

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

December 13, 2023

1:00 p.m.

North Central Health Care

Present: X Kurt Gibbs X_(WebEx) Renee Krueger
X Lance Leonhard X Robin Stowe

Staff: Gary Olsen, Jason Hake, Vicki Tylka, Jennifer Peaslee, Shelva Colvin

Others: Dejan Adzic, Marathon County Deputy Corporation Counsel_(WebEx), Kevin Stevenson_(WebEx)

Call to Order

- Meeting was called to order by Kurt Gibbs, Chair, at 1:00 p.m.

Public Comments

- None

Introduction of the Director of Human Resources, Shelva Colvin – G. Olsen

- G. Olsen introduced Shelva Colvin, Director of Human Resources. Shelva has over 10 years of human resources experience with over six years in health care. Executive Committee members introduced themselves and welcomed Shelva to NCHC.

Approval of November 30, 2023 Executive Committee Meeting Minutes

- **Motion**/second, Krueger/Stowe, to approve the November 30, 2023 Executive Committee meeting minutes.

Manager Positions COLA for 2023 and Position Pay Grade Changes – G. Olsen

- The management staff did not receive a Cost-of-Living Adjustment (COLA) for 2023. A 3% COLA was given to all hourly staff earlier in the year, and then salaried non-management staff received the same COLA amount this summer. We wanted to be sure the financial position for the organization was strong enough before a COLA was given to management, even though a 3% COLA was budgeted for all positions for 2023. Effective December 10, 2023, management staff received a 3% COLA.
- The pay grade has been changed for the Director of Community Treatment position from pay grade 69 to pay grade 73. The position was reclassified with inclusion of the new assignment of providing oversight to the Adult Protective Services program for all three counties, which was previously overseen by the Managing Director of Nursing Home/Residential. Also changed was the pay grade for the Accounting Director position from pay grade 77 to pay grade 80.

Financial Update – J. Hake

- November financials are still being finalized and are looking good at this point. Behavioral Health Services, for November, currently has a net income. The primary reason relates directly to census. In large part the credit is due to the management team and Medical Director, Dr. Yasin, for implementing changes in order to increase census and decrease out of county placements.

Purchasing Policy – J. Hake

- Purchasing Policy was discussed at the November Board meeting and changes were requested. The committee reviewed these changes by Corporation Counsel along with several additional recommended revisions by committee members.
- **Motion**/second, Stowe/Leonhard, to approve the Purchasing Policy subject to the revisions discussed. Motion carried.

Closed Session

- **Motion**/second, Stowe/Leonhard, to go into Closed Session (Roll Call Vote Suggested) Pursuant to Wis. Stat. ss. 19.85(1)(c) and (g), 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” and “conferring 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” to wit: Consider COLA adjustments for specific individuals Pay Grade 92 and higher, potential reclassification of specific individuals Pay Grade 92 or higher to a different pay grade, and discussion of options, proposed response, and legal reasoning for administrative appeal, and potential subsequent judicial appeal, in response to an adverse administrative agency decision. Roll call taken. All indicated ‘aye’. Request for J. Hake, V. Tylka, J. Peaslee, D. Osowski, and D. Adzic to remain in closed session for discussion of options, proposed response, and legal reasoning for administrative appeal, and potential subsequent judicial appeal, in response to an adverse administrative agency decision. Motion carried.
- About 2:15 p.m. V. Tylka, J. Peaslee, and D. Osowski were excused from closed session.
- **Motion**/second, Leonhard/Stowe, to return to Open Session at 2:43 p.m. Motion carried.
- **Motion**/second, Leonhard/Stowe, to approve a 3% increase for senior leadership staff and direct staff to develop a plan for a comprehensive wage study for all staff. Motion carried.

Adjourn

- **Motion**/second, Leonhard/Stowe, to adjourn the meeting at 2:45 p.m. Motion carried.