.D., Jessica Dotson, D.O., David Tange, M.D., Waqas Yasin, M.D. Motion carried.

Board Discussion and Action

- Executive Director Report – M. McBain
 - Receipt for Executive Director applications was closed on July 8 at which time 25 applications had been received. Five interviews have been scheduled this week. The committee will then discuss next round of interviews tentatively scheduled for 8/17/22.
 - Previous meetings have discussed the Board's role in reviewing and approving financials. The new Tri-County Agreement covered on pages 7-12 spells out how the roles of the Board and Executive Committee have changed considerably.

- Management Team members will be providing two program evaluations today. We are looking for Board recommendations following the presentations. It is our goal to continue to work toward a balanced budget this year. A large part of the budget process this year is carefully evaluating the ongoing importance of all programs, both core (programs mandated under Wis. Statutes 51.42) and non-core (non-51.42 programs).
- Presentation on Organizational Financials and Explanation of Board's Role in Preparing Budget and Program Delivery – G. Olsen
 - A high-level review was provided to keep the Board apprised of the financial status of the organization.
 - June ended with a deficit of -\$2,045,754 but finished the month \$13,554 better than the prior month. One-time money was received in June. We continue to scrutinize every aspect of the financials to reduce this deficit, if we do not, the deficit at year end will likely be \$4 million.
 - The Tri-County agreement stipulates the budget should be completed by 8/1. The Executive Committee is aware that this year with a new Finance Director it will not be possible to meet the deadline. In 2023, the budget will be provided by the 8/1 deadline.
 - Departments have submitted a preliminary budget; however, much more needs to be done in terms of productivity, comparisons, and basically redoing the framework for how the budget is assembled and presented. Further discussion included obtaining the most up to date information on the financial status, financial trends, etc.
 - According to the new Tri-County Agreement, the role of the Board will be to approve the annual budget while the role of the Executive Committee is to identify revenue shortfalls and resources to balance the budget. Overall fiduciary responsibility is removed from the Board. Funding remains the obligation of the counties, and the Board represents the voice of the community regarding program needs and services, and to make recommendations to the Executive Committee.
 - In the future, a balanced budget will be presented.

Policy Actions

- Recommendations to be made to the Executive Committee and Member Counties Relative to Specific Programs in Light of Budgetary Constraints and Statutory Obligations (Program Evaluation Presentations)
 - M. McBain explained that the only way the budget can be balanced is to either increase revenues, decrease expenses, or more typically a combination of both. NCHC cannot continue operating year after year with a deficit, therefore, it is essential to understand the programs we operate, both core and non-core, and determine if we can afford to operate them.
 - K. Gibbs credited the Executive Management Team for developing the program evaluation process, gathering an extensive amount of information, and providing an excellent overall picture of each program.

- Marathon County Pre-Vocational Program Evaluation – J. Nickel
 - Program evaluation was provided.
 - The Board discussed at length the program partnerships, cost of programs, reimbursement, options for clients, options for staff to move within the organization at the same or better pay, program transition planning, the change in State funding, and a decrease in program participation.
 - The Board recognized that NCHC has done an excellent job in providing services. This service should be provided independent of counties without being subsidized by NCHC.
 - **Motion**/second, Krueger/Wylie, that the Board forward the recommendation to the Executive Committee to transition the Marathon County Pre-Vocational Program out of NCHC and not budget for the program in 2023. Motion carried unanimously.
- Community Corner Clubhouse Program Evaluation – R. Gouthro
 - Program evaluation was provided.
 - The Board discussed at length the history of the program, the strong support of the mission, and the dedication of the staff. Efforts to make the program sustainable with funding options has been ongoing for years. Funding would need to be in place for 3-5 years for program to continue. Building is owned by NCHC and could be sold or repurposed. A transition plan would include options of other services available for the consumers and other comparable positions within the organization for staff.
 - A. Cummings noted that the Board agrees that the program is valuable to the community, however the decision revolves around whether or not NCHC should continue to subsidize the program or request that Marathon County fully fund it.
 - **Motion**/second, Cummings/McDougal, to recommend to the Executive Committee to remove the Community Corner Clubhouse program from the 2023 budget as the program is currently not sustainable and there are other mental health services available such as Adult Day Services. Motion carried unanimously.

Board Calendar and Future Agenda Items

- Next NCCSP Board Meeting – August 25, 2022 – 3:00 p.m.

Adjourn

- **Motion**/second, Krueger/Wylie, to adjourn the meeting at 4:56 p.m. Motion carried.

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

July 12, 2022

3:00 p.m.

Wausau Board Room

Present: X Kurt Gibbs X_(WebEx) Lance Leonhard X Robin Stowe
X Cate Wylie

Staff Present: Mort McBain, Jarret Nickel, Tom Boutain

Others Present: Dejan Adzic, Marathon County Deputy Corp. Counsel

Call to Order

- Meeting was called to order at 3:00 p.m. by Chair Gibbs.

