



# 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, July 6, 2017, at 3:00 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, Bill Korrer, Ronald Kressin,  
Nancy Tauer, Charles Rayala, Tom Rudolph, Paul Spencer  
Jr., Alan VanRaalte

Members Excused:            None

Members Absent:             None

Staff Present:                Chuck Lechmaier, Donna Shimeck

Others Present:              None

### **I. MEETING CONVENED**

Chairman Rayala called the meeting to order at 3:00 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 Tauer to:

**APPROVE THE MINUTES AS PRESENTED FROM MAY 11, 2017.**

All ayes, motion carried.

### **III. FAMILY CARE UPDATE**

Shimeck discussed the progression to date of the Family Care transition. As of July 1, 2017:

- All 81 consumers from Forest County have transitioned. 30 of the 81 consumers were served through the agency.
- 156 consumers from Oneida County have transitioned. 61 of the 156 consumers were served through the agency. Oneida County will continue to transition the remaining consumers through October 1, 2017.
- 99 consumers from Vilas County have transitioned. 36 of the 99 consumers were served through the agency. Vilas County will continue to transition the remaining consumers through September 1, 2017.

Shimeck discussed wait list procedures and estimated wait times for new consumers needing services. These consumers will be signing up for services through the Aging, Disability and Resource Centers.

Shimeck stated six agency employees, three Adult Case Managers and three Medical Assistance Personal Cares Program nurses, have all taken employment with one of the Managed Care Organizations. In August 2017, the remaining Adult Case Manager will begin employment with a Managed Care Organization and in September 2017, an additional Medical Assistance Personal Cares Program nurse will begin her employment.

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

Shimeck advised the Committee of the resignation of therapist, Mary Patterson-Delap and AODA counselor, Chris Hartlep. Shimeck expressed appreciation for the dedication shown to the clients and agency by Patterson-Delap and Hartlep. Interviews for both positions are underway.

Based on the needs of the clients, some have been transferred internally to another therapist, referred to a partnering agency, or voluntarily closed with the agency as services were no longer needed.

Shimeck and Feest plan to meet with the remaining Outpatient Clinic staff for input and possible restructure.

Shimeck discussed the client caseloads of Dr. Witkovsky and Dr. Mannem. Dr. Witkovsky is booked into September 2017 and Dr. Mannem has occasional openings. Shimeck discussed Dr. Mannem's prescribing guidelines and a result, some clients are choosing to seek services elsewhere.

#### **V. EMERGENCY SERVICES PROGRAM UPDATE**

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

Shimeck distributed the Crisis Bed/Emergency Services Report. The report showed out of the 64 screens performed, 48 resulted in a diversion. It was noted there was a typo on the report in the dismissal numbers.

Lechmaier discussed a recent meeting with select staff from the Oneida County Sheriff's Department on proper utilization of the Crisis line and requesting screeners prior to booking. Similar discussions will occur with other tri-county law enforcement agencies.

Shimeck mentioned there is not currently a waiting list for KOINONIA.

**B. State Hospital Report Update**

Shimeck distributed a 1<sup>st</sup> quarter analysis of the number of admissions, number of bed days and cost. The report showed a 40.7% increase in the number of admissions from 2016-2017, a 74.3% increase in the total number of days stayed, and a 68.9% increase in actual expenses. Discussion occurred on the difficulty in projecting expenses for the year due to unforeseen variables in admissions and length of stay. Lechmaier provided insight into the process of determining admission through the court evaluators.

**VI. HIGH COST PLACEMENT UPDATE**

Shimeck provided the Committee an update on a potential high cost placement consumer. At this time, the consumer is still placed at Winnebago Mental Health Institute Monday through Friday and is transported to Milwaukee Children's Hospital in on the weekends for medical treatment. The Oneida County Sheriff's Department is responsible for the transport to and from Madison/Milwaukee. Due to the extreme complexity of the case, there have been many denials by alternate facilities. Shimeck, agency staff, and numerous outside agencies continue to work diligently on finding alternate placement.

**VII. COMPREHENSIVE COMMUNITY SERVICES PROGRAM UPDATE**

**A. Site Review**

Lechmaier discussed the recent site review results and provided a recap of program aspects needing attention. A plan of correction will be sent to the Division of Quality Assurance.

**VIII. CASE MANAGEMENT STRATEGIC PLANNING UPDATE**

Lechmaier discussed recent meetings with program leads and plans for training contracted providers, compliance in paperwork, and increasing billable hours.

**IX. VACANCIES AND RECRUITMENT UPDATE**

Shimeck stated the vacant Behavioral Health Fiscal Coordinator was currently on hold due to the Family Care position and reassessment of the Developmental Disabilities Financial Coordinator responsibilities. A Comprehensive Community Services Service Facilitator has been hired and is scheduled to start on July 10, 2017. A four-year Registered Nurse has been hired and is scheduled to start on July 10, 2017. Interviews are still being conducted for an AODA counselor and a Mental Health Therapist. Interviews are concluded for the Emergency Services

Program Service Facilitator. A decision is underway on who will be filling the vacant role.

**X. COORDINATED SERVICES TEAM RESOLUTION: ACTION ITEM**

Shimeck provided historical information on the Coordinated Services Team initiative and Vilas County Department of Social Services current request to administer the grant for Vilas County. Shimeck distributed a draft resolution to approve the change in administering agency from The Human Service Center to the Vilas County Department of Social Services.

Motion by Spencer, seconded by Tauer to:

**APPROVE RESOLUTION BE FORWARDED TO THE FULL BOARD FOR APPROVAL.**

Discussion occurred on changing wording in the resolution.

Motion by Korrer, seconded by VanRaalte to:

**AMEND AND STRIKE THE WORD "SUGGEST" AND REPLACE WITH "RECOMMENDS."**

All ayes, motion carried.

Chair Rayala restated the motion as amended to:

**APPROVE RESOLUTION BE FORWARDED TO THE FULL BOARD FOR APPROVAL AS AMENDED.**

All ayes, motion carried

**XI. NEXT MEETING DATE**

Thursday, August 10, 2017 at 3:00 P.M.

**XII. ADJOURNMENT**

Motion by Tauer, seconded by VanRaalte to:

**ADJOURN THE MEETING.**

Meeting adjourned 3:53 P.M.

Respectfully submitted,

Michelle Bellile  
Administrative Assistant