

**NORTH CENTRAL COMMUNITY SERVICES PROGRAM  
BOARD MEETING MINUTES**

**January 28, 2021**

**3:00 p.m.**

**Wausau Board Room**

Present via conference phone (due to Covid19) unless otherwise noted

X	Eric Anderson	X	Randy Balk	X	Chad Billeb
X	Ben Bliven	X	John Breske	X	Kurt Gibbs
X	Deb Hager	X	Lance Leonhard	X	Dave Oberbeck
X	Robin Stowe	X	Gabe Ticho	X	Pat Voermans
X	Bob Weaver	ABS	Cate Wylie		

Staff Present: Michael Loy, Dr. Rob Gouthro, Jarret Nickel, Jill Meschke, Tom Boutain, Jaime Bracken, Jennifer Peaslee

Guests: Andy Phillips, Von Briesen  
Vicky, Clubhouse

Call to Order

- Meeting was called to order at 3:00 p.m. by E. Anderson.

Chairman Announcements

- Transition occurring with changes to the Board; welcome new members.

Public Comments for matters Appearing on the Agenda

- None

Patient in the Board Room

- A member of Community Corner Clubhouse (CCC) since 2009, shared how CCC has helped in her recovery.

Consideration of Executive Committee's Recommendation to Elect Kurt Gibbs as NCCSP Board Chair

- **Motion**/second, Leonhard/Hager, to elect Kurt Gibbs as NCCSP Board Chair. Motion carried.

Consideration of a Motion to Move into Closed Session

- A. **Motion** to move into Closed Session by Leonhard Pursuant to Section 19.85 (1) (c) of the Wis. Stats. 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,” TO WIT: Oversight of CEO Michael Loy.

Pursuant to §19.85(1)(g) Wis. Stats. to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Second by Stowe. Roll Call vote completed, all members indicated 'Aye'. Motion carried.

Attorneys Andy Phillips and Dejan Adzic remain in closed session without objection.

#### Motion to Return to Open Session

- **Motion** to return to Open Session by Leonhard, second by Stowe. Motion carried. Return to open session at 4:21 p.m.

#### Possible Announcements or Action Resulting from Closed Session.

- **Motion** by Stowe, to proceed on the 7 steps discussed in closed session. Second by Hager. Motion carried.
- Andy Phillips left meeting 4:22 p.m.

#### Consent Agenda and Monitoring Reports

- **Motion**/second, Leonhard/Weaver, to approve the Consent Agenda and Monitoring Reports. Motion carried.

#### Board Discussion and Action

- CEO Report and Board Work Plan – Loy
  - We continue to make good progress on Covid-19 response and the vaccination process for residents and staff.
  - Received a tour of the Sober Living facility in Antigo. Goal is for occupancy by March pending delays in construction materials.
  - Conversations continue with Portage County on a partnership similar to our partnership with Lincoln County and Pine Crest. February will include meetings with key administrative staff, additional analysis, and assessment. An update will be provided to the Board in February.
  - We will no longer be proceeding with an integration with Northern Valley industries at this time but may reconsider in the future.
  - Board work plan is provided in chronological order of Board obligations and as a reference to create future agendas and actions.
- Dashboards and Executive Summary
  - **Motion**/second, Leonhard/Voermans, to accept the Dashboards and Executive Summary. Motion carried.
- Recommendation of Medical Executive Committee to reappointment of Kimberly Hoenecke, DO, Gbolahan Oyinloye, MD, and Tiffany Pluger, APNP; and amend privileges for Susan Brust, APNP
  - **Motion**/second, Voermans/Anderson, to approve the recommendations of the Medical Executive Committee as presented. Motion carried.
- Executive Reports
  - Jill Meschke, Chief Financial Officer
    - The most pressing agenda is completing the 2020 financial close.

