

NORTH CENTRAL COMMUNITY SERVICES PROGRAM BOARD MEETING MINUTES

September 26, 2019

12:00 Noon

Wausau Board Room

Present:

X	Norbert Ashbeck	EXC	Randy Balk	X	Steve Benson
EXC	Ben Bliven	X	John Breske	EXC	Meghan Mattek
X	Bill Metter	X	Corrie Norrbom	X	Rick Seefeldt
X	Romey Wagner	X	Bob Weaver	X	Theresa Wetzsteon
X	Jeff Zriny				

Also Present: Michael Loy, Brenda Glodowski, Kim Gochanour, Laura Scudiere, Tom Boutain, Dr. Rick Immler, Jennifer Peaslee

Guest: Craig McEwen

1. Call to order

- Meeting was called to order at 12:04 p.m. by J. Zriny.

2. Public Comment for Matters appearing on the Agenda

- No public comment

3. Chairman's Report and Announcements

- Executive Committee met Sept. 19; draft minutes are in the packet.
- Retained County Authority Committee (RCA) is beginning to work on the Joint County Agreement now (year 3) rather than the end of the contract in year 5.
- Will talk today about the Board self-evaluation, Board calendar i.e. reducing the number of meetings.
- Nursing Home Operations Committee met Sept. 19. The Committee consists of members of the Pine Crest Board of Trustees, NCCSP Board members, and an outside resource. The inaugural meeting was very positive with great discussion. The next meeting in October will include the new Administrator for Pine Crest, Zach Zeisemer. The Committee Charter was approved. The Committee will meet monthly through 2019 and will determine frequency of meetings in 2020.

4. Consent Agenda

- **Motion**/second, Norrbom/Wagner, to approve the consent agenda which includes:
 - Approval of 8/29/29 NCCSP Board Meeting Minutes
 - CEO Work Plan Review and Report
 - August Quality Dashboard and Executive Summary
 - Human Services Operations Report
 - Nursing Home Operations Report
- **Motion** carried following discussion on Quality Dashboard and Employee Adverse Events.

5. Board Education

- None

6. Board Discussion and Possible Action

A. Chief Financial Officer's Report – B. Glodowski

- Showed a deficit in August of approximately \$360,000. Three main drivers continue to be the same as prior months i.e. health insurance, diversions, and psychiatry. Through August, diversions and psychiatry services share make up \$2.3 million of the YTD loss. Action plans were put in place in August to reduce expenses which should be positively reflected in September.
- Outpatient psychiatry leveled off in August so the deficit stayed level in this area.
- Intent for remainder of year for any programs not at target within service lines, is for programs to identify and work on action plans to at least get within target by end of year. We likely will not overcome the current deficit but should slow the deficit.
- Saw significant census drop in August in the hospital and nursing home. Nursing home census is dropping again in September but we are working to manage expenses.
- Overall revenue is ahead of target.
- Our policy prohibits providing employee incentives if we do not have financial gain. However, if we adhere to this policy it is felt it may be detrimental to recruitment and retention and the Board may want to revisit the policy. Executive Committee will review policy.
- **Motion**/second, Seefeldt/Metter, to accept the August financial statements. Following discussion motion carried.

B. Annual Approval and Acknowledgement of Policy Governance Manual

- Review occurs annually.
- Revisions include those that were identified at the Board Retreat earlier this year. Other revisions noted:
 - Cover Page – correct Most Recent Amendment: September 26 ~~27~~, 2019
 - page 4, Policy 1.2, 2) Fail to communicate a clear understanding of what may/may not be expected from services offered ~~and failing or fail~~ to ensure....
 - Page 6, Policy 1.7, 2) ~~Fail to~~ develop and maintain a corporate compliance plan...
- **Motion**/second, Metter/Breske, to approve the Policy Governance Manual with the changes noted. Motion carried.
- All in attendance signed and returned the acknowledgement form.

C. Annual Board Self-Evaluation of Governance

- 100% participation.
- Top strengths by highest mean score, priority areas for improvement by lowest mean score, and statistical variability were reviewed.
- The following Recommended and Prioritized Action Plan for the Board was reviewed:
 - Direct staff to develop an annual stakeholder summit in March which we are committed to do.
 - Board will have facilitated discussion on defining diversity and cultural competency to match the identity of our community.
 - Develop a process and criteria for Board recruitment (this would require defining Board composition prior).
 - Develop an annual CEO Succession exercise for the Board to conduct both with the CEO and in Executive Session (Closed Session without the CEO).

- Facilitate a discussion on the quality of the strategic plan to gain better alignment of expectations and structure of the formal strategic plan.
 - **Motion**/second, Benson/Metter, to accept the Recommended and Prioritized Action Plan for the Board and place these items on the Board calendar. Motion carried.
- D. Competency-Based Board Recruitment and Development – M. Loy
- These recommendations have been presented to the RCA.
 - Determining the skills, knowledge base and ability needed to operate as a Board and the challenges it faces are important. The Board sets the guidelines and through training and education Board members build those competencies over time. It also identifies a recruitment plan when filling vacancies.
 - Discussion included the importance of maintaining and building on the current good relationships with the three counties; incorporating the needs/knowledge of Pine Crest Nursing Home, Lincoln Industries, and Sober Living.
 - **Motion**/second, Weaver/Ashbeck, to recommend proceeding with the Competency-Based Board Recruitment and Development. Motion carried.
 - **Motion**/second, Wagner/Wetzsteon, to extend current Board Officer appointment terms to May 2020 as recommended. Motion carried.
 - The Executive Committee will review and determine a mechanism for Board prioritization of competencies.
- E. Amended and Restated Bylaws of the NCCSP
- Amended Bylaws were provided in the Board packet for review and consideration.
 - Correction noted: Date of document should read ‘September 26, 2019’.
 - **Motion**/second, Metter/Ashbeck, to approve the amendments to the Bylaws. Motion carried. Updated Bylaws will be forwarded to the three counties.
- F. 2020 NCCSP Board Calendar
- Proposing change in time of meetings to: 3-5 p.m.
 - Reducing the number of meetings per year from 12 to 9.
 - Following discussion, **motion**/second, Weaver/Benson, to approve the 2020 calendar. Motion carried.
7. Review of Board Calendar and Discussion of Future Agenda Items for Board Consideration
- With the established Nursing Home Operations and Policy Governance Committees, the monthly per diem should be clarified for those committees.
 - Executive Committee will discuss/clarify Board recruitment/competency.
8. Assessment of Board Effectiveness: Board Materials, Preparation and Discussion
- R. Wagner noted the content of the meeting is top shelf, timely to review, and his compliments to those who developed materials.
 - All are invited to a ‘Welcome to NCHC Picnic’ for Pine Crest Nursing Home employees and its new Administrator on Mon, Sept. 30 from 10-2:30 and 4-6 p.m.
9. Adjourn
- **Motion**/second, Seefeldt/Wagner, to adjourn the meeting at 1:25 p.m. Motion carried.