Public Comments

- None

Approval of June 30, 2022 Executive Committee Minutes

- **Motion**/second, Stowe/Wylie to approve the June 30, 2022 Executive Committee meeting minutes. Motion carried.

Educational Presentations/Outcome Monitoring Reports

- Executive Director Report
 - At the request of the Executive Committee the Executive Management Team is in the process of evaluating all NCHC programs with non-core programs (those not under the 51.42/.473 statutes). Lincoln County asked that an evaluation of Lincoln Industries be completed right away. That evaluation has been completed and results have been provided to the Lincoln County Board.
 - If a county determines it is no longer able to support (fund) the program, then the program would be transitioned from NCHC. In preparation for this potential decision, a transition plan template was developed and reviewed with the committee.
 - The Committee expressed the importance of ‘warm handoffs’ for clients so they are not without opportunities for services in other areas of NCHC or in the community, and for staff to have other employment opportunities within NCHC.
 - The Committee discussed the need to carefully identify the steps in the process to make sure communication is provided at the appropriate times to clients, client families and guardians, staff, and community members.
 - Suggestions for additional items on the transition plan template: approval by the County to effectively terminate or fund the program, financial impacts to program, viability of program with county, other impacted services i.e., I.T., phones, maintenance contracts, employee transition costs, financial impact to organization as a whole

Approval of Increase of Fees and Authorization to Purchase Implementation Fees to Migrate Remaining Programs from TIER

- Approval of Increase of Fees
 - NCHC fees have not been increased for a number of years in most programs. Therefore, it is being proposed to raise fees to be more competitive. The increase applies to just 17% of our clientele (those with insurance).
 - The Executive Committee asked that a process be identified to evaluate rates on a regular basis.
 - **Motion**/second, Leonhard/Stowe, to approve the increase in fees as recommended by staff. C. Wylie asked if something is in place to make sure we don't see a decline in services due to this increase.
 - L. Leonhard amended his motion to: approve the increase in fees as recommended by staff with the expectation to have an update in six months on the impact of these fee changes and to finances. R. Stowe seconded. Motion carried.
- Authorization to Purchase Implementation Fees to Migrate Remaining Programs from TIER
 - In June 2019 the NCCSP Board approved to move forward with the replacement of TIER (the electronic health record (EHR)); Cerner was selected as the replacement and as of today behavioral health services data has been moved from TIER to Cerner.
 - Data migration off TIER that is yet to occur includes Aquatics, Adult Day Services (ADS), Residential, Adult Protective Services (APS), and Demand Transportation.
 - \$36,000 is needed to migrate Residential off TIER to Matrix (the EHR used at Mount View Care Center), however, the available dollars from the project was not carried into the 2022 budget. \$60,000 is budgeted in 2022 to purchase blocks of support time from TIER which could be used for the residential data migration.
 - Following discussion, it was determined no motion was needed as the cost to migrate Residential off TIER can occur with an internal transfer.

Closed Session

- **Motion**/second, Stowe/Wylie, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (3), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for the purpose of conducting other specified business, whenever competitive reasons require a closed session, to wit: Employee Compensation and Executive Director Applications. Roll call taken, all ayes. Motion carried. Meeting convened in closed session at 4:26 p.m.
- **Motion**/second, Wylie/Stowe, to return to open session at 5:13 p.m. Motion carried.

Announcements

- Committee will meet on Friday, July 15, 2022 at 7:00 a.m.

Adjournment

- **Motion**/second, Stowe/Wylie, to adjourn at 5:14 p.m. Motion carried.

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

July 15, 2022

7:00 a.m.

Wausau Board Room

Present: X Kurt Gibbs X Lance Leonhard X_(WebEx) Robin Stowe
 X Cate Wylie

Staff Present: Mort McBain, Gary Olsen

Others Present: Dejan Adzic, Marathon County Deputy Corp. Counsel

Call to Order

- Meeting was called to order at 7:05 a.m. Chair Gibbs.

Closed Session

- **Motion**/second, Leonhard/Wylie, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (3), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for the purpose of conducting other specified business, whenever competitive reasons require a closed session, to wit: Employee Compensation and Executive Director Applications. Roll call taken, all ayes. Motion carried. Meeting convened in closed session at 7:06 a.m.
- **Motion**/second, Leonhard/Wylie, to return to open session at 9:12 a.m. Motion carried.

Announcements

- Preliminary interviews have been scheduled with semi-finalist candidates for the afternoons of July 27th and 29th. Final round of interviews is scheduled for August 17, 2022.
- A closed session of the Executive Committee will be scheduled, by phone only, at 4:00 p.m. on Mon, July 18, to approve salary ranges for North Central Health Care.

Adjournment

- **Motion**/second, Wylie/Leonhard, to adjourn at 9:20 a.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

July 18, 2022

4:00 p.m.

