

NORTH CENTRAL COMMUNITY SERVICES PROGRAM BOARD MEETING MINUTES

March 28, 2013

12:00 Noon

NCHC – Wausau Campus

Present:

X	Ray Bloomer	X	Ron Nye	EXC	Gretchen Thuot
X	Jean Burgener	X	Lee Olkowski	X	Joanne Kelly
X	David Tange	X	Laura Scudiere	X	Robert Weaver
X	Gary Gisselman	EXC	John Robinson	X	Holly Matucheski
X	Bill Metter				

Also Present: Gary Bezucha, Becky Schultz, Toni Simonson, Brenda Glodowski, Paula Hawkins, Kim Heller

Guests: Kristi Kordus, Deb Hager

The meeting was opened at 12:00 pm. Roll call was taken and quorum declared.

Annual Audit

- Kim Heller, Wipfli, presented the audit to a joint meeting of the Finance, Personnel & Property Committee and the full NCCSP Board.
- The unadjusted schedule difference threshold was set at \$17,000, for reporting out. There were no items to be reported.
- The audit process went very well. The auditors get much high quality assistance from Brenda, Kim and their staff. There is significant communication between the auditors and NCHC staff during the year, which has resulted in a significant reduction in Wipfli staff time being onsite during the audit.
- It was a positive year from a financial perspective.
- The key area that will impact us, as it will all health care providers, is Health Care Reform. Reduced reimbursement rates will also continue to have an impact.
- **Motion** Weaver, 2nd Olkowski, to accept the 2012 audit, and recommend approval to the board. Motion carried.
- **Motion** Olkowski, 2nd Weaver, to adjourn the Finance, Personnel & Property Committee meeting at 1:45 p.m. Motion carried.
- **Motion** Burgener, 2nd Metter, to approve the 2012 audit. Thank you to Brenda and staff. Motion carried.

Consent Agenda

- The CEO's Report was pulled out of the consent agenda.
- **Motion** Nye, 2nd Kelly, to approve the consent agenda, which included the February financial statements and the 2/28/13 Board and Finance, Personnel & Property Committee meeting minutes. Motion carried.

- CEO Report
 - The Inpatient Behavioral Health Unit had an unannounced recertification survey this week. The last one was 2008, with at least 60 citations. Five surveyors completed the survey on Wednesday, with citations in several areas, all classified as minor, related to areas such as documentation. Of the citations, none related to patient care. The surveyors remarked on the quality program, infection control, and social worker assessment process. We have not yet undergone the physical plant portion of the survey; that will be next week. The board requested a note of congratulations from the Chair to go to staff.
 - Plans to improve access to psychiatry: Meeting earlier today with an attorney and Bridge Community Health Clinic on how we can provide combined services for all of north central Wisconsin. A final proposal will be brought to this board for approval.
 - We received a three year grant for prevention, abuse and misuse of prescription drugs in Langlade and Lincoln Counties.
 - **Motion** Burgener, 2nd Scudiere, to approve the CEO's report. Motion carried.

Chairperson's Report

- The CEO's annual evaluation is the responsibility of the Executive Committee. Feedback is requested from the Board, the Executive Team who report to him, and the administrator and county board chair of each of the three sponsor counties. It was a very favorable evaluation.
- Board retreat follow-up: There was a high level of satisfaction with Matt Stanford's presentation. The presentation by Doug Tangwall was felt to be useful but boring. There was a low level of satisfaction with the facilitator.
- Terry Ryan has resigned the board. **Motion** Bloomer, 2nd Gisselman, to approve a resolution honoring and thanking Terry Ryan for his contribution to the board, HSOC Committee, and Quality Committee. Motion carried.
- After months of working on revisions to the bylaws, with input from legal counsel, final bylaws were completed and were distributed to the board for recommendation to the three counties for approval. **Motion** Nye, 2nd Weaver, to recommend approval to the three counties. Motion carried, unanimously.
 - Bylaws are now compatible with the three county contract and redundant areas removed.
- The board chair requested that added to a future agenda is to appoint a nominating committee at the first board meeting after all three counties have approved the bylaws.
- A national search for a new Inpatient Service line Administrator is underway.
- **Motion** by Bloomer, 2nd Weaver, to approve the report and the minutes of the 3/12/13 Executive Committee meeting. Motion carried.

Financial Report

- There was a small loss in January, which was recouped in February. We are \$367,000 ahead of budget year to date. Revenue volumes in March are still slow. Expenses are being carefully managed.

Finance, Personnel & Property Committee Report

- VA and Security Health receivables are improving.
- **Motion** Nye, 2nd Tange, to approve the report. Motion carried.

Nursing Home Operations Committee

- There is a lot of work to do in April; we are moving on with master facility planning.
- **Motion** Gisselman, 2nd Metter, to approve the report and minutes of the 3/8/13 Nursing Home Operations Committee meeting. Motion carried.
- Board members are encouraged to visit other newer nursing homes in the state to see what competition there is, and opportunities for our nursing home in our facility planning.

Human Services Operations Committee

- **Motion** Matucheski, 2nd Bloomer, to approve the report and minutes of the 3/6/13 Human Services Operations Committee meeting. Motion carried.

Quality Committee

- The Quality Outcome Dashboard through February was reviewed.
- **Motion** Burgener, 2nd Tange, to approve the report and minutes of the 3/12/13 Quality Committee meeting. Motion carried.

Annual Corporate Compliance Report

- Brenda Glodowski (outgoing Compliance Officer) and Becky Schultz (new Compliance Officer) presented the annual report.
- A charter is needed for the HIPAA Committee; it will be worked on in the Compliance Committee.
- We have contracted with a vendor to implement a new policy database.
- A Compliance Program is mandatory as of 2012. Previously it was a volunteer program. We have had our program in place for several years.
- The Compliance Officer should not be a CEO, CFO or legal counsel. It has been shifted to the Quality Director.
- The program is to ensure quality services to our consumers and in a legal and ethical manner. It includes more specific items such as an ethics component.
- An Ethics Committee has been added.
- Priorities for 2013: Ethics, a new Policy Program, and a pro-active approach to auditing.
- The 2013 plan will be finalized next week, approved by the Quality Committee, and brought to the next board meeting for approval.
- **Motion** Scudiere, 2nd Kelly, to accept the Corporate Compliance Program annual report. Motion carried.

Future Meetings

- The May board meeting is in Antigo.

Motion to adjourn by Nye, 2nd Kelly, at 1:35 p.m. Motion carried.

Respectfully submitted,

Robert Weaver, Secretary

pdh