



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the **Executive Committee of the North Central Community Services Program Board** will hold a meeting at the following date, time and location shown below.

Thursday, May 21, 2020 at 12:00 PM
North Central Health Care - Wausau Board Room
1100 Lake View Drive, Wausau, WI 54403

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, North Central Health Care encourages Committee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Committee members and the public may attend this meeting by telephone conference. If Committee members or members of the public cannot attend remotely, North Central Health Care requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees.

Persons wishing to attend the meeting by phone may call into the telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:

Phone Number: 1-408-418-9388 **Access Code:** 297 528 4388 **Meeting Password:** 1234

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Administrative Office at 715-848-4405. For TDD telephone service call 715-845-4928.

AGENDA

1. CALL TO ORDER
2. PUBLIC COMMENT FOR MATTERS APPEARING ON THE AGENDA
(Limited to 15 Minutes)
3. ACTION: APPROVAL OF APRIL 30, 2020 EXECUTIVE COMMITTEE MINUTES
4. OVERVIEW OF DRAFT MAY 28, 2020 NCCSP BOARD AGENDA
5. CEO REPORT
6. REVIEW CEO AND BOARD WORKPLAN FOR 2020
7. DISCUSSION ON 2021 BUDGET GUIDELINES AND PRIORITIES
8. REVIEW OF 2020 BOARD CALENDAR AND EXECUTIVE COMMITTEE MEETING SCHEDULE
9. FUTURE AGENDA ITEMS FOR EXECUTIVE COMMITTEE OR BOARD CONSIDERATION

10. ADJOURN

NOTICE POSTED AT: North Central Health Care

COPY OF NOTICE DISTRIBUTED TO:

Wausau Daily Herald, Antigo Daily Journal, Tomahawk Leader,
Merrill Foto News, Langlade, Lincoln & Marathon County Clerks Offices

DATE: 05/15/2020 TIME: 4:00 PM BY: D. Osowski



Presiding Officer or Designee

**NORTH CENTRAL COMMUNITY SERVICES PROGRAM BOARD
EXECUTIVE COMMITTEE**

April 30, 2020

11:00 AM

NCHC – Wausau Board Room

(Present via conference phone due to Covid19 and the Governor's order for social distancing)

Present: X Jeff Zriny X Steve Benson
 X Corrie Norrbom EXC Bob Weaver

Others Present: Kurt Gibbs, Lance Leonhard, Michael Loy, Jarret Nickel

Call to Order

- Meeting was called to order at 11:02 a.m.

Public Comment for Matters Appearing on the Agenda

- No public comment(s) made.

ACTION: Approval of 3/25/2020 Executive Committee Meeting Minutes

- **Motion**/second, Benson/Norrbom, to approve the 3/25/2020 Executive Committee meeting minutes; motion passed.

CEO Report – M. Loy

- Today is Brenda Glodowski's last day at NCHC. We are very thankful for the time she has given the organization. She has worked extensively in the transition of the next CFO Jill Meschke which has gone very well.
- **COVID Updates**
 - Two nursing home units have been approved for COVID-19 positive patients if needed.
 - An additional 12 beds in the psychiatric hospital has been approved for COVID-19 positive patients if needed.
 - NOTE: the COVID-19 positive units will be used only if local hospitals have reached capacity.
 - We currently have an estimated 90 day supply of PPE based on current burn rate; nursing homes are priority in receiving PPE from government.
 - A new regulatory requirement will be to report publicly and contact resident's families when a staff member or resident tests positive to COVID. This is in addition to reporting directly to the Health Department and CMS. This is how we handled the situation here in March so our process matches the new requirement.
- **Financials**
 - Received additional funding through federal government and in process of reviewing how these funds will be applied.

