

## NORTH CENTRAL COMMUNITY SERVICES PROGRAM BOARD MEETING MINUTES

**May 25, 2017**

**12:00 p.m.**

**North Central Health Care-Wausau**

Present:

X	Randy Balk	X	Steve Benson	EXC	Ben Bliven
X	Jean Burgener	X Video	Holly Matucheski	X	Bill Metter
X	Bill Miller	X <sup>Conf.</sup>	Corrie Norrbom	X	Greta Rusch
X	Rick Seefeldt	X	Robin Stowe	X	Bob Weaver
EXC	Theresa Wetzsteon	EXC	Jeff Zriny		

Also Present: Michael Loy, Brenda Glodowski, Kim Gochanour, Sue Matis, Sheila Zblewski, Lance Leonhard

### Call to Order

- The meeting was called to order at 12:00 p.m. by Vice-Chair Burgener.

### Public Comment for Matters Appearing on the Agenda

- No public comments made.

### Education: Annual Report Presentation – M. Loy

- The draft 2016 Annual Report was provided and reviewed. M. Loy thanked Jessica Meadows for her exceptional work along with Tom Dowe, Terry Szews, and Brenda Glodowski for their assistance with data and financial information to better understand our organization's operations.
- Highlights include a combined introductory letter from Jeff Zriny and Michael Loy focusing on the positive rather than adversities, what has been done in the communities to help create a positive path for the future, an Executive Insight was included for each major service area, and over 11,000 individuals were served last year.
- Once finalized the Annual Report will be distributed to each County Board member in the three counties, community partners, media, etc.
- Any comments on the annual report can be provided to M. Loy by end of the day tomorrow.
- Motion**/second, Weaver/Balk, to accept the Annual Report. Motion carried.

### Chairman's Report and Announcements – J. Burgener

- Health and Human Services Committee of Marathon County took action at their May meeting to move the vote on the pool's construction to the Marathon County Board in June. Suggested the Board think how we can work collaboratively with the North Central Health Foundation, Warm Water Works, etc. in fundraising the anticipated \$3 million that the County will request.

### Approval of 4/27/17 NCCSP Board Meeting Minutes

- Motion**/second, Weaver/Rusch to approve the NCCSP Board Minutes of 4/27/17. Motion carried.

### Executive Committee Report – J. Burgener

- Board Retreat is scheduled for June 29 from 12-5 p.m. Location to be determined.

- Executive Committee has met with the Retained County Authority Committee (RCA) regarding moving forward with the CEO selection process and expressed that it would be in the best interest of North Central Health Care to select a CEO sooner than later. A job description is being finalized by Sue Matis and Brad Karger. The RCA will participate but the Executive Committee is driving the selection process once the description and compensation is settled.
- We are actively recruiting psychiatrists. There are three psychiatrists in Wisconsin considering a move to this area. One psychiatrist mentioned he was encouraged by the direction our organization is headed after reading the Board minutes on our website. Having the psychiatry residency program and the Medical College of Wisconsin involved is also more attractive for physicians.

#### Finance, Personnel & Property Committee – B. Weaver

- There was a positive variance year to date of \$525,000. Significant improvement has been seen in health insurance and state institutes.
- In the nursing home our budget indicates a loss for the year but our goal is for the nursing home to break even. The census is off slightly but is typical for this time of year. The Medicare census has improved in May and Legacies census is at 101 with a budget of 100.
- Anticipate a 2% increase in the state budget which will help improve the nursing home financials.
- Strategic planning may include providing services in the home. Anticipate the nursing home consultants will be including this and other strategic opportunities in their report (due July 1).
- **Motion/second, Weaver/Metter, to approve the April Financial Report and Financial Statements. Motion carried.**

#### Nursing Home Operations Committee Report – J. Burgener

- Connie Gliniecke has accepted the position of DON and will begin June 12. She has over 20 years of experience in LTC including as DON of Mount View Care Center about 5 years ago. Kristin Woller, Asst. Administrator, finished the Nursing Home Administrator's course.
- We were awarded a \$23,000 grant from the State to provide the Stop Starting It dementia training program developed by Cagney Martin and Merry Wimmer. The program was presented to the Board recently and will be presented at 12 locations throughout Wisconsin over the next 18 months. In the future we hope to be able to offer this training program tailored to individual facilities.