WebEx

Present: X_(WebEx) Kurt Gibbs X_(WebEx) Lance Leonhard X_(WebEx) Robin Stowe
X_(WebEx) Cate Wylie

Staff Present: Mort McBain

Others Present: Dejan Adzic, Marathon County Deputy Corp. Counsel

Call to Order

- Meeting was called to order at 4:00 p.m. Chair Gibbs.

Closed Session

- **Motion**/second, Leonhard/Wylie, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (3), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for the purpose of conducting other specified business, whenever competitive reasons require a closed session, to wit: Approve Salary Ranges for North Central Health Care and Revise Reporting Structure for Specific Individuals. Roll call taken, all ayes. Motion carried. Meeting convened in closed session at 4:01 p.m.
- C. Wylie left the meeting at 4:15 p.m. due to an emergency.
- **Motion**/second, Leonhard/Stowe, to return to open session at 4:30 p.m. Motion carried.

Action Taken in Open Session

- **Motion**/second, Stowe/Leonhard, through the authority granted to the Executive Committee under the current governmental agreement, the Executive Committee will be establishing new pay grades for the positions discussed in Closed Session effective August 1, 2022. Motion carried.
- **Motion**/second, Stowe/Leonhard, that the Executive Committee clarify the job description of the Compliance Officer to reflect the dual reporting relationship to both the Executive Director and the Executive Committee of the Board. Motion carried.

Announcements

- Based on the action taken today the Executive Committee will approve, as required by the Tri-County Agreement, all other compensation at a later date.

Adjournment

- **Motion**/second, Leonhard/Stowe, to adjourn at 4:33 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

July 27, 2022

12:30 p.m.

Wausau Board Room

Present:	X	Kurt Gibbs	X	Lance Leonhard	X	Robin Stowe
	X	Cate Wylie				

Staff Present: Mort McBain

Call to Order

- Meeting was called to order at 12:35 p.m. by Chair Gibbs.

Closed Session

- **Motion**/second, Stowe/Wylie, to go into Closed Session (Roll Call Vote Suggested) Pursuant to Wis. Stat. ss. 19.85(1)(c), for the purpose of “[c]onsidering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit: Conduct Interviews for the Executive Director Position. Roll call taken. All ayes. Motion carried. Meeting convened in closed session at 12:35 p.m.
- **Motion**/second, Wylie/Leonhard, to go into Closed Session (Roll Call Vote Suggested) Pursuant to Wis. Stat. ss. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: Disposal/Sale of NCHC Property. Roll call taken. All ayes. Motion carried at 3:40 p.m.

Motion to Return to Open Session (Roll Call Vote Unnecessary) and Possible Announcements and/or Action Regarding Closed Session Items

- **Motion**/second, Stowe/Leonhard, to return to open session at 4:00 p.m. Motion carried.
- Authorization given to staff to obtain an appraisal on the McClellan Street property, sell it by bid, and decline the right of first refusal on the adjacent property.

Discussion and Possible Action on Roles of the Full board Due to the New Tri-County Agreement. Information Needed to Make Informed Recommendations to the Executive Committee

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Adjournment

- **Motion**/second, Wylie/Stowe, to adjourn at 5:10 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

July 29, 2022

12:30 p.m.

Wausau Board Room

Present:	X	Kurt Gibbs	X	Lance Leonhard	X	Robin Stowe
	X	Cate Wylie				

Staff Present: Mort McBain

Call to Order

- Meeting was called to order at 12:37 p.m. by Chair Gibbs.

Closed Session

- **Motion**/second, Wylie/Stowe, to go into Closed Session (Roll Call Vote Suggested) Pursuant to Wis. Stat. ss. 19.85(1)(c) and (e), for the purpose of “[c]onsidering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit: Conduct Interviews for the Executive Director Position and Compensation and Reclassification of Positions. Roll call taken. All ayes. Motion carried. Meeting convened in closed session at 12:38 p.m.

Motion to Return to Open Session (Roll Call Vote Unnecessary) and Possible Announcements and/or Action Regarding Closed Session Items

- **Motion**/second, Stowe/Leonhard, to return to open session at 6:13 p.m. Motion carried.
- **Motion**/second, Stowe/Wylie to adopt the pay scale of positions as presented in closed session, noting that not all adjustments are being looked at currently, and reserving the right to make additional adjustments in the future. Motion carried.

Discussion and Possible Action Regarding Recommendations from the Board Relative to Specific Programs in Light of Budgetary Constraints and Statutory Obligations

- **Motion**/second, Leonhard/Stowe, to direct the Executive Director to build the 2023 budget consistent with the recommendations from the NCCSP Board as it relates to Community Corner Clubhouse and Marathon County PreVocational Services unless Marathon County Board of supervisors provides other direction and necessary funding for a 5-year period; and, for Executive Director to move forward to cease services at Fulton Street and allow the contract to expire. Motion carried.

