

## NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

July 12, 2022

3:00 p.m.

Wausau Board Room

Present: X Kurt Gibbs X<sub>(WebEx)</sub> 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.