

## NORTH CENTRAL COMMUNITY SERVICES PROGRAM BOARD MEETING MINUTES

November 30, 2017

12:00 p.m.

North Central Health Care-Wausau

**Present:**

X	Randy Balk	X	Steve Benson	X	Ben Bliven
X	Jean Burgener	X	Bill Metter	X	Bill Miller
EXC	Corrie Norrbom	X	Greta Rusch	X	Rick Seefeldt
X	Robin Stowe	X	Bob Weaver	X	Theresa Wetzsteon
X	Jeff Zriny				

Also Present: Michael Loy, Brenda Glodowski, Sue Matis, Kim Gochanour, Laura Scudiere, Lance Leonard, Ken Day

Call to Order

- The meeting was called to order at 12:04 p.m.

October 26, 2017 NCCSP Board Meeting Minutes

- **Motion**/second, Stowe/Burgener, to approve the minutes of the October 26, 2017 NCCSP Board Meeting. Motion carried.

Chairman's Report and Announcements

- None.

Board Committee Minutes and Reports – J. Zriny

- Executive Committee met to review nominations for Officers of the Board for 2018, discuss policy governance and executive limitations. The Committee also met in closed session to discuss the CEO Confirmation Process.

CEO Work Plan Review and Report – M. Loy

- Highlights of the written report in packet include:
  - Pledges for the Warm Water Therapeutic Pool Capital Campaign total just under \$1 million to date. There are about \$2.7 million out in requests. Pledge cards were distributed to Board members and were asked to consider showing their support with a pledge.
  - Consultants with the Master Facility Planning project have been on site evaluating programs. They will return again in December for additional mapping and assessment. Anticipate a report in January.
  - We are currently working with six candidates in the Physician Recruitment process. Two are strongly considering offers. We have received some negative comments about the age of the facility and not knowing if there is an investment in it.
  - Legal expenses continue to be more than anticipated which has also been impacted by filling the void from Quality and Compliance. We will be exploring alternate options in 2018 for legal services.
  - Surveyors were in the facility this week on a nursing home complaint survey. The claim was unsubstantiated.

- Meghan Mattek has been approved by the Langlade County Board as a new NCCSP Board Member. She currently works at Aspirus Hospitals in Antigo.
- Mount View Care Committee continues to meet to review a recommendation for the future of MVCC.
- Retained County Authority Committee will be providing direction for the the Facility Use Agreement later today along with conflict resolution protocol.

### Monitoring Reports

- Finance, Personnel & Property – B. Glodowski
  - October showed a small gain of just over \$44,000. October was comparable to previous months. Overall revenue was higher than normal. Community Treatment continues to grow. The nursing homes rates for October 1 and July 1 are more favorable than anticipated. Expenses are over budget in October mostly due to legal expenses and State Institutes. However, in November we received credits from the State Institutes. These occur periodically when the State Institutes receive an overage and then pass a portion on to us. Contract Physician expense in psychiatry is also high this month. Benefits and salaries were good this month. Year to date there is a \$971,000 gain which is \$918,000 ahead of target. R. Balk commended staff for impressive budgeting being within \$11,000 of target.
  - The new manager with the audit firm was on site this week doing reviews and getting familiar with our systems and risk areas and has been quite complimentary.
  - Billing processes for Outpatient and Community Treatment will be moving from monthly to biweekly. Many providers and HMO's are moving deadlines to 60 days versus 90 and 120 days. With biweekly billing we should be able to address any denials much earlier.
  - **Motion**/second, Balk/Burgener, to accept the October Financial Statements. Motion carried.
- Human Services Operations Report – L. Scudiere
  - The Medically Monitored Treatment program (MMT) is a 21 day program for those with substance issues. We are waiting approval from the state architect to proceed with the certification process. We are ready to begin with the next step once we receive the approval.
  - CBRF expansion does not need any further action for licensure. We are anticipating the majority of staff in the CBRF will move with the expansion of the MMT program (staff are currently shared), so will begin recruiting to minimize any challenges that may occur with this transition.
  - Continue to work with the three counties to anticipate treatment needs in the future. Have been focused on IOP and Day Treatment Programs in Langlade County. Will have proposals for both in the near future for Board review.
  - Working with the Wausau Police Department on hiring staff for the Crisis Assessment Response Team (CART) which is set to begin January 1, 2018.
  - Linkage program is being developed and recruiting for staff has begun. We anticipate staff may transfer from Crisis and will be contacting partners to inform them of the transitional time period for Crisis.
  - L. Scudiere has been asked to be appointed to the State's Rule Making Committee for Youth Crisis Stabilization programs.
  - Additional staff are being hired in Community Treatment; looking for Bachelor level or above in human services as the positions are mostly case management positions.

