

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

June 16, 2022

3:00 p.m.

Wausau Board Room

Present: X Kurt Gibbs EXC Lance Leonhard X_(WebEx) Robin Stowe
X Cate Wylie
X Chris Holman (attending on behalf of L. Leonhard as his designee)

Staff Present: Mort McBain, Jarret Nickel, Gary Olsen

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 May 19, 2022 and May 26, 2022 Executive Committee Minutes

- **Motion**/second, Wylie/Stowe, to approve the May 19, 2022 and May 26, 2022 Executive Committee Minutes. Motion carried.

Educational presentations/Outcome Monitoring Reports

- Executive Director Report – M. McBain
 - On June 15, the Executive Team called an emergency meeting of Incident Command, including Facilities Maintenance, upon receiving notification of rapidly approaching severe weather, including potential for tornadic activity. It was impressive to observe the staff quickly identify procedures to prepare for the approaching storm in efforts to keep patients, residents, and staff safe.
 - Two ARPA requests have been submitted to Marathon County. One request was originally submitted for \$6.5 million but we feel it can be modified considerably to \$1.1 million which is half the 2022 budgeted \$2.1 million deficit. The second request is for \$3.4 million for the construction project due to higher costs as a result of Covid, supply chain issues, materials, etc.
 - We have contracted with B. Glodowski to assist in completing the 2021 WIMCR report due July 1. We have been granted a 1-week extension at this time however, due to the time needed to complete the report, we anticipate requesting another extension. Also, the 2020 WIMCR report was not completed correctly. Amendments to that report needed to be submitted by March 31, 2022. G. Olsen has communicated the significant changes in leadership and financial status and DHS has agreed to review our request to submit a corrected report. If allowed to amend the 2020 report, it could potentially capture a significant amount of additional funds.

- Operations Update – J. Nickel
 - Program Evaluation Review – Lincoln Industries
 - At the request of Lincoln County, a program evaluation was completed for Lincoln Industries. The evaluation has been reviewed with C. Wylie and members of the Lincoln County Board and will be presented to the full Lincoln County Board June 21, 2022.
 - The program is not sustainable in its current format. Therefore, if Lincoln County decides to continue the program in its current state it must also come with a financial commitment. An agreement between Lincoln County and NCHC to oversee the program would also need to be executed should the program continue.
 - Program Evaluation Review – Riverview Terrace
 - NCHC partners with the City of Wausau to provide care services at Riverview Terrace, a Residential Care Apartment Complex (RCAC). NCHC provides licensed care, meals, and activity services to residents.
 - The City of Wausau recently notified us of their change in position for Riverview Terrace from an RCAC to independent living apartments. With this change comes a non-renewal of two contracts, one for service and one for office space, at the end of 2022. No residents would be impacted as the City of Wausau will work with them to find private care or home care. NCHC staff will be offered the opportunity to transition to other locations in our Community Living Program.
 - Following discussion, **motion**/second, Wylie/Stowe, to comply with the request from the City of Wausau to transition Riverview Terrace from an RCAC to independent living. Motion carried.
 - Residential Change Considerations – Bissell Street and Andrea Street
 - In summary, it is being recommended to end the lease agreements for Bissell Street and Andrea Street changing the Bissell Street CBRF license from 8 to 16 beds and moving the license and residents from both CBRF's to 2370 Marshall Street, Wausau by end of 2022 and early 2023.
 - Adult Crisis Stabilization and the Youth Crisis Stabilization programs (ACSF/YCSF) are currently located at 2370 Marshall Street. The facility meets the life safety codes for CBRF and there is no cost of moving services. The move would provide major efficiencies in staffing, transportation requirements, utilities, rent, etc. ACSF/YCSF would move to D-Wing (see below).
 - D-Wing Program Considerations – Adult Crisis Stabilization Facility (ACSF) and Medically Monitored Treatment (MMT)
 - Recommendation is to split the second floor of D-Wing into two units for MMT (14 beds) and ACSF (16 beds); plus two beds for low level detox. High level detox would occur on the inpatient unit. YCSF would move to first floor.
 - Financial benefits include staff efficiencies by combining behavioral health services in one area. Additionally, it decreases response time in emergency situations. These changes will meet the requirements for the \$5 million State grant.
 - Committee referenced the Tri-County Agreement which includes providing substance abuse, inpatient and MMT services and that NCHC must be in compliance with grant requirements.

- **Motion**/second, Stowe/Wylie, to approve NCHC moving forward with the facility changes in terms of Bissell and Andrea Street leases and the redesign of D-Wing for MMT, ACSF, and YCSF. C. Wylie thanked the staff for providing these evaluations and finding efficiencies. They bring a lot of clarity and are very helpful. Motion carried.
- Organizational and Program Dashboards – J. Nickel
 - Vacancy rate is off target. We will be promoting our benefit package more, particularly the Wisconsin Retirement System (WRS), to new hires.
 - We are seeing a trend of higher acuity clients and with psychiatrists staffing seven on seven off, they are more comfortable accepting higher acuity clients. As a result, we are seeing a decrease in diversions. Census has stayed around 16 with the benefit of the new unit.
 - Until program evaluations are complete, the current dashboard will continue to be updated.
- May Financials – G. Olsen
 - A detailed review of financials and spreadsheets have resulted in finding and correcting some errors. With many new staff, and a recently completed audit, staff are gaining valuable knowledge of the financials. Key issue is falling short of revenue. Changes will be made to the financial reports so programs can monitor their budgets better. Also, as the Executive Team works through program evaluations there will be recommendations for potential changes.
 - Cash is at 20-22 days. Money that was lost on billing due to issues with Cerner is a large concern. Committee expressed concerns with the continued challenges with Cerner and the issue to bill accurately and timely. Staff continue to work with Cerner to fix and resolve issues.

Executive Director Recruitment Update – M. McBain

- To date eleven applications have been received. Posting closes July 8.

Closed Session

- **Motion**/second, Wylie/Stowe, 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. Roll call taken, all ayes. Motion carried. Meeting convened in closed session at 4:49 p.m.
- **Motion**/second, Wylie/Holman, to return to open session at 5:50 p.m. Motion carried.

Announcements

- Committee will continue to work on and look at the compensation structure.

Adjournment

- **Motion**/second, Stowe/Wylie, to adjourn at 5:52 p.m. Motion carried.