Adjournment

- **Motion**/second, Stowe/Wylie, to adjourn at 6:17 p.m. Motion carried.

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

August 11, 2022

3:00 p.m.

Wausau Board Room

Present: X_(WebEx) Kurt Gibbs X_(WebEx) Lance Leonhard X Robin Stowe
EXC Cate Wylie

Staff Present: Mort McBain, Gary Olsen, Jarret Nickel

Others Present: Dejan Adzic, Deputy Corporation Counsel

Guests: Sarah Westberg, Craig Lauber, William Lauber

Call to Order

- Meeting was called to order at 3:01 p.m. by Chair Gibbs.

Public Comments

- Chair Gibbs recognized the guests who wish to address the Committee and explained that the Committee is not able to discuss any issue that is brought up. Chair Gibbs also asked R. Stowe to chair the remainder of the meeting.
- S. Westberg, C. Lauber, and W. Lauber all provided comments on the importance of the Community Corner Clubhouse as a result of the recent announcement that the program will not be funded by North Central Health Care in 2023.

Approval of July 12, 2022, July 15, 2022, July 18, 2022, July 27, 2022, and July 29, 2022 Executive Committee Meeting Minutes

- **Motion**/second, Gibbs/Leonhard to approve the July 12, 2022, July 15, 2022, July 18, 2022, July 27, 2022, and July 29, 2022 Executive Committee Meeting Minutes. Motion carried.

Educational Presentations/Outcome Monitoring Reports

- Executive Director Report – M. McBain
 - Deferred to discussion later on the agenda
- Restructuring PLT Accruals (Management Only)
 - Consideration is being given to restructure paid leave time (PLT) accruals for management staff only. The draft policy has had the input and review of our human resources attorney.
 - The change would impact 59 management staff. Their PLT ‘bank’ would freeze at their current rate of pay, and they would have an opportunity to buy back up to 40 hours each year with full pay out if the individual would leave employment. The current amount of PLT hours totals 8282 at a cost of \$359,840. This change would decrease overall liability of the organization over time.

- Management will continue to review the policy and bring back to the Executive Committee for further discussion and action.
- Preliminary 2023 Budget
 - Managers are being asked to redo their 2023 budgets.
 - A change this year will not be budgeting for depreciation as it is a non-cash item. Depreciation will be applied at end of year and spread across budgets accordingly.
 - A priority is rebuilding the fund balance having had to deplete it mostly due to the Covid pandemic. We have been cutting costs already and freezing purchases of capital items in 2022.
 - In 2023 we a 5-year projection of capital items will be prepared.
 - It is unlikely NCHC will be able to service the debt this year as originally planned.
 - Committee members recognized that the levy requests from NCHC to the three counties has not increased for many years and that the county partners need to provide a realistic levy amount.

Discussion and Possible Action

- Pharmacy Position (authority to Hire Over Midpoint?)
 - According to the Compensation Manual the Executive Committee must approve any filling of positions over midpoint.
- Behavioral Health Technician Reclassification
 - According to the Compensation Manual the Executive Committee must approve any reclassifications. Following review of the Behavioral Health Technician it is recommended to reclassify the position downward to better align behavioral health services that can be shared between areas.
- **Motion**/second, Gibbs/Leonhard, to provide authority to hire the pharmacy position above midpoint and reclassify the Behavioral Health Technician position as presented. Motion carried.
- Day After Thanksgiving Holiday
 - Recommendation is to include the Day After Thanksgiving as a holiday for all staff. The cost is about \$56,000 across the organization.
 - **Motion**/second, Leonhard/Gibbs, to approve the Day After Thanksgiving as an additional holiday. Motion carried.
- Referral Policy
 - The current policy awards \$500 to an employee who refers someone to NCHC who is hired. Half of the award is paid at 90 days and the other half at 6 months provided the new hire remains in employment in good standing.
 - Approximately 25-30 referrals were made in the last year. Given the large number of vacancies the management team is recommending the referral bonus be doubled to encourage more recruitment and reduce vacancies.
 - **Motion**/second, Leonhard/Gibbs, to authorize an increase in referral bonus to \$1,000 for critical positions until such time as the Executive Director deems it to be reduced. Also, the Executive Director will provide a report to the Committee in six months on the impact of this increased referral bonus. Motion carried.

Closed Session

- **Motion**/second, Leonhard/Gibbs, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (e), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for the purpose of conducting other specified public business, whenever competitive reasons require a closed session, to wit: Selection of the Executive Director and Compensation and Reclassification of Positions. Roll call vote taken. All indicated aye. Meeting convened in closed session at 4:30 p.m.

Motion to Return to Open Session (Roll Call Vote Unnecessary) and Possible Announcements and/or Action Regarding Closed Session Items

- **Motion**/second, Leonhard/Gibbs, to return to open session at 4:45 p.m. Motion carried.
- No announcements were made.