- April financials will be available around the 8th of May; will re-pivot where needed to forecast the budget for May and into June to mitigate bottom line impact.
- **Renovations**
 - Final walk-through on new aquatic therapy pool will occur within the next 2 weeks. Pool will not open until we are at a Level 2 on the COVID19 response matrix.
 - Nursing home tower continues on schedule and slated completion next summer.
 - June will include the design and bidding for renovations of the inpatient hospital and residential treatment programs.
 - Youth Hospital and Crisis CBRF are both on target for completion Fall of 2020.
 - Bid opening for the Sober Living facility in Antigo will be mid-May with anticipated renovations complete in June.
- **May Board Meeting**
 - Riverview Terrace transition to NCHC from Aspirus. Original transition was not anticipated until year end however, a management service proposal for this assisted living facility is being prepared to begin as early as 7/1/2020 at the request of Aspirus.
 - Northern Valley Industries – a letter of intent for potential partnership will be considered.
 - Portage County nursing home assessment study update if available
 - Statewide Crisis Center – here is interest in developing a state-wide network for a crisis hotline; our commitment would be in staffing calls in partnership with other agencies; calls received have potential to be broader than our tri-county area

Nomination of Slate of Officers for Consideration at the May 28, 2020 Annual Meeting of the NCCSP Board

- The new Joint County Agreement stipulates the Chair must be a Marathon County representative/appointee and excludes the County Official and the Medical Staff President from consideration. Officers are 1 year terms appointed in May of each year.
- Would like a succession where Chair-Elect would automatically move into the Chair position, and secretary/treasurer would be slated to transition into the Chair-Elect role following.
- Concern raised that the NCCSP Board currently has greater limitations on including community representation under the current structure of the Tri-County Agreement and may not be fulfilling the original intent of the composition of a community mental health board:
 - **Motion**/second, Benson/Norrbom, to recommend J. Zriny as Chair. Motion carried.
 - **Motion**/second, Benson/Norrbom, to recommend R. Wagner as Vice-Chair. Motion carried.
 - **Motion**/second, Benson/Norrbom, to recommend Eric Anderson as Secretary Treasurer. Motion carried.

Nomination of NCCSP Board Member for a Seat on the North Central Health Foundation, Inc. Board

- The NCCSP and Foundation Boards both expressed the importance of a strong relationship and communication line by having a member of the NCCSP Board also sit on the Foundation Board.
- The Foundation Board meets as needed throughout the year. Once an Executive Director is recruited there is potential for a more active Board and increased meetings.
- **Motion**/second, Benson/Norrbom, to nominate J. Zriny as the NCCSP Board representative for the Foundation. Motion carried.

Review of NCCSP Board Membership, Board Competency Gaps and Priorities for Future Board Recruitment and Development

- Goal is for the Governance Committee to review competencies and gaps including identifying individuals within the County Board membership for each county to help fill those gaps. Governance Committee will be appointed after the annual meeting in May which would include considering gender and diversity too.
- Continued education will be provided each month. Suggestion to add subscriptions to periodicals to help provide perspectives from a variety of sources, a reading list, etc.

Future Agenda Item(s) for Executive Committee or Board Consideration

- Next Executive Committee Meeting anticipate during the 2nd week of May.
- Zriny thanked Dr. Benson and Dr. Norrbom for their dedication, contributions, and active participation on the Executive Committee and Board.

Adjourn

- **Motion**/second, Benson/Norrbom, to adjourn the Executive Committee meeting at 12:08 p.m. Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant to CEO

