

## **NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES**

**April 29, 2025**

**10:00 a.m.**

**North Central Health Care**

Present: X Kurt Gibbs X(virtual) Renee Krueger  
X(virtual) Lance Leonhard X Robin Stowe

Staff Present: Gary Olsen, Jason Hake, Vicki Tylka, Marnie Bredlau, Kari Oliva

Others Present: Dejan Adzic, Marathon County Deputy Corporation Counsel

### Call to Order

- The meeting was called to order by Chair Gibbs at 10:00 a.m.

### Public Comment for Matters Appearing on the Agenda

- None

### Approval of Executive Committee Meeting Minutes

- **Motion**/second, Stowe/Leonhard, to approve the April 4, 2025, April 10, 2025, and April 17, 2025 Executive Committee meeting minutes. Motion carried.

### Financial Update

- Mr. Hake reviewed the financials. A financial dashboard was added this month and will be included with the monthly financials moving forward. March financials look similar to prior months in that behavioral health services and both nursing homes continue to do well. Health insurance is showing improvement compared to last year. A review of all funding sources is being done this year along with verifying that expenses are applied appropriately to each funding source.
- We were told last month that the federal grant for the Adult Crisis Stabilization Facility month would be discontinued. However, we have since been notified the grant will continue. We also found an error in our WIMCR report and have submitted a new claim. The correction results in a small decrease in the amount we anticipate receiving.
- Mr. Hake reviewed the Fund Balance compared to the Fund Balance Policy. The Committee asked that the Minimum Target – 20% Over/(Under) Target include that the 20-35% target is of the annualized operating expenses.

### Revenue Cycle Program Presentation

- Kari Oliva, Director of Revenue Cycle, provide an overview of the revenue cycle program.

### Write-Off Policy

- Mr. Hake reviewed the updates to the policy.
- **Motion**/second, Leonhard/Krueger, to approve the write-off policy as amended in the packet. Mr. Hake confirmed that with this change to the duties of Director of Revenue Cycle, there are no changes for this position on the wage scale. Motion carried.

### New Position Requests

- Mr. Hake reviewed the information for the new position requests for Clinical Coordinator, Case Managers, Care Coordinator, and Patient Access Specialist. It was noted the four case managers and one clinical coordinator positions in CCS have already been filled due to case load needs.
- **Motion**/second, Leonhard/Stowe, to approve the new positions and the position reclassifications presented in the chart and asked that a budget amendment to reflect these new positions be presented to the Committee for approval at a later meeting. Motion carried.

### Laundry Services

- Mr. Olsen presented the requests for laundry services that have been received from the Aging & Disability Resource Center (ADRC) and City of Wausau Homeless Shelter. We recently learned that NCHC has been providing laundry services for the Health Department for a number of years at a minimal rate. Mr. Olsen also noted that per the Joint County Agreement no services or programs can be started without first bringing it before the Committee for approval.
- Mr. Hake stated that laundry services for the Health Department and ADRC are very small in scale. Laundry service for the homeless shelter is more involved but NCHC believes it has the capacity to accommodate these services through the end of 2025 at which time it will be re-evaluated.
- **Motion**/second, Leonhard/Stowe, moved to approve the continued delivery of laundry services to the Health Department and the addition of laundry services to the ADRC and City of Wausau Homeless shelter consistent with the policy of charging true costs of delivering services including an overhead fee. A contract for services will be developed for each of these three entities. Motion carried.

### Next Meeting Date, Time, Location and Future Agenda Items

- Wednesday, May 28, 2025 at 1:00 p.m. Note this may be changed due to a conflict in schedules.

### Adjournment

- **Motion**/second, Leonhard/Krueger, to adjourn the meeting at 11:12 a.m. Motion carried.