Next Meeting Date & Time, Location, and Future Agenda Items

- Next meeting: Thursday, August 25 at 3:00 p.m. at North Central Health Care Wausau Board Room. Consideration being given to cancel the August 25 Board meeting.

Adjournment

- **Motion**/second, Gibbs/Leonhard, to adjourn at 4:50 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

August 19, 2022

8:00 a.m.

Wausau Board Room

Present: X Kurt Gibbs X Lance Leonhard X_(WebEx) Robin Stowe
 EXC Cate Wylie

Staff Present: Mort McBain

Others Present: Dejan Adzic, Marathon County Corporation Counsel, Renee Krueger, Lincoln County Social Services Director, John Zenkovich, Langlade County Social Services Director, Vicki Tylka, Marathon County Social Services Director

Call to Order

- Meeting was called to order at 8:00 a.m. by Chair Gibbs.

Closed Session

- **Motion**/second, Leonhard/Stowe, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (e), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility and for the purpose of conducting other specified public business, whenever competitive reasons require a closed session, to wit: Executive Director Applications; and allow Renee Krueger, John Zenkovich, and Vicki Tylka to remain in closed session. Roll call vote taken. All indicated aye. Closed session began at 8:03 a.m.

Motion to Return to Open Session and Possible Announcements and/or Action Regarding Closed Session Items

- **Motion**/second, Leonhard/Stowe, to return to open session at 8:45 a.m. Motion carried.
- No announcements were made.

Adjournment

- **Motion**/second, Stowe/Leonhard, to adjourn the meeting at 8:46 a.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

August 25, 2022

3:00 p.m.

Wausau Board Room

Present: X Kurt Gibbs X(WebEx) Lance Leonhard X(WebEx) Robin Stowe
 X Cate Wylie

Staff Present: Mort McBain, Gary Olsen, Jarret Nickel

Others Present: Dejan Adzic, Deputy Corporation Counsel, Chris Holman, Asst. County Administrator

Call to Order

- Meeting was called to order at 3:06 p.m. by Chair Gibbs.

Public Comments

- None

Approval of August 11, 2022 Executive Committee Meeting Minutes

- **Motion**/second, Wylie/Stowe, to approve the August 11, 2022 Executive Committee Meeting Minutes. Motion carried.

Educational Presentations/Outcome Monitoring Reports

- Discussion about Appropriateness of Items not in the Packet
 - Request from Committee is that any written information or printed materials for the agenda be provided in the meeting packet in advance of the meetings, particularly those for action, so that materials can be reviewed timely and appropriately in advance of the meeting.
- Executive Director Report – M. McBain
 - Clubhouse members organized a peaceful protest on the Wausau campus today. Channel 7 and Channel 9 talked with the members and M. McBain. One county board supervisor has scheduled a listening session next week at Clubhouse and invited other supervisors. These activities are being led by the members and not the manager of Clubhouse. M. McBain offered to attend Health & Human Services Committee and County Board meetings to keep members updated on the program along with other opportunities in the community in the transition, and to support the members. Committee agreed that more communication with the Marathon County Board is needed to keep them better informed about NCHC and will tentatively add a presentation by M. McBain to the September County Board agenda.
- Frequency of Board Meetings – M. McBain
 - The new Tri-County Agreement has expanded the role of the Executive Committee and has raised questions about the role of the Program Board including the frequency of meetings.

- Meetings need to be meaningful and valued which includes keeping the Board informed by providing the minutes of the Executive Committee regularly and keeping them apprised of the financial position of NCHC in a timely manner.
- Will include clarity of the roles and responsibilities of the Board on the September Board agenda, and the importance of being a community voice.
- Presentation of July Financial Statements – G. Olsen
 - July Financial Statements show a loss of \$1 million. Included is the debt payment information of \$322,000 received from Marathon County.
 - The Youth Hospital did not do well. With the program not quite a year old, we are still learning the level of need throughout the year i.e., during the school year vs summer months.
 - A hiring pause has been implemented with all vacant positions being reviewed in depth by the Executive Management Team and requiring approval prior to any being filled. Exceptions to the hiring pause are front line staff of CNAs, nurses, dietary aides, etc.
 - Cash on hand has decreased due to several recent large payments, leaving just 20 days cash on hand.
 - The second-round of 2023 budgets are due 8/26. G. Olsen will then be able to determine how close we are to the target numbers managers were asked to meet. Managers have been involved much more and informed they will be held accountable to meet their budget. Managers also know their budgets will not be changed without their input.
 - Committee asked for an additional report that does not include depreciation.
 - Committee asked on status of delayed payments due to issues with Cerner. While utilization of Cerner has improved there are still issues we continue to address. Internal issues have also contributed to write-offs, which are also being addressed.
 - MMT (Medically Monitored Treatment) is scheduled to re-open January 2023. Revenue associated with MMT is due to grants for that program.
 - C. Wylie credited G. Olson for meeting with the Pine Crest Ad Hoc Committee during a strategic planning session to explain the financials.
 - A substantial difference in performance in Outpatient Services between counties is an area that is being looked at. Each county will be contacted to verify we are optimizing the funding.
 - After contacting the State and receiving their approval, we are working on resubmitting the 2020 WIMCR report which is due 9/16/22.
 - Reviewed pharmacy being \$650,000 below target. Have identified several internal issues which have been corrected. Additional review, including a program evaluation, will be completed.
 - The Marathon County Board needs to be informed soon if NCHC is unable to cover the debt service this year. NCHC has submitted a request for ARPA funding for operations.
- Reorganization Discussion – M. McBain
 - Executive Management Team continues to discuss reorganization and what the Executive Committee would like for the future; possibly bringing a consultant in September to discuss structure, mission, goals, and how core programs can be delivered effectively and efficiently.

