

Chairperson: Kimberly Walker
Vice-Chairman: Peter Carlson
Secretary: Dr. Robert Chayer
Senior Executive Assistant: Jodi Mapp, 257-5202

MILWAUKEE COUNTY MENTAL HEALTH BOARD

Thursday, October 23, 2014 - 8:00 A.M.
Milwaukee County Mental Health Complex Auditorium

MINUTES

PRESENT: Peter Carlson, *Ronald Diamond, Jon Lehrmann, Lyn Malofsky, Jeffrey Miller, Mary Neubauer, Maria Perez, Duncan Shrout, Kimberly Walker, Brenda Wesley, and Nathan Zeiger

EXCUSED: Robert Chayer and Thomas Lutzow

*Board Member Diamond was not present at the time the roll was called but appeared shortly thereafter.

SCHEDULED ITEMS:

- 1. Approval of the minutes from the September 23, 2014, Special Milwaukee County Mental Health Board Meeting.

The minutes from the September 23, 2014, meeting were reviewed.

MOTION BY: (Perez) *Approve the minutes from the September 23, 2014, Milwaukee County Mental Health Board meeting. 9-0*

MOTION 2ND BY: (Miller)

AYES: Carlson, Malofsky, Miller, Neubauer, Perez, Shrout, Walker, Wesley, and Zeiger - 9

NOES: 0

ABSTENTIONS: 0

A voice vote was taken on this item.

- 2. 2015 Budget Update.

APPEARANCES:

Randy Oleszak, Fiscal Administrator, Behavioral Health Division, Department of Health and Human Services (DHHS)

Josh Fudge, Budget Director, Fiscal Affairs, Department of Administrative Services

Paul Bargren, Corporation Counsel

Hector Colon, Director, DHHS

SCHEDULED ITEMS (CONTINUED):

Mr. Oleszak addressed changes that were made in the 2015 Budget. He stated the Behavioral Health Division's (BHD) 2015 Requested Budget was submitted to the County Executive on July 15, 2014, and approved by the Milwaukee County Mental Health Board (MHB) on August 28, 2014. On October 1, 2014, the County Executive presented his 2015 Recommended County-wide Budget that reflected a decrease in BHD's tax levy, which had been previously approved by the MHB, by \$3.9 million. The County Executive's Recommended Budget included the policies and programs approved by the MHB but made changes relative to fringe benefits, employee compensation, and internal service costs.

Mr. Oleszak reviewed the Summary of 2015 County Executive Budget Changes document attached to the report that provides a detailed breakdown of the changes made.

Mr. Fudge provided a more County-wide perspective of the County Executive's 2015 Recommended Budget, which gives a glimpse into the County's overall fiscal situation. He explained the changes in fringe benefits were most affected due to benefits being the key driver in the County's fiscal in-balance, and it is where changes could be applied County-wide. Fringe benefits is one of few areas that the County actually controls.

Questions and comments ensued.

The Board took no action regarding this informational item.

3. Administrative Fund Transfer Policy.

APPEARANCE:

Randy Oleszak, Fiscal Administrator, Behavioral Health Division, Department of Health and Human Services (DHHS)

Mr. Oleszak provided the Board with background information regarding the fund transfer process. He stated the budget provides total spending authority for the Behavioral Health Division (BHD) for one calendar year. It reflects total expenditures, revenues, and property tax levy required for the operation of programs and services within BHD. A fund transfer allows for the adjustment of the budget, whether that be up or down, with no tax levy impact.

Mr. Oleszak continued by stating past practice has been to bring forth to the Board a request to transfer funds. The request being made through the report submitted asks that the Board authorize the Director of the Department of Health and Human Services, or his designee, the ability to process appropriation transfers administratively.

Questions and comments ensued.

SCHEDULED ITEMS (CONTINUED):

MOTION BY: *(Carlson) Authorize the establishment of an administrative fund transfer policy for the Behavioral Health Division. 9-0*

MOTION 2ND BY: *(Miller)*

AYES: Carlson, Malofsky, Miller, Neubauer, Perez, Shrout, Walker, Wesley, and Zeiger - 9

NOES: 0

ABSTENTIONS: 0

A voice vote was taken on this item.

