

## NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

September 24, 2025

1:00 p.m.

North Central Health Care

Present: X Kurt Gibbs X Renee Krueger  
X Lance Leonhard X Robin Stowe

Staff Present: Gary Olsen, Jason Hake, Marnie Bredlau, Vicki Tylka, Ben Peterson, Kristin Woller

Others Present: Mike Puerner, Corporation Counsel

### Call to Order

- The meeting was called to order by Chair Gibbs at 1:00 p.m.

### Public Comment for Matters Appearing on the Agenda

- None

### Approval of August 27, 2025 Executive Committee Meeting Minutes

- **Motion**/second, Stowe/Krueger, to approve August 27, 2025 Executive Committee meeting minutes. Motion carried.

### Financial Update

- Mr. Hake provided an overview of financials through the month of August noting that overall the organization is currently in a strong position.

### 2026 Budget Presentation

- A review of the 2026 budget was provided by Mr. Hake.

### Executive Director Work Plan Update

- The updated Executive Director Work Plan was included in the meeting packet for the committee's review.

### Approval of 2026 Budget

- **Motion**/second, Leonhard/Stowe, to approve the 2026 Budget as presented. Motion carried.

### Respiratory Therapist Grade Placement

- Ms. Bredlau reviewed the memo included in the packet requesting a change in the Respiratory Therapist grade placement.
- **Motion**/second, Leonhard/Krueger, to approve the request to increase the Respiratory Therapist position from Grade 11 to Grade 12 resulting in a projected annual financial impact of \$38,021. Motion carried.

### New Position Request

- Mr. Hake provided an overview of the purpose in requesting a new position for Manager of Procurement.
- **Motion**/second, Krueger/Leonhard, to approve the new position of Manager of Procurement resulting in a budget impact of \$42,423 annually. Motion carried.

### Compensation Administration Guide

- Approval of Compensation Administration Guide was tabled and will be placed on the October 2025 Executive Committee meeting agenda for action.

### Employee Grievance Policy

- The updated Employee Grievance Policy was presented.
- **Motion**/second, Krueger/Stowe, to approve the revised policy as presented. Motion carried.

### Nursing Home Operations Committee

- Mr. Olsen provided an overview of the memo in the packet on the purpose and structure of the Nursing Home Operations Committee. The memo included information provided by corporation counsel on both state and federal regulations.
- **Motion**/second, Leonhard/Stowe, to postpone the discussion on the Nursing Home Operations Committee until next month and have staff review the current Mount View Nursing Home agreement.

### Formal Acceptance of the Executive Director Retirement Notice and Designation of an Acting Executive Director

- Mr. Leonhard drafted a memo consistent with the discussion from last month outlining what the transition would look like and will be discussed in the closed session. Therefore, action was postponed until the Committee comes out of closed session, agenda item 5g.

### Closed Session

- Mr. Puerner explained the purpose for a closed session is due to the discussion of the data and information that had been gathered about specific personnel employed by or working with the North Central Health Care facility, so disclosure of that information would be contrary to the interests of those individuals as well as the organization. Additionally, the Committee will be conferring with council about the potential of claims and progress of claims related to incidents that occurred both at the ACSF and nursing home under the jurisdiction of North Central Health Care. Therefore, discussion of that legal advising both sessions is appropriate to ensure that attorney client privilege is protected.
- **Motion**/second, Stowe/Leonhard, to go into Closed Session (Roll Call Vote Suggested) pursuant to Wis. Stat. ss. 19.85(1)(c),(f) and (g), 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”, “considering medical data of specific persons”, “preliminary consideration of specific personnel problems or investigation of charges against specific persons,” and “conferring with counsel” with respect to litigation NCHC could become, or is likely to be, involved

in to wit: Update on Investigative Matters Concerning NCHC Employees and Survey Results and Discuss Program Specific Personnel Issues and Concerns, Discuss Medical Data of Certain Individuals, and Update From Legal Counsel Regarding Potential Claims Associated with Employee Actions. Roll call vote taken; all indicating aye. Staff remained in closed session. Motion carried. Meeting convened in closed session at 2:28 p.m.

- **Motion**/second, Stowe/Leonhard, to Return to Open Session at 4:02 p.m. Motion carried.
- Possible Announcements and/or Action Regarding Closed Session items
  - None
- Mr. Puerner explained that the next closed session is to discuss and consider information provided by a departing attorney in the corporation counsel office with one of the committee members that includes specific information and should be discussed in closed session because it relates to specific personnel issues for the organization. The other item is for discussion and transition planning for the Executive Director position that is one of the employees over which the Committee has direct oversight and, is the employee that the Committee has the ability to make those decisions about so those decisions are entitled to a closed session.
- **Motion**/second, Stowe/Leonhard , to go into Closed Session (Roll Call Vote Suggested) pursuant to Wis. Stat. ss. 19.85(1)(c) and (f), 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”, and “preliminary consideration of specific personnel problems, to wit: discussion of data gathered from exit interview of departing partner agency employee and transition planning for Executive Director position. Roll call vote taken; all indicated aye. All staff were excused. Motion carried. Meeting convened in closed session at 4:04 p.m.
- **Motion**/second, Krueger/Stowe, to return to open session at 5:02 p.m. Motion carried.
- Possible Announcements and/or Action Regarding Closed Session items
  - **Motion**/second, Leonhard/Stowe, that the Executive Committee formally accept the resignation and retirement and release of all claims to the current Executive Director, and concurrently appoint Jason Hake as Acting Executive Director effective September 28 of this year, consistent with the transition plan that the Committee discussed and the memo, and that the chair of this committee be formally empowered to execute all necessary documents consistent with the motion. To provide clarification, it is not part of the motion but as laid out in the memo, the idea is to have the current executive director transition to an advisory role through January 2. Motion carried.

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

- Wednesday, October 29, 2025 at 1:00 p.m. in the NCHC Eagle Board Room.

#### Adjournment

- **Motion**/second, Leonhard/Krueger, to adjourn the meeting at 5:10 p.m. Motion carried.