

NORTH CENTRAL COMMUNITY SERVICES PROGRAM BOARD MEETING MINUTES

January 25, 2018

12:00 Noon

NCHC Wausau Board Room

Present:

X	Randy Balk	X	Steve Benson	EXC	Ben Bliven
X	Jean Burgener	X	Meghan Mattek	X	Bill Metter
X	Bill Miller	EXC	Corrie Norrbom	EXC	Greta Rusch
X	Rick Seefeldt	X	Robin Stowe	EXC	Bob Weaver
X	Theresa Wetzsteon	X	Jeff Zriny		

Also Present: Michael Loy, Brenda Glodowski, Sue Matis, Kim Gochanour, Laura Scudiere, Sheila Zblewski

Guests: John Fisher, Ken Day (at 12:50 p.m.)

Call to Order

- The meeting was called to order at 12:03 p.m.

Public Comment for Matters Appearing on the Agenda

- None

Chairman's Report and Announcements – J. Zriny

- The final discussions are wrapping up on Policy Governance, the previous committee structure will no longer be used giving the opportunity for the Board to be more active with a Policy Governance structure.

Board Committee Minutes and Reports

- December 21, 2017 Board Meeting Minutes and January 17, 2018 Executive Committee Minutes were provided for review. No additional discussion.

Board Education:

- Corporate Compliance Obligations of the NCCSP Board and Emerging Compliance Trends – J. Fisher
 - The overview provided shows how one small miss-billed claim can have a significant impact.
 - A Corporate Compliance Plan must be in place and constantly monitored. The Board will review Corporate Compliance and Significant Events on a monthly basis during closed session.
 - The Board will also review the Corporate Compliance Plan annually and may ask for external review at any time which is currently planned for in 2019.
 - This is an important obligation which needs to be taken seriously as there is a potential cost to the three counties therefore it is important to invest resources and time to review and try to prevent any potential issues. On occasion we may be asked to defend our effectiveness.

Monitoring Reports

- CEO Work Plan Review and Report – M. Loy
 - As of last week \$2.4 million in pledges have been received. We are waiting for written confirmation of several verbal commitments but have hit the target for the Therapeutic Pool Capital Campaign a month before the deadline. We will continue to receive individual community pledges with over \$200,000 already pledged. The potential for additional costs are anticipated since the cost estimate of construction is from two years ago. J. Zriny recognized Michael Loy for his leadership in this major undertaking. Steve Anderson has done an excellent job in Chairing the Capital Campaign Committee and without him, the committee, and the dedication and determination of the Warm Water Works group, the task would have been far more challenging. They will all be invited to the February Board meeting for recognition. A celebration will be planned, possibly in March, for the community's success, dedication, and support of this important project.
 - Master Facility Plan is progressing with a presentation from the consulting firm to both the NCCSP Board and Marathon County Board in February or March. The plan will include a full analysis of the process and recommendations as well as an 'extreme scheme' (term to reinvent the campus), and 2-3 additional options.
 - Any items remaining on the 2017 work plan will be moved to the 2018 work plan.

- Finance, Personnel & Property – B. Glodowski
 - Overview of the preliminary December Financial Statements was provided. A final report will be given when the Audit Report is presented in April. We don't anticipate much variation between now and the final report.
 - In addition to the information in the packet, it was noted that Days in Accounts Receivable have gone from 47 at year end in 2016 to 39 in 2017, investments have increased, and days on hand is currently at 70 with a goal of 90. We anticipate about \$1.8 million GASB adjustment which would give a preliminary year-end gain of \$2.75 million.
 - It was noted that it is important to educate the County Boards on how the financial picture in health care fluctuates and even though one year a deficit occurs, the next year has shown a significant turnaround as has been experienced from 2016 to 2017. Loy noted that the \$5 million swing can be attributed to both additional revenue due to a focus on growth as well as a focus on being on target.
 - **Motion**/second, Balk/Burgener, to accept the December Financial Statements. Motion carried.

- Human Services Operations Report – L. Scudiere
 - Report from the Board packet was reviewed.