4. Food Service Contract.

APPEARANCES:

Jim Kubicek, Deputy Administrator, Behavioral Health Division (BHD), Department of Health and Human Services (DHHS)
Dennis Buesing, Contract Administrator, DHHS
Paul Bargren, Corporation Counsel
Dr. John Schneider, Executive Medical Director, BHD, DHHS

Mr. Kubicek stated since 2009, the Behavioral Health Division (BHD) has outsourced food service for the facility. The contract with the current vendor is due to expire on December 31, 2014. A joint Request for Proposals was issued August 11, 2014, that was inclusive of service for the Delinquency and Court Services Division located at the Juvenile Justice Center and the House of Correction, in addition to BHD. Grouping the facilities together will potentially reflect in cost savings. Mr. Kubicek detailed the completed process, which resulted in the contract being awarded to Aramark Corporation. It is a three-year contract, with an option for two additional one-year terms, and is based on a per-meal cost. Assurances regarding the quality of the food were made. BHD food preparation will relocate to the House of Correction, which accounts for lower overall food preparation costs. This contract would have no additional tax levy impact.

Questions and comments ensued. Inquiries were made regarding the possibility of future contracts including a provision for the employment of persons with mental illness and vendors awarded contracts be present to field questions from Board Members.

MOTION BY: *(Shrout) Approve the food service contract with Aramark Corporation. 7-2*

MOTION 2ND BY: *(Carlson)*

AYES: Carlson, Malofsky, Miller, Perez, Shrout, Walker, and Wesley - 7

NOES: Neubauer and Zeiger - 2

ABSTENTIONS: 0

A voice vote was taken on this item.

5. Community Support Programs Purchase of Service Contract Amendments.

SCHEDULED ITEMS (CONTINUED):

APPEARANCE:

Susan Gadacz, Deputy Administrator, Community Access to Recovery Services Division, Behavioral Health Division, Department of Health and Human Services

Ms. Gadacz stated this is a request for authorization for an increase in the existing Purchase of Service Contracts with four existing community support program agencies. These agencies were awarded 2014 contracts through the 2013 Request for Proposals process. Additional clients will be added to their current caseloads for an increase in their contracts for purchase of service care for the remainder of 2014. These four agencies will expand services for clients at the Downtown CSP to transition to contracted agencies this year. There are currently 110 clients that are receiving services at the Downtown CSP that need to transition into existing contracted agencies. The four agencies are Project Access, Inc., Outreach Community Health Centers, and Transitional Living Services, who will each receive 30 clients, and Milwaukee Mental Health Associates, who will receive 20 clients. All four agencies hold certifications through the Division of Quality Assurance, are Medicaid certified, and hold licenses that are supportive to the Department of Safety and Professional Services. The agencies employ certified peer specialists as members of the comprehensive treatment team. The annual per client cost of care in a CSP is calculated at \$4,818 for the County share. Included within that cost is assurance of the use of the fidelity based model Assertive Community Treatment/Integrated Dual Disorder Treatment (ACT/IDDT) as a standard of care. The agencies were selected based on the ability to expand and accept new clients immediately.

Questions and comments ensued.

Board Member Perez requested the Board be provided with ACT/IDDT Best Practices. Ms. Gadacz will ensure the Board receives the requested information.

Board Member Wesley inquired as to performance evaluations for agencies that measure the quality of services and instills accountability. Ms. Gadacz stated an in-depth survey for the client perception of care was conducted for all CSPs and will be provided to the Board.

MOTION BY: *(Shrout) Approve the Community Support Programs Purchase of Service Contract Amendments for the agencies and amounts delineated in the corresponding report and fiscal note. 8-0-1*

MOTION 2ND BY: *(Neubauer)*

AYES: Carlson, Malofsky, Miller, Neubauer, Perez, Shrout, Walker, and Wesley - 8

NOES: 0