



North Central Health Care

Person centered. Outcome focused.

OFFICIAL NOTICE AND AMENDED AGENDA

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

Thursday, June 16, 2022 at 3:00 PM

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

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:

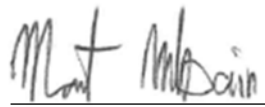
Phone Number: 1-408-418-9388 **Access Code:** 2490 233 5056

AGENDA

1. Call to Order
2. Public Comments (15 Minutes)
3. Approval of May 19, 2022 and May 26, 2022 Executive Committee Minutes
4. Educational Presentations/Outcome Monitoring Reports
 - a. Executive Director Report – M. McBain
 - b. Operations Update – J. Nickel
 - Program Evaluation Review and/or Action
 - i. Lincoln Industries
 - ii. Riverview Terrace
 - Residential Change Considerations and/or Action
 - i. Bissell Street
 - ii. Andrea Street
 - D-Wing Program Considerations and/or Action
 - i. Adult Crisis Stabilization
 - ii. Medically Monitored Treatment
 - c. Organizational and Program Dashboards
 - d. April and May Financials
5. Executive Director Recruitment Update
6. Motion 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: Employee Compensation
7. Next Meeting Date & Time, Location, and Future Agenda Items
 - a. Next Meeting: Thursday, June 30, 2022 in the North Central Health Care Wausau Board Room
8. Adjournment

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: 06/15/2022 TIME: 11:00 AM BY: D. Osowski

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

May 19, 2022

3:00 p.m.

Wausau Board Room

Present: EXC Kurt Gibbs X^(WebEx) Deb Hager X Lance Leonhard
 X Robin Stowe X Cate Wylie

Staff Present: Mort McBain, Dr. Rob Gouthro, Jarret Nickel, Tom Boutain, Jennifer Peaslee

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

Call to Order

- Meeting was called to order at 3:00 p.m. by L. Leonhard.

Public Comment

- None

Approval of March 24, 2022, April 21, 2022, April 28, 2022, and May 5, 2022 Executive Committee Minutes

- **Motion**/second, Wylie/Stowe, to approve the March 24, 2022, April 21, 2022, April 28, 2022, and May 5, 2022 Executive Committee Minutes. Motion carried.

Operational Functions Statute, Ordinance, or Resolution

- None

Educational Presentations/Outcome Monitoring Reports

- Executive Director Report – M. McBain
 - Gary Olsen has been hired as Finance Director and will begin May 31, 2022. He has spent a few hours meeting with staff and gathering information already in preparation for his official start.
 - One of the first priorities will be completing the 2021 WIMCR report due 7/1/2022. The report is extensive and have asked Kim Heller at Wipfli if they have resources to help us. May recommend enlisting a consultant to assist with this report. The previous report may have missed an opportunity for additional revenue, and any amendments to that report would have had to have been submitted by 3/31/2022.
 - Other priorities include completing the 2023 budget and recruitment of the Executive Director.
 - Met with a couple of neighbors who had questions about our renovation project, deadlines, changes, fencing, etc. There is a monthly neighborhood meeting that J.

- Meadows has been attending regularly and J. Nickel providing written updates. M. McBain has offered to be a direct point of contact along with J. Meadows.
- The timeline to complete NCHC and Marathon County construction projects is scheduled through 2024.
 - J. Nickel provided a brief overview of the Organizational Dashboard. Vacancy target was achieved due to turnover reduction which is a great success considering the challenging recruitment market and comparing to some of our competitors. Service and Quality areas are doing well. Out of County Placement is doing well. We continue to review data in detail for accuracy.
 - April financials have been provided. B. Splinter is out of the office but will be asked to provide a review with the Board on May 26. R. Gouthro noted that an error was identified with the Adult Behavioral Health Hospital in the breakdown for each county and is being corrected. The year-to-date data is accurate.

NCCSP Bylaws Review

- The purpose of this agenda item is to amend the Bylaws to conform to the new Tri-County Agreement. D. Adzic noted the current Bylaws and the Policy Governance Manual are not currently consistent with the new Tri-County Agreement.
- With the new Tri-County Agreement and new structure of procedures and operation of the Executive Committee, and a change of the Board to a policy board, three options are possible: 2 sets of governing documents, one for the Executive Committee and another for the Board, one governance document to address both bodies (with different sub-sections), or no bylaws and govern according to Roberts Rules of Order.
- **Motion**/second, Wylie/Stowe, to dissolve the Amended and Restated Bylaws of North Central Community Services Program Dated May 1, 2020. Following discussion L. Leonhard, acting Chair, ruled a motion to dissolve the current Bylaws is out of order but could be acted on at a later date.
- The new Tri-County agreement calls for the Executive Committee to elect a chair at its May meeting. A meeting of the Executive Committee will be scheduled for Thurs, May 26 at 2:30 p.m. immediately preceding the next NCCSP Board meeting. At that time the Committee could also consider dissolution of the preexisting bylaws and policy governance.