- After meeting with the entire Management Team last week, it is clear there is increasing anxiety within the organization, including a lot of uncertainty yet from the events of the last 18+ months. The Executive Management Team will reestablish quarterly employee meetings to address this issue by providing an additional avenue for communication.
- Executive Committee would like the opportunity to address some of the concerns and look to provide a communication to all NCHC employees including expressing appreciation for each of them, the work they do, and that they hear and understand their concerns.
- The Committee would like to meet individually with each of the Executive Management Team members for their insight into the organization before creating a new direction.

Discussion and Possible Action

- Adult Protective Services Lead – Authority to Hire Over Midpoint – M. McBain
 - Management is seeking clarification on the authority to hire over midpoint for the Adult Protective Services Lead position. The Tri-County Agreement states the Committee approves pay ranges and personnel policies only.
 - Executive Committee appreciated bringing this to the committee and stated that the Executive Director and Executive Management Team have the authority to hire over midpoint.
- Compensation Manual Review – J. Nickel
 - Request made to table the review of the Compensation Manual as additional revisions are being made yet to the manual.
 - **Motion**/second, Wylie/Leonhard, to postpone the review of the Compensation Manual. Motion carried.
- Program Evaluation Direction – M. McBain
 - Program evaluations will continue; however, it is requested that we wait to proceed with the evaluations until the 2023 budget process is complete to provide for better accuracy of financials which is critical in the process. Committee agreed.
- Establish Residential Care Assistant 2 – J. Nickel
 - Residential Care Assistants (RCA) work in the Community Living program providing care to clients in the group home. There is currently one level and believe there would be a benefit to a second level. An RCA2 would require individuals to have a CNA certification giving them an opportunity to advance their pay but also stay in the health care field. This position would also increase the care to residents by having a trained CNA. We anticipate there would be a savings in call pay, overtime, and/or agency staff. We also receive grant monies for this position and see this as an internal opportunity and strategy for retention. We are able to restructure to include this position in the 2023 budget to be a permanent position.
 - **Motion**/second, Leonhard/Wylie, to approve the establishment of a Residential Care Assistant 2 position. Motion carried.
- Establish Director of Outpatient Services – J. Nickel
 - Currently Janelle Hintz covers two positions as Director of Outpatient and Community Treatment. Unfortunately, her last day of employment is September 9 at which time we would like to split the responsibilities into two positions.

- Executive Committee would like to review the overall structure of the organization to better understand the needs of the position and organization and deferred further discussion and action until that has occurred.

Closed Session

- **Motion**/second, Wylie/Stowe, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (e), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility and for the purpose of conducting other specified public business, whenever competitive reasons require a closed session, to wit: Organizational Structure and Evaluation of Certain Positions/Incumbents within NCHC; and to allow G. Olsen, J. Nickel, C. Holman, M. McBain, and D. Adzic to remain in Closed Session. Roll call vote taken; all indicate aye. Motion carried. Meeting convened in closed session at 4:58 p.m.

Motion to Return to Open Session and Possible Announcements and/or Action Regarding Closed Session Items

- **Motion**/second, Wylie/Stowe, to return to open session at 5:30 p.m. Motion carried.
- **Motion**/second, Wylie/Stowe, to establish the Director of Outpatient Services position. Motion carried.

Adjournment

- **Motion**/second, Wylie/Stowe, to adjourn the meeting at 5:35 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

September 8, 2022

3:00 p.m.

Wausau Board Room

Present:	X	Kurt Gibbs	X(phone)	Lance Leonhard	X	Robin Stowe
	X	Cate Wylie				

Staff Present: Mort McBain, Jarret Nickel, Gary Olsen

Others Present: Dejan Adzic, Deputy Corporation Counsel, Andy Phillips, Atty, Attolles Law, S.C.

Call to Order

- Meeting was called to order at 3:00 p.m. by Chair Gibbs.

