



# THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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## **CORRECTED MINUTES OF THE HUMAN SERVICES BOARD**

☐ Regular Board Meeting    ☐ Special Board Meeting    ☒ Committee Meeting

Type of Committee: Behavioral Health

Date and Time of Meeting: Wednesday, July 25, 2018 at 2:00 P.M.

Person Taking Minutes: Michelle Bellile

*\*Minutes reflect the recorder's notations of actions taken and are subject to approval of the appropriate committee and/or Board.*

Members Present: Jenny Henkel, Ron Kressin, Charles Rayala, Tom Rudolph, Alan VanRaalte

Members Excused: Dick Johns, Paul E. Spencer, Jr., Nancy Tauer

Members Absent: Maggie Peterson

Staff Present: Tamara Feest, Keith Haselton, Chuck Lechmaier, Donna Shimeck

Others Present: Sharon VanRaalte

### **I. MEETING CONVENED**

Chairman Rayala called the meeting to order at 2:00 P.M. It was noted that the agenda has been distributed to all members and that the meeting had been announced in accordance with the Wisconsin Open Meeting Law.

### **II. APPROVE PREVIOUS MEETING MINUTES**

Motion by Rudolph, seconded by VanRaalte to:

**APPROVE THE MINUTES AS PRESENTED FROM JUNE 14, 2018.**

All ayes, motion carried.

### **III. ELECTION OF OFFICERS: ACTION ITEM**

Rayala noted that his term was ending and elections for new Committee officers were in order. Motion by VanRaalte to:

**NOMINATE RON KRESSIN AS CHAIR OF THE BEHAVIORAL HEALTH COMMITTEE.**

Rayala called three times for additional nominations. There being none, motion by VanRaalte, seconded by Henkel to:

**CLOSE THE NOMINATIONS AND ELECT RON KRESSIN AS CHAIR OF THE BEHAVIORAL HEALTH COMMITTEE BY UNANIMOUS DECISION.**

All ayes, motion carried.

Rayala called for nominations of Committee Vice Chair. Motion by Henkel to:

**NOMINATE CHARLIE RAYALA AS VICE CHAIR OF THE BEHAVIORAL HEALTH COMMITTEE.**

Rayala called three times for additional nominations. There being none, motion by VanRaalte, seconded by Rudolph to:

**CLOSE THE NOMINATIONS AND ELECT CHARLIE RAYALA AS VICE CHAIR OF THE BEHAVIORAL HEALTH COMMITTEE BY UNANIMOUS DECISION.**

All ayes, motion carried.

Rayala called for nominations of Committee Secretary. VanRaalte volunteered. Rayala called three times for additional nominations. There being none, motion by Rudolph, seconded by Henkel to:

**CLOSE THE NOMINATIONS AND APPOINT ALAN VANRAALTE AS SECRETARY OF THE BEHAVIORAL HEALTH COMMITTEE BY UNANIMOUS DECISION.**

All ayes, motion carried.

#### **IV. OUTPATIENT CLINIC UPDATE**

Shimeck reported on the progress of the recertification of the Mental Health and AODA Outpatient Clinic and Emergency Services programs. Policies and procedures for all three areas are under review.

Shimeck reported interviews are taking place for the Recovery Corp joint position with Oneida County Social Services. This position will be utilized in the Outpatient Clinic and possibly with clients enrolled in the Emergency Services Program who have gone to KOINONIA. Shimeck explained the benefit of the program and stated the cost was nominal.

Shimeck reported the Outpatient Clinic Certified Medical Assistant will be back to working full-time in the near future. As a result, the numbers of hours worked by the contracted nurses will be reduced.

Shimeck reported on filling the schedule of AODA Therapist, T. Loduha and continuing to work on filling Dr. Mannem's schedule.

**V. EMERGENCY SERVICES PROGRAM UPDATE:**

**A. Crisis Bed/Emergency Services Report**

Shimeck distributed the Crisis Bed report, noting that Crisis Bed utilization is still low. Shimeck discussed reaching out to past consumers via a survey to determine what barriers may be present that may be affecting utilization. Alternatives were discussed.

**B. Learning Collaborative Discussion**

Lechmaier discussed the Learning Collaborative meeting held in June. The Learning Collaborative has allowed the agency to learn from other counties and has assisted in developing creative ways to divert hospitalizations. The State will be providing a toolkit from the resources learned and shared within the counties. Grant opportunities will also be announced in late July / early August. Lechmaier stated the first internal meeting to determine what additional changes can be made will be held on August 6, 2018.

A pilot with the Rhinelander Police Department and a dedicated phone number is underway.

The agency is in the process of exploring non-hospital settings to complete crisis assessments. The Public Health Department was awarded a grant and will be working with the agency, Rhinelander Police Department and the Oneida County Sheriff's Department during this exploratory process. Meetings with all three Corporation Counsels have occurred. Meetings with Oneida County jail and Vilas County have taken place. Meetings still need to be scheduled in Forest County Jail.

Lechmaier reported on changes to Emergency Services Program documentation that may lead to an increase in billing.

**C. High Cost Stepdown from Mendota Update**

Lechmaier reported the Behavioral Health Department is collaborating with the Developmental Disabilities Department to ensure the client's needs are being met and exploring all funding opportunities, including Family Care. Further testing, including Functional Screen testing, will be performed.

**VI. 2019 BEHAVIORAL HEALTH BUDGET: ACTION ITEM**

Haselton discussed the 2018 six-month actual numbers and changes that will be forthcoming, as well as presumptions that were made when preparing the budget for 2019, such as the rental agreement with Oneida County and anticipated WIMCR reconciliation funds. Feest discussed the Family Care payments due to the State by the individual counties and the impact it will have on the agency. Feest and Haselton discussed meeting with the Financial Directors of the individual counties and the decision made by the counties to cut funding to the

Agency as a result of increased Family Care payments. The County Financial Managers have also expressed that the Agency has projected deficits in the past that have not come to fruition and any resulting deficits should be taken from the reserve. Feest stated she was seeking and open to guidance on who and when it would be most appropriate to discuss the deficit and its impact on the reserve starting this year with the County Board members. Discussion occurred on the amount of money in the reserve and at what year cash flow issues are projected to occur. Feest described cost containment efforts by the Agency. Discussion occurred on current organizational charts, including full-time equivalents versus budget of The Human Service Center and Oneida County Social Services.

Motion by Henkel, seconded by Kressin to:

**APPROVE AND FORWARD TO FINANCE THE 2019 BEHAVIORAL HEALTH BUDGET IN THE AMOUNT OF \$9,072,813.00.**

All ayes, motion carried.

**VII. NEXT MEETING DATE**

Set at Board.

**VIII. ADJOURNMENT**

Motion by VanRaalte, seconded by Rudolph to:

**ADJOURN THE MEETING.**

Meeting adjourned at 2:56 P.M.

Respectfully submitted,

Michelle Bellile  
Administrative Assistant