Program Evaluation

- Executive Management Team has identified the evaluation order of programs. Number of programs for evaluation totals 62 with 33 identified as non-core. In prioritizing the 33 programs those with the least impact on the core programs will be evaluated first with core programs being evaluated last. A request to evaluate Lincoln Industries is almost complete as this was a priority request by C. Wylie and Lincoln County. There may be further prioritization changes based on county needs.
- Completing the evaluations will take time. Executive Committee expressed appreciation to the staff for the huge undertaking but that it is value added work.

Executive Director Recruitment Update

- A recruitment plan was developed to identify a clear process for recruitment of the next Executive Director.
- Executive Director needs to understand both county and health care, understanding it may be challenging with current pay range as approved 12/16/2021.
- Length of initial advertising/recruitment will be 6 weeks.
- The following items were added to the recruitment plan:
 - Approve draft job posting – 5/26/22
 - Recruitment options: National Association of Counties (NACo), Wisconsin Counties Association (WCA), list job opening on tri-county websites

Future agenda Items

- None noted

Adjournment

- **Motion**/second, Stowe/Wylie, to adjourn the meeting at 4:00 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

May 26, 2022

2:30 p.m.

Wausau Board Room

Present: X Kurt Gibbs EXC Deb Hager X Lance Leonhard
X Robin Stowe X Cate Wylie

Staff Present: Mort McBain, Jessica Meadows (WebEx)

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

Call to Order

- Meeting was called to order at 2:31 p.m. by K. Gibbs.

Election of Chair

- M. McBain, Interim Executive Director, was asked to call for nominations for Chair.
- M. McBain called for nominations from the members of the Executive Committee to fill the position of Chair.
- R. Stowe nominated K. Gibbs for Chair.
- Nominations were called for a second and third time.
- **Motion**/second, Leonhard/Stowe, to close nominations and cast a unanimous ballot for K. Gibbs for Chair. Motion carried.

Consideration of Dissolution of Amended and Restated Bylaws of North Central Community Services Program Dated May 1, 2020

- With updated Tri-County Agreement approved by the three counties and Department of Health Services (DHS), the effect is that the Bylaws, to some extent, are out of date and would need to be redrafted. The recommendation is to dissolve the Bylaws at this time but may revise them in the future if needed.
- **Motion**/second, Stowe/Wylie, to dissolve the Amended and Restated Bylaws of North Central Community Services Program Dated May 1, 2020.
- Corporation Counsel verified that the practice to follow the Tri-County Agreement for the operation of the Board and Executive Committee is to operate under Roberts Rules of Parliament procedures.
- Corporation Counsel also verified that State Statutes requires every nursing home to have a quality assurance committee that meets quarterly. The current charter for the Nursing Home Operations Committee outlines the composition and purpose and meets more frequently which meets these requirements.
- Motion carried.

Consideration of Dissolution of Policy Governance

- With the approval of the updated Tri-County Agreement all responsibilities have been assigned to the Executive Committee.
- **Motion**/second, Leonhard/Stowe, to dissolve the existing Policy Governance Manual. Motion carried.

Executive Director Job Posting

- M. McBain reviewed the updated Executive Director recruitment plan and Executive Director job posting. If approved, the position will be posted 5/31/22 with the deadline for submission on 7/8/22.
- **Motion**/second, Wylie/Stowe, to approve the Executive Director recruitment plan as presented. The suggestion was made to add ICMA (International City/County Manager Association) to the list of associations for online recruitment. Motion carried.
- A special thank you was given to J. Meadows for assistance in creating the timeline and job posting.
- **Motion**/second, Leonhard/Stowe, to approve the Executive Director job posting as presented, with the caveat that if anyone has a grammatical suggestion to reach out to M. McBain. Motion carried.

Adjournment

- **Motion**/second, Stowe/Leonhard, to adjourn the meeting at 2:58 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

DEPARTMENT: ADULT CRISIS STABILIZATION CBRF								FISCAL YEAR: 2022								
PRIMARY OUTCOME GOAL	↑↓	TARGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022 YTD	2021
PEOPLE																
Vacancy Rate	↘	5-7%	0.0%	0.0%	0.0%	9.1%	8.3%								3.5%	0.6%
Turnover Rate	↘	20-23% (1.7%-1.9%)	0.0%	0.0%	8.7%	9.5%	0.0%								43.7%	16.6%
SERVICE																
Patient Experience (Net Promoter Score)	↗	42-47	0.0	0.0	0.0	0.0	0.0								0.0	46.5
QUALITY																
Zero Harm - Patients	↘	Monitoring	0.00	0.00	0.00	0.00	3.88								0.78	8.70
% of Patients who kept their Follow-up Appointment	↗	90-95%	100% 5/5	100% 4/4	66% 2/3	87.5% 7/8									88%	96.4%
COMMUNITY																
% of Patients Admitted within 24 hours of Referral	↗	90-95%	100% 20/20	100% 17/17	100% 28/28	100% 22/22	100% 24/24								100%	100.0%
FINANCE																
Direct Expense/Gross Patient Revenue	↘	30.9-32.2%	36.2%	37.8%	38.6%	47.5%									42.0%	80.4%
Net Income	↗	\$1,747-\$2,620 Per Month	-\$17,474	\$17,438	-\$35,798	-\$12,020									-\$11,964	-\$18,734

↗ Higher rates are positive
 ↘ Lower rates are positive