2020 Board - RCA - CEO Work Plan

Objective	Accountability	Start Date	Measure(s) of Success	Interim Updates	Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Annual Review of Board Policy	Board	Jan-20	Board reviews and approves all Board Policies by December 31	Ongoing, Policies have been dispersed equally and timely throughout the year	Open												
Establish Facility Use Agreements with Each County	Board	Jan-20	Signed Facility Use and/or Lease Agreements with each of the three Counties	This item remains pending in the Marathon County Corporation Counsel's office	Pending												
Prepare Local Plan	Board	Jan-20	Adopt a 3 Year Local Plan at the Annual Board Retreat	The Human Services Research Institute continues to work on stakeholder interviews and data analysis. The report completion and presentation to the Board is on hold until travel from Boston is permitted	Open												
Approve Training Plan for Counties	Board	Jan-20	Hold Inaugural Stakeholder Summit	The Inaugural Stakeholder Summit is postponed until such time that a large group gathering would be permissible given the COVID-19 public health emergency	Open												
CEO Appraisal	Executive Committee	Jan-20	Completed CEO Appraisal by the Executive Committee by March	The written evaluation has been completed but the in-person review of the evaluation has not been completed	Pending												
Accept the Annual Audit	Board	Jan-20	Acceptance of the annual audit by the NCCSP Board in April	The audit presentation was deferred until the May Board meeting due to the COVID-19 public health emergency	Open												
Annual Report	Board	Apr-20	Annual Report Released and Presentations made to County Boards	The 2019 Report is still being developed as communication resources have been reprioritized to the COVID-19 response	Open												
County Fund Balance Reconciliation	Board	Apr-20	Fund Balance Presentation and Adoption by NCCSP Board	Pending the audit acceptance	Pending												
Reserve Policy Review	Board	Apr-20	The Board will review and approve the Reserve Policy after the CFO has met with the County Finance Directors to receive input following the annual audit	The Policy is slated for approval at the April Board meeting	Pending												
Recommend Annual Budget to Counties	Board	Apr-20	Budget recommendation to the Counties by October 1st	The Budget process for 2021 has begun in April	Pending												
Determine Budget Guidelines and Priorities	Executive Committee	Apr-20	Budget Guidelines and Priorities of the member Counties are communicated to the Board by June 1st	The Executive Committee will review the current Guidelines and Priorities at their May meeting and then will forward these onto the NCCSP Board for further consideration and approval	Open												
Nomination and Election of Board Officers	Governance Committee	Apr-20	The Governance Committee will send a slate of Officers to the Board to be elected at the Annual Meeting in May														
Annual Review of Board End Statements	Board	May-20	Adoption of End Statements with any modifications by June 1st	The May Board meeting will have this objective as an agenda item for action	Open												
Selection of Independent Certified Public Accounting Firm	Executive Committee	Jun-20	5 year contract established with an accounting firm														
Develop a Board Recruitment Plan	Governance Committee	Jun-20	Board Recruitment Plan reviewed and approved by the NCCSP Board	The Board Recruitment plan will be developed by the NCCSP Board Governance Committee was appointed at the May Board meeting	Pending												
Review and Approve Performance Standards	Executive Committee	Jul-20	Adopted Annual Performance Standards	The Performance Standards will be reviewed by July 1st	Pending												
Facilitated Discussion on Diversity and Inclusion	Board	Jul-20	Adopted strategy and/or policy as it relates to the implications of diversity and inclusion for the Board, Management Teams and workforce		Open												
Evaluate NCCSP Board Effectiveness	Board	Sep-20	Conduct and Annual Review of the Effectiveness of Board's Policy Governance Model	Performed annually at the September NCCSP Board meeting	Pending												
Approve Annual Quality, Compliance and Safety Plan	Board	Sep-20	Approve plan in December	Board will review current plan performance and approve the Utilization Review Plan for the upcoming year in December	Pending												

2020 Board - RCA - CEO Work Plan

Objective	Accountability	Start Date	Measure(s) of Success	Interim Updates	Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Review and Approve Policy Governance Manual	Board	Oct-20	Approve manual at the October Board meeting		Pending												
Annual CEO Succession Exercise	Board	Oct-20	Approve a one-page succession document	The CEO and Board Chair are developing an approach to facilitate the discussion with the full Board in October	Open												
Review and Approve CEO Compensation Plan	Executive Committee	Nov-20	Approve CEO Compensation Plan for the upcoming year by December	The RCA Chair will schedule the sit-down appraisal with the CEO and NCCSP Board Chair as soon as it is practical given the COVID-19 priorities.	Open												
Approve Utilization Review Plan	Board	Nov-20	Approve plan in December	Board will review current plan performance and approve the Utilization Review Plan for the upcoming year in December	Pending												
Board Development Plan and Calendar	Governance Committee	Nov-20	Approved Board Development Plan and Calendar for the upcoming year at the December meeting		Pending												
Provide Monthly Program and Service Report	Executive Committee	Monthly	CEO provides a monthly Programs and Services report to the Executive Committee	Developing new format for the monthly reporting to be in congruence with the recently adopted Joint County Agreement	Pending												