



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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MINUTES OF THE HUMAN SERVICES BOARD

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Behavioral Health

Date and Time of Meeting: Thursday, March 14, 2019 at 1:00 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, Dick Johns, Ron Kressin, Paul Spencer, Jr.,
Nancy Tauer, Alan VanRaalte

Members Excused: Maggie Peterson, Charlie Rayala, Tom Rudolph

Members Absent: None

Staff Present: Tamara Feest, Keith Haselton, Chuck Lechmaier

Others Present: Ron Henkel

I. MEETING CONVENED

Chairman Kressin called the meeting to order at 1:00 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 Tauer, second by VanRaalte to:

APPROVE THE MINUTES AS PRESENTED FROM FEBRUARY 14, 2019.

All ayes, motion carried.

III. 2018 BEHAVIORAL HEALTH DEPARTMENT YEAR-END PROJECTION UPDATE

Haselton discussed the Statement of Activities by Program handout and explained the shift in approach to show true program performance. Haselton noted collections were up, a change in CRS grant funding and the reimbursement process for the CCS program. Haselton discussed the Involuntary Placements (by month) handout, which illustrated the difficulty in projection hospitalization costs. Spencer, Jr., requested for future projection reports the total amount budgeted be added.

IV. VACANCIES AND RECRUITMENT UPDATE

Lechmaier informed the Committee recruitment efforts continue for the vacant Mental Health Therapist position.

Recruitment efforts are underway to hire a Comprehensive Community Services program Service Facilitator to fill a vacancy left by a Service Facilitator who accepted a position in the Emergency Services Program.

The new Behavioral Health Registered Nurse has started and she has shown willingness to learn.

V. COMPREHENSIVE COMMUNITY SERVICES PROGRAM UPDATE

A. Early Serious Mental Illness Grant Update

Lechmaier discussed the \$25,000.00 Early Serious Mental Illness Grant awarded to The Human Service Center. The grant runs from March 1 – September 30, 2019. The project will utilize approaches to increase engagement and support for youth, young adults and their families experiencing early serious mental illness such as Bi-Polar disorder, Schizophrenia, and Major Depression. Funds from the grant, along with unspent, previously budgeted funds from the vacant Peer Specialist position, will be utilized to fund a Rehabilitation Specialist position.

1. Rehabilitation Specialist Job Description: Action Item

Discussion occurred on the Rehabilitation Specialist job description. Motion by Spencer, Jr., second by VanRaalte to:

APPROVE THE POSITION DESCRIPTION AS PRESENTED.

All ayes, motion carried.

VI. OUTPATIENT CLINIC UPDATE

The newly hired Registered Nurse is working on completing her training and is a great addition to the clinic.

The agency was recently informed the contract with Mendota Mental Health Institute for child psychiatry services with Dr. Witkovsky will end on March 22, 2019. Affected families have been notified and referred back to the child's primary physician. Feest and the Committee discussed the shortage of child psychiatrists and potential ways to fill the vacancy.

A. Telehealth Survey

The Telehealth survey was distributed and discussed. The results from the last quarter were positive.

VII. EMERGENCY SERVICES PROGRAM UPDATE

A. Crisis Bed/Emergency Services Report

The Crisis Bed utilization report was distributed and discussed. 22 utilization days were reported for February.

B. Crisis Bed Update

Discussion occurred on KOINONIA reducing their bed capacity from 34 to 16 beds. Lechmaier and Feest discussed potential challenges, capacity concerns and impact of non-utilization. It was requested to add this as an action item for the upcoming Board meeting.

C. High Cost Stepdown from Mendota Update

Lechmaier provided an update on the high cost placement. Weekly conference calls continue. The Human Service Center has reached out to the Department of Health Services to set-up an additional meeting to review concerns and talk through best options to support the individual. The meeting is scheduled for March 29, 2019. It was suggested to have this item discussed quarterly as there has been no significant change in the situation. Feest informed the Committee due to the complexity of the situation and wavering direction from Mendota, she thought it best to continue to update the Committee.

D. ESP Quality Improvement Grant Update

Lechmaier informed the Committee that the agency continues to meet with schools on the grant. A total of 23 schools are currently involved in the project to a varying degree.

VIII. KOINONIA RENTAL COST CENTER: ACTION ITEM

Haselton explained the current process of allocation of rental proceeds. Haselton distributed a handout illustrating the recommended changes. Haselton proposed splitting the rental payment between programs and the newly formed Rental Cost Center. Funds kept in the Rental Cost Center would be earmarked for KOINONIA repairs and maintenance. Any remaining funds at the end of the year would be moved to the general Building Fund at the Board's approval. Haselton discussed the advantages of transparency, consistency with Generally Accepted Accounting Practices (GAAP) and funding of necessary improvements. Feest discussed the impact to the Behavioral Health Department budget. Motion by Spencer, Jr., second by VanRaalte to:

CREATE A KOINONIA RENTAL COST CENTER ACCOUNT AND AMMEND THE BUDGET(S) TO REFLECT THE CREATION AND IMPACT.

All ayes, motion carried.

IX. NEXT MEETING DATE

Thursday, April 11, 2019 at 1:00 P.M.

X. **ADJOURNMENT**

Motion by Tauer, second by VanRaalte to:
ADJOURN THE MEETING.

Meeting adjourned at 2:21 P.M.

Respectfully submitted,

Michelle Bellile Administrative Assistant

APPROVED