- Dr. Rob Gouthro, Chief Medical Officer
  - Recruiting is under way for the next residency class to begin in July; working with newly hired Outpatient Clinical Director on helping to improve outpatient clinical offerings and place a stronger focus on education of staff and implementation of evidence-based treatments; groundwork is being completed for the Medically Monitored Treatment (MMT) program to reopen later this year; 2021 has brought significant coding changes which affects physician practices.
- Jarret Nickel, Operations Executive
  - Working extensively on the campus renovation project with Marathon County Facilities Maintenance, the Community Living Program and the Sober Living project in Langlade County, and with Human Resources in overcoming workforce challenges of 2020.
- Jaime Bracken, Chief Nursing Officer
  - Infection control and prevention is a main focus, revamping an orientation process checklist and competencies is underway, and providing orientation and training to new Behavioral Health Services nursing leadership team members.
- Tom Boutain, Information Services Executive
  - Replacement of our behavioral health system electronic health record (EHR) is the largest project under way, working with Cerner (one of the top two EHR's in the nation) on the roll out of the new suite of tools.
- Purchasing Policy – D. Adzic
  - D. Adzic reviewed the Purchasing Policy and its importance. This overarching policy includes the basic principles for compliance. A procedure manual will be created for staff to follow that will include additional purchasing requirements for both large and small purchases. Current parameters include the federal maximums however, the Board can reduce those, but they must be in compliance with the lower standards also.
  - Discussion of the Policy included questions about approval for budgeted vs non-budgeted items, approvals at Executive and Board levels, threshold of small vs large purchases, etc.
  - Members felt it would be beneficial to have more time to review the policy, have staff to gather additional information based on today's discussion, categorize purchases to help better define thresholds, and if possible, obtain processes from other community service programs, etc.
  - **Motion**/second, Leonhard/Balk, to postpone action on the Purchasing Policy until the February Board Meeting and for staff to provide additional information as discussed for the next meeting. Motion carried.
- Policy for Accepting Out of County Hospital Admissions
  - Discussed thoroughly at Executive Committee who recommended to not change our policy for out of county admissions to the Adult Inpatient Hospital at this time which would allow out of county admissions when census is at or below 6. An assessment will be completed again in 6 months.
  - **Motion**/second, Weaver/Voermans, that the policy for the Youth Inpatient Hospital should allow for out of county admissions when the census is at or

below 6. This would reserve 25% capacity, or 2 additional admissions for our partner counties. It is recommended that NCHC initially contract with the Human Services Center due to the alignment opportunity with the YCSU population that will be using that new program. Also, it is recommended that Portage County be an initial partner. Additional contracts could be considered if there continues to be capacity within the census. Not maintaining an average census of 6 in both programs long-term would lead to mounting operational losses. Contracts with other Counties appropriately manage the risk inherent in these admissions and would be a good source of additional revenue. Leonhard spoke with Social Services Department Director who supports moving forward with this pilot and to assess future needs relative to census. Motion carried.

- Campus Renovations and Phasing for 2021 – M. Loy
  - Provided a review of drawings for phase 3 of the renovations which is D wing and F wing. D wing is more difficult and challenging as we will need to continue to operate Crisis as renovations progress requiring a temporary move to an alternate location. We will coordinate specifics with law enforcement and work closely with Miron Construction to stay on the timeline and meet deadlines which has not been the case with the projects to date.

#### Board Calendar and Future Agenda Items

- Calendar is included in monthly meeting packets; other agenda items of interest can be forwarded to M. Loy or K. Gibbs.
- J. Peaslee, was introduced. As the Quality & Clinical Transformation Director, she reports to the Board and participates regularly in meetings.

#### Board Experience Optimizer

- Within 24 hours of the Board meeting a brief survey will be sent via email to each Board member. The Experience Optimizer is a Board governance effectiveness tool. Results are shared with the Board chair which helps in preparing and moving the Board forward.

#### Adjourn

- **Motion**/second, Leonhard/Anderson, to adjourn the meeting at 5:12 p.m. Motion carried.