#### Quality Committee Report - M. Loy

- Dashboard highlights indicate areas are holding steady or making improvements. Patient experience continues to improve. Refer to the Executive Summary for an overview of the Dashboard.
- **Motion/second, Benson/Norrbom to accept the Quality Dashboard as presented. Motion carried.**

#### Approve 2018 Marathon County Capital Improvement Requests – M. Loy

- Summary of the requests are in the Board packet. Have met with Facilities Management to determine the high priorities and risk items. The approved requests will be presented to the Health & Human Services Committee who will submit approved items to the County Capital Improvement Committee for ranking and possible funding. If items are not funded by the County they may be considered for funding by this Board in the current budget.
- Requests were reviewed and approved by the Finance, Personnel & Property Committee today.
- Two items are needing amending: 1) #7 – Rolling Stock Replacements from \$160,000 to \$164,000, and 2) #8 – Rolling Stock – New Vehicles from \$48,000 – \$50,000.
- **Motion/second, Miller/Balk, to approve and forward requests to the Health & Human Services Committee for consideration. Motion carried.**

#### Approve County Complaint Resolution Policy – M. Loy

- Policy was introduced last month in an effort to resolve complaints at the lowest level possible; and when appropriate the concern would be forwarded to the Collaborative Care Committee process so that quality of care issues can be addressed in an appropriate manner rather than on the county board floor.
- In checking with the three counties we have an opportunity to restructure the process to integrate with the RCA rather than managing the Collaborative Care Committee as another distinct entity.
- No action needed at this time.

#### Overview of 2018 Budget Priorities – M. Loy

- The RCA is to provide NCCSP with 2018 Budget Priorities by June 1 of every year. The NCCSP Board will vote on the budget in August. Then, the RCA will review for any final adjustments and to make recommendations to the three counties.
- Each of the 2018 Budget Priorities was reviewed.

#### NCCSP Board Input on CEO Job Description – S. Matis

- A draft CEO job description has been sent to the RCA, NCCSP Board, NCHC Executives, and NCHC Leadership for feedback. RCA met and provided input from the current description and from what Witt Kieffer provided in 2016. Brad Karger and Sue Matis are gathering compensation information including data from the state, county, and non-county institutions.

#### Retained County Authority Committee Update – M. Loy

- Today's agenda includes budget priorities and guidelines.

#### CEO Work Plan Update and Report – M. Loy

- Main focus currently is recruiting psychiatrists and the start of the psychiatry residency program.
- June 29 NCCSP Board Retreat agenda tentatively will include: Policy Governance and Committee Structure, Overview of Medical College/Relationship, Performance Standards, Update on State Budget.
- We are in the process of moving programs within the facility and working with facility maintenance.
- Congratulations to Dr. Corrie Norrbom for a successful Substance Abuse Conference that had over 300 attendees and exceptional speakers, to help build awareness throughout the community. A recording of the program can be accessed at: [wipps.org](http://wipps.org).
- Communication had been sent that Lynn Westermeyer unexpectedly passed away. She had been with NCHC for 23 years and will be missed by many. Several residents from the vent unit will be attending her funeral. All staff from Food Service who want to go to the service will be able to go as other staff have offered to step in to assist during this time.
- There is a Brat Fry at Mount View Care Center tomorrow from 10:30 – 2.
- In regard to the ADRC space usage, we agreed that those programs could use the space through 2017. A letter will be sent out next week notifying the groups of anticipated changes in 2018.

#### Adjourn

**Motion**/second, Metter/Seefeldt to adjourn the meeting at 1:45 p.m. Motion carried.

*dko*