Closed Session

- **Motion**/second, Stowe/Wylie, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (e), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for the purpose of conducting other specified public business, whenever competitive reasons require a closed session, to wit: Organizational Structure and Evaluation of Certain Positions/Incumbents within NCHC, Recruitment Strategy for Executive Director, and Lincoln Industries Proposed Agreement. D. Adzic and A. Phillips were asked to remain in closed session. J. Nickel was asked to remain in closed session for the Lincoln Industries discussion only. Roll call vote taken. All indicated aye. Motion carried. C. Wylie was excused at 3:22 p.m. with no involvement in the Executive Director discussion.

Return to Open Session and Possible Announcements and/or Action Regarding Closed Sessions Items

- **Motion**/second, Stowe/Leonhard, to Return to Open Session at 3:47 p.m. Motion carried.
- C. Wylie, G. Olsen, and J. Nickel were asked to rejoin the open meeting.
- Announcement from Closed Session is to convey to Lincoln County that we cannot sign the Lincoln Industries contract as currently written.

Public Comments

- None

Approval of August 19, 2022 and August 25, 2022 Executive Committee Meeting Minutes

- **Motion**/second, Stowe/Wylie, to approve the August 19, 2022 and August 25, 2022 Executive Committee Meeting Minutes. Motion carried.

Educational Presentation

- Executive Director Report – M. McBain
 - Community Corner Clubhouse Update – a listening session was held at Clubhouse, a presentation was provided to the Marathon County Health & Human Services Committee, and staff are working on options that will reserve funding for North Central Health Care and potentially continue a portion of the program. Additional updates will be provided as details are worked out. M. McBain and R. Gouthro, M.D. are also available to provide an update to the Marathon County Board in September.
 - At the last meeting, the Executive Committee members expressed a desire to improve communications to NCHC employees by writing an article for the weekly News You Can Use with the first article being submitted for the Sept. 12, 2022 newsletter.

Discussion and Possible Action

- Compensation Manual Review – J. Nickel
 - Modifications have been made to the Compensation Manual to accommodate the new Tri-County Agreement.
 - Following discussion additional modifications were requested:
 - Job Documentation (pg. 2) – better definition of ‘major changes in duties and responsibilities’
 - Page 4, #7 – correct the numbering
 - Highly Compensated Positions (pay grade 77 and above), must be approved by the Executive Director and confirmed with the Executive Committee Chair prior to making the offer, and upon acceptance of the offer, Executive Director must report to the Executive Committee at their next scheduled meeting
 - Remove ‘equity section’; will be addressed in pay adjustment section
 - Committee to forward any additional edits to M. McBain
 - Add Compensation Plan Approval to next Executive Committee Agenda
 - Goal was to revise NCHC Compensation Plan to more accurately reflect the county government model, and this plan gets closer to that goal.

Authorizing Staff to Develop a Proposal for Contracted Meal Services to Marathon County Jail – M. McBain

- Have been approached by the Sheriff’s Office to consider providing meal service to the jail.
- NCHC would be able to provide these services if the details can be worked out and an agreement is created to spell out the terms of services, however, the Tri-County Agreement, states that NCHC cannot add a service without the approval of this committee.
- **Motion**/second, Stowe/Leonhard, to authorize staff to move forward with developing a proposal, while keeping in mind our core services and programs. Motion carried.

Next Meeting Date & Time, Location, and Future Agenda Items

- Meetings scheduled: September 14, 2022 with consultant regarding organizational structure; possible follow-up meeting September 16, 2022; next regular meeting scheduled for September 22, 2022 at 3:00 p.m. in the Wausau Board Room of NCHC

Adjournment

- **Motion**/second, Stowe/Wylie, to adjourn the meeting at 5:19 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

September 14, 2022

11:30 a.m.

Wausau Board Room

Present: X Kurt Gibbs X Lance Leonhard X Robin Stowe
 X Cate Wylie

Staff Present: Mort McBain

Others Present: Todd Romenesko

Call to Order

- Meeting was called to order at 11:30 a.m. by Chair Gibbs.

Closed Session

- **Motion**/second, Wylie/Stowe, to go into Closed Session Pursuant to Wis. Stat. ss. 19.85(1)(c) and (e), for the purpose of considering employment or compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility, and for the purpose of conducting other specified public business, whenever competitive reasons require a closed session, to wit: Meeting with consultant to discuss potential NCHC leadership/structural changes, evaluation of certain positions/incumbents within NCHC as it pertains to the proposed leadership/structural changes, and discussion re incorporation of certain positions/incumbents into the proposed leadership structure. Roll call vote taken. All indicated aye. T. Romenesko and M. McBain were asked to remain in closed session. Motion carried.

Return to Open Session and Possible Announcements and/or Action Regarding Closed Session Items

- **Motion**/second, Wylie/Stowe, to return to open session at 2:10 p.m. Motion carried.

Adjournment

- **Motion**/second, Leonhard/Stowe, to adjourn at 2:11 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO



North Central Health Care

Person centered. Outcome focused.

