



North Central Health Care
Person centered. Outcome focused.

OFFICIAL NOTICE AND AGENDA

of a meeting of the **Executive Committee** to be held at **North Central Health Care**
1100 Lake View Drive, Wausau, WI 54403, Board Room at **2:30 pm** on **Wednesday, June 28th, 2017**

In addition to attendance in person at the location described above, Board members and the public are invited to attend by telephone conference. Persons wishing to attend the meeting by phone should contact Debbie Osowski at 715-848-4405 24 hours prior to the start time of the meeting for further instructions. 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.

1. Call to Order
2. Roll Call
3. Public Comment for Matters Appearing on the Agenda
4. Review the Role of the NCHC Executive Committee Per the Agreement for Joint Sponsorship of Community Programs Section V (D) 3.B & VI (K) 4 f ii 2
5. Executive Committee's Vision for North Central Health Care
6. Chief Executive Officer Job Description
7. Executive Compensation Plan
8. Timeline and Process for CEO Selection
9. Next Meeting Date
10. Adjourn

Presiding Officer or Designee

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

DATE: 06/23/17 TIME: 4:00 p.m. BY: D. Osowski



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|-------------|---|----------------|----------------|
| Job Code: | TBD | Program: | Administration |
| Reports To: | Retained County Authority (RCA) & NCHC Board of Directors | FLSA Status: | Exempt |
| EEO Code: | 1.2 | Last Revision: | May 20,2017 |

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position.

Purpose of the Position

North Central Health Care (NCHC) is a Tri-County government organization that is/was formed from three Central Wisconsin counties - Langlade, Lincoln and Marathon – primarily for the provision of a community services program under section 51.42 of the Wisconsin Statutes. NCHC is governed by a board of directors appointed by representatives from these counties with a composition of elected officials, community appointees and at least one consumer of services.

Overtime the Pprograms and services offered has grown to include outpatient, day treatment, community treatment, inpatient psychiatry hospitalization, residential treatment, outpatient and detoxification services for alcohol and drug dependency; and vocational, life skill training, early intervention, housing and care management services for developmentally disabled individuals. In addition, Marathon County’s Mount View Care Center offers skilled nursing facility services at the main campus in Wausau with a licensed capacity of 220 residents. Mount View serves individuals in need of short term rehabilitation or post-acute care with complex physical needs, ventilator dependent care, long term skilled nursing care, or those in need of specialized nursing care for dementia, psychiatric and neurological diseases, or behavior problems.

The CEO is responsible for fulfilling all of the roles of the “community programs director” under section 51.42 of the Wisconsin Statutes. The organization is seeking a visionary who can lead a complex organization, is a strong relationship builder and has a passion for working with those less fortunate and will serve as the highest administrative position for the organization.

Key responsibilities of the CEO are administering the policies and directives of both the NCHC Board of Directors and directives of the Retained County Authority (RCA) which represents the three counties.

Key accountabilities for the CEO are informing these bodies of progress in the coordination of major organizational activities and in the development and maintenance of effective service delivery systems for the communities it serves. The CEO assists these groups in their policy deliberations with data, information and advice. This position serves as an influential community leader in matters of Behavioral/Mental Health initiatives interacting with other community leaders, fundraising groups and the business community. Provides Thought, People, Results, and Personal Leadership for the organization and serves a role model for carrying out organization mission, vision and values.

Education and Experience Requirements

- Required:** Master’s Degree in Health Care or Business Administration or related field
- Experience in Health Care Management, Behavioral Health/Mental health and/or Human Services in an Executive Role
- Experience supporting policy-makers in their governance.

Experience in building collaborative relationships, affiliations, networks with other organizations and/or Community Leaders.

Experience in overseeing large capital projects.

Possess and maintain a proper driver's license along with a good driving record as per NCHC standards.

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Maintains direct operational authority over all North Central Health Care programs through delegation of authority as deemed appropriate to Executives, Directors, and Managers.
- Participates as a member of various teams, committees, and taskforces to create innovative solutions associated with the provision of NCHC services.
- Plans, directs and reviews services and outcomes rendered by all programs for continuous improvement in meeting business priorities and community expectations.
- Responsible for keeping the Board apprised as to how overall operations and services are meeting the Board's expectations.
- Monitors ongoing monthly performance and makes appropriate adjustments to ensure budgetary and operational success.
- Maintains regular communication with the administrative officers and county boards of Langlade, Lincoln and Marathon counties to develop effective working relationships in supporting NCHC's mission.
- Directs the preparation of monthly and annual reports to report results to the Board of Directors.
- Ensures that all applicable legislation and government regulations are enforced and in compliance.
- Develops an operational plan in conjunction with the Senior Management team that establishes clearly defined performance standards, metrics and work plans that can be monitored to evaluate the organization's performance at any time.
- Directs the preparation and submission of an annual budget showing current financial status and anticipated overall revenue for Board approval.
- Directs the development of long-range financial plans including forecasts of anticipated requirements and revenues for approval of the Board of Directors.
- Develops, for Board approval, long-range strategic plans and targeted service improvements.
- Recommends changes in Board policies for approval by the Board of Directors.
- Model and carries out the organizations Mission, Vision and Core Values as overviewed below:
 - **Vision** *Lives Enriched and Fulfilled*
 - **Mission** *Langlade, Lincoln, and Marathon Counties partnering together to provide compassionate and specialized care for people with complex behavioral and skilled nursing needs*
 - **Core Values**
 - *Dignity: We are dedicated to providing excellent service with acceptance and respect to every individual, every day.*
 - *Integrity: We keep our promises and act in a way where doing the right things for the right reasons is standard.*
 - *Partnership: We are successful by building positive relationships by working across the organization and as a trusted County partner.*
 - *Accountability: We commit to positive outcomes and each other.*
 - *Continuous Improvement: We embrace change, value feedback, creativity and the advancement of excellence.*

Competencies

- Thought Leadership – Uses insightful judgement, thinks strategically, and is innovative in championing new ideas and initiatives that supports the mission of the organization.
- People Leadership: Influences others while engaging and inspiring commitment to a plan of action. Promotes collaboration and builds talent as well as relationships with the utmost integrity.
- Results Leadership: Ensures execution of business goals and drives for results. Focuses on the importance of Person Centered Service to the populations it serves.
- Personal Leadership: Inspires trust and is adaptable to learn and develop from experiences. Interacts well with others and maintains high level of integrity in all dealings.
- Demonstrated Business Acumen
- Demonstrated Financial Analysis Skills
- Knowledge of regulatory and accreditation standards along with federal, state and local codes relevant to the types of programs administered by NCHC.
- Thorough knowledge of the principles and practices of administrative organization and scientific management and their application to effective health care operation.
- Ability to inspire employees and partners to maintain a high degree of engagement and to lead by personal example.
- Ability to exercise good judgement in emergency situations.
- Annual competencies as required by North Central Health Care and/or various regulatory agencies based on entity and/or job title.

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by North Central Health Care’s Core Value Standards of Behavior. It is particularly important that the organization’s leader be a model of the values in action.

Physical and Working Environment

Normal mental and visual attention required. Normal office working conditions requiring continuous use of both hands. Sitting most of the time, may involve walking or standing for brief periods of time. Occasional bending, squatting, twisting, climbing stairs and may lift up to 10 pounds. Minimal exposures to workplace hazards including regular travel.

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by NCHC. Further, I acknowledge that this job description is neither an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

In compliance with the American with Disabilities Act, NCHC will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer. North Central Health Care is an Equal Opportunity Employer.

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