- Nursing Home Operations Report – K. Gochanour
  - Current Medicare census is 20 with quite a number of referrals coming in.
  - We had our first experience with the new federal survey process during the recent complaint survey. Anticipate our annual survey in the next few weeks.
  - We continue to look at the options Clifton Larson Allen provided on operational efficiencies i.e. 2018 marketing plan, admissions director, and social worker. A full audit will begin in January on our MDS system to make sure we are capturing everything for the best rate possible.
  - At the most recent Mount View Care Committee meeting, information from 2013 was reviewed on the impact of not proceeding with the \$13.5 million renovation. The prediction has tracked closely as it relates to Medicare, Medicaid, Vent and Rehab Units census. With Marathon County passing a \$200,000 cut in the budget for the nursing home in 2018, we will need to look closely at both revenues and expenses, work on action plans to address this unanticipated cut. This amount will be reflected each month on the financials. Will also need Marathon County's support in working on revenues and renovations.
  
- Quality Outcomes Review – M. Loy
  - Dashboard and Executive Summary were provided in the packet and reviewed. The 2018 Dashboard was approved during the budget process with new measures and performance standards that we are working on to operationalize.
  - **Motion**/second, Bliven/Benson, to accept the Organizational Dashboard and Executive Summary. Motion carried.

#### Board Discussion and Action

- Slate of Nominations of NCCSP Board Officers for 2018.  
**Motion**/second, Balk/Rusch, to move forward the slate of nominations as follows:  
Chair - Jeff Zriny, Vice-Chair – Steve Benson, Secretary/Treasurer – Bob Weaver. Motion carried.
- **Motion**/second, Metter/Weaver, to close the nominations. Motion carried.
- Committee Assignments for 2018  
There will not be committee assignments in 2018 with the transition to Policy Governance.
- 2017 Capital Budget  
M. Loy reviewed the floor plans for the anticipated expansion of MMT. Capital dollars have been freed up from other projects that were under budget. Asking to amend the 2017 capital budget to allow for costs of expanding this project. We are currently waiting on Facilities and Capital Maintenance to finalize plans with the State before proceeding with construction. Have impressed upon them that every delay is a delay in treatment and will impact financials since we had anticipated the expanded program for a full year.
  - **Motion**/second, Burgener/Metter, to approve the renovation to expand the MMT program from 6 to 15 beds in an amount not to exceed \$100,000. Following discussion the motion carried.

- A partnership with Marathon County and Aspirus for an Onsite Employee Health Clinic is under discussion. Plans are to operate the clinic in the Lake View Center formerly occupied by ADRC on a full-time basis for all NCHC and Marathon County employees (about 1500 employees and their families). The clinic would have a Physician's Assistant, Certified Medical Assistant, and a clerical position. Renovations not to exceed \$100,000 as NCHC's portion are need to accommodate the clinic.
- **Motion**/second, Weaver/Seefeldt, to approve \$100,000 for the renovation for an Onsite Employee Health Clinic. Motion carried.
- Amend the 2017 Budget to Participate in Marathon County's Priority Based Budgeting Initiative in an Amount not to Exceed \$50,000.
  - Marathon County's Priority Based Budgeting Initiative provides a comprehensive review of the organization and identifies costs of every program. It provides a good exercise on setting priorities but is not budgeted for at this time. There would also be an ongoing annual cost of \$25,000 as a maintenance fee once the system is developed. Following discussion, no motion was made to move forward at this time but may be considered again next year. The Board requested the CEO to bring back more information at a future date.

#### Policy Development – M. Loy

- County Complaint Resolution Policy  
The policy was originally developed with the Collaborative Care Committee structure. After review with the three counties, the policy was updated on how we handle complaints from county officials. The policy articulates the process and directs those types of concerns through a complaint process that is in place now. Complaint structure is monitored and will be reviewed by the Board. The RCA will receive updates also as part of the new Tri-County Agreement.
- Policy Governance: Executive Limitations – K. Day  
As the next step in Policy Governance the Board will identify Executive Limitations which provides directions to the Executive by identifying only those items that are not acceptable, keeping the number of limitations as small as possible allowing the creativity of the executive. The Board reviewed the Draft Executive Limitations Statements and supported moving forward with incorporating the statements in the Policy Governance Manual.

The Board determined to defer the Closed Session item regarding the Report of Investigations to a future date.

#### MOTION TO GO INTO CLOSED SESSION

- **Motion** by Stowe, Pursuant to Section 19.85(1)(c) and (f) Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit: CEO Confirmation Process. Second by Benson. Roll call taken. Motion carried.
- **Motion**/second, Weaver/Burgener, to come out of closed session at 2:31 p.m. Motion carried.
- **Motion**/second, Weaver/Stowe, to forward the CEO Employment agreement as presented. Motion carried.

#### Adjourn

- **Motion**/second, Stowe/Bliven, to adjourn the Board meeting at 2:33 p.m. Motion carried.