

## NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

August 11, 2022

3:00 p.m.

Wausau Board Room

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