- Nursing Home Operations Report – K. Gochanour
 - Report from the Board packet was reviewed.
 - Seven surveyors arrived on Mon, Jan. 22 for our annual survey. We have been experiencing a very different survey process this year. The surveyors spent 1 ½ days just getting to know people, then chose a sample size for their focus. Exit Survey will occur later today.
 - We are exploring other electronic medical records systems (EMRs) as our current ECS system is not meeting our needs. The TIER EMR is currently used for the Inpatient and Outpatient programs but is not suited for the nursing home.

- Quality Outcomes Review – M. Loy
 - Quality Outcomes were reviewed.
 - **Motion**/second, Stowe/Miller, to accept the Quality Dashboard and Executive Summary. Motion carried.

Board Discussion and Action

- **Motion**/second, Metter/Burgener, to approve the 12/21/17 NCCSP Board Meeting Minutes. Motion carried.
- **Motion**/second, Burgener/Seefeldt, to approve the Contract Review Policy which is part of the Policy Governance process. This Policy will be reviewed annually. The CEO reviews, approves and signs all contracts and has the discretion to bring any contracts to the Board. Some contracts require Board approval as specified in the Executive Limitations Policies. Motion carried.
- **Motion**/second, Miller/Balk, to approve the Capital Assets Management Policy. This policy is in line with the Policy Governance Manual. Motion carried.
- **Motion**/second, Stowe/Seefeldt, to approve the Risk Reserve Policy. This policy is in line with the Policy Governance Manual and was requested by Wipfli. An amendment to Section 1, last 2 sentences to read: ‘Accounts over 365 days will have an allowance of 100%. Once these accounts are identified as uncollectable, they will be closed.’ Motion carried as amended.
- **Motion**/second, Metter/Miller, to approve the Intensive Outpatient Program & Day Treatment Program Expansion and present the program to the Retained County Authority Committee for program approval. Motion carried.
- The Board requested additional education: What is criminal justice doing and how are the courts stepping up as a partner? Theresa Wetzsteon offered to provide the education at the next meeting of the Board.
- **Motion**/second, Burgener/Miller, to approve the creation of a General Corporation Counsel Position. Motion carried.

Policy Development

- Policy Governance – K. Day
 - Section 2 – Board Governance Process was reviewed.
 - ❖ Each time a policy is developed it must be consistent with this document including the Board Bylaws.
 - ❖ The Board Chair and/or Vice-Chair has a major role in the Board’s consistency with the Policy Governance Manual.
 - ❖ May want to add ‘Opportunities for Improvement’ as the last item on the Board agenda for discussion at future meeting.
 - ❖ May want to review the Board’s effectiveness by conducting a Board Self-Assessment next year. Include: what leadership is being provided based on outcomes, is the Board accountable and communicating well, etc.
 - ❖ The Board must adhere to policies until they are changed.
- A review of the complete manual will be done in February.
- Current Bylaws and updated Bylaws according to Policy Governance will be discussed in February.
 - It was recommended that the approved Policy Governance Manual be shared with each of the three County Boards and convey expected outcomes for the organization.
- **Motion**/second, Metter/Seefeldt, to approve the Cash Management Policy as provided. Motion carried.

MOTION TO GO INTO CLOSED SESSION

- **Motion** by Stowe, Pursuant to Section 19.85(1)(c) and (f) Wis. Stats. for the purpose of considering employment and performance evaluation of any public employee over which the governmental body exercised responsibility, and preliminary consideration of specific personnel problems, which if discussed in public, would likely have a substantial adverse effect upon the reputation of any person referred to in such problems, including specific review of performance of employees and providers of service and review of procedures for providing services by Agency, to wit: Report of Investigations. Second by Benson. Roll call taken. Motion carried.
- **Motion**/second, Miller/Balk, to reconvene in open session at 1:45 p.m. Motion carried. No Report Out or Action needed from the Closed Session.

Discussion of Future Agenda Items for Board Consideration or Committee Assignment

- Industry Updates
- Master Facility Plan
- CEO Performance Review Process
- CEO Retention/Removal Policy

Adjourn

- **Motion**/second, Metter/Miller, to adjourn the Board meeting at 1:49 p.m. Motion carried.