PRIVILEGE AND APPOINTMENT RECOMMENDATION

Appointee Debra A. Knapp, APRN Appoint/Reappoint 10-01-2022 to 09-30-2024
Time Period

Requested Privileges ☐ Medical ☒ Mid-Level Practitioner
☐ Psychiatry ☐ Medical Director

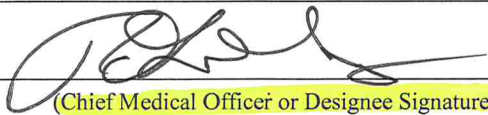
Medical Staff Category ☐ Courtesy ☒ Active
☐ Provisional ☐ Consulting

Staff Type ☒ Employee
☐ Locum Locum Agency: _____
☐ Contract Contract Name: _____

CMO PRIVILEGE RECOMMENDATION

The Credentials file of this staff member contains data and information demonstrating current competence in the clinical privileges requested. After review of this information, I recommend that the clinical privileges be granted as indicated with any exceptions or conditions documented.

Comments: _____

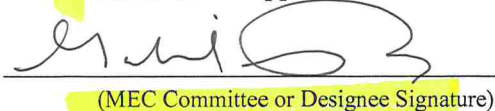

(Chief Medical Officer or Designee Signature)

8/25/22
(Signature Date)

MEC ACTION

MEC recommends that:

- ☒ He/she be appointed/reappointed to the Medical Staff as requested
☐ Action be deferred on the application
☐ The application be denied


(MEC Committee or Designee Signature)

9-15-22
(Signature Date)

GOVERNING BOARD ACTION

Reviewed by Governing Board: _____
(Date)

Response: ☐ Concur
☐ Recommend further reconsideration

(Governing Board Signature)

(Signature Date)

(Chief Executive Officer Signature)

(Signature Date)

PRIVILEGE AND APPOINTMENT RECOMMENDATION

Appointee Brian D. Smith, M.D. Appoint/Reappoint 12-01-2022 to 11-30-2024
Time Period

Requested Privileges ☐ Medical ☐ Mid-Level Practitioner
 ☐ Psychiatry ☒ Medical Director

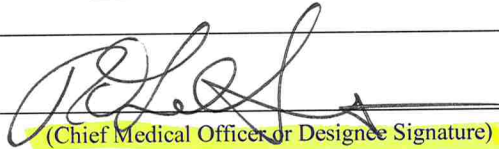
Medical Staff Category ☐ Courtesy ☒ Active
 ☐ Provisional ☐ Consulting

Staff Type ☐ Employee
 ☐ Locum Locum Agency: _____
 ☒ Contract Contract Name: Aspirus

CMO PRIVILEGE RECOMMENDATION

The Credentials file of this staff member contains data and information demonstrating current competence in the clinical privileges requested. After review of this information, I recommend that the clinical privileges be granted as indicated with any exceptions or conditions documented.

Comments: _____

 8/25/22
(Chief Medical Officer or Designee Signature) (Signature Date)

MEC ACTION

MEC recommends that:

- ☒ He/she be appointed/reappointed to the Medical Staff as requested
☐ Action be deferred on the application
☐ The application be denied

 9-15-22
(MEC Committee or Designee Signature) (Signature Date)

GOVERNING BOARD ACTION

Reviewed by Governing Board: _____
(Date)

Response: ☐ Concur
 ☐ Recommend further reconsideration

(Governing Board Signature)

(Signature Date)

(Chief Executive Officer Signature)

(Signature Date)

PRIVILEGE AND APPOINTMENT RECOMMENDATION

Appointee Gabriel C. Ticho, M.D. Appoint/Reappoint 11-01-2022 to 10-31-2024
Time Period

Requested Privileges ☐ Medical ☐ Mid-Level Practitioner
 ☒ Psychiatry ☐ Medical Director

Medical Staff Category ☐ Courtesy ☒ Active
 ☐ Provisional ☐ Consulting

Staff Type ☐ Employee Locum Agency: _____
 ☐ Locum Contract Name: Gabriel Ticho, LLC
 ☒ Contract

CMO PRIVILEGE RECOMMENDATION

The Credentials file of this staff member contains data and information demonstrating current competence in the clinical privileges requested. After review of this information, I recommend that the clinical privileges be granted as indicated with any exceptions or conditions documented.

Comments: _____

(Chief Medical Officer or Designee Signature) 8/25/22
(Signature Date)

MEC ACTION

MEC recommends that:

- ☒ He/she be appointed/reappointed to the Medical Staff as requested
☐ Action be deferred on the application
☐ The application be denied

(MEC Committee or Designee Signature) 9/16/22
(Signature Date)

GOVERNING BOARD ACTION

Reviewed by Governing Board: _____
(Date)

Response: ☐ Concur
 ☐ Recommend further reconsideration

(Governing Board Signature) _____
(Signature Date)

(Chief Executive Officer Signature) _____
(Signature Date)