



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, August 11, 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:** 2485 633 8129 **Password:** 1234

AGENDA

1. Call to Order
2. Public Comments (15 Minutes)
3. Approval of July 12, 2022, July 15, 2022, July 18, 2022, July 27, 2022, and July 29, 2022 Executive Committee Meeting Minutes
4. Educational Presentations/Outcome Monitoring Reports
 - a. Executive Director Report – M. McBain
 - b. Restructuring PLT Accruals (Management Only)
 - c. Preliminary 2023 Budget
5. Discussion and Possible Action
 - a. Pharmacy Position (Authority to Hire Over Midpoint?)
 - b. Behavioral Health Technician Reclassification
 - c. Day After Thanksgiving Holiday
 - d. Referral Policy
 - e. Sign On/Retention Payment
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: Selection of the Executive Director and Compensation and Reclassification of Positions
7. Motion to Return to Open Session (Roll Call Vote Unnecessary) and Possible Announcements and/or Action Regarding Closed Session items

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

- a. Next Meeting: Thursday, August 25, 2022 in the North Central Health Care Wausau Board Room

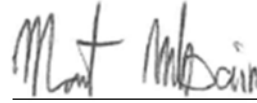
9. Adjournment

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: 08/10/2022 TIME: 11:00 AM BY: D. Osowski

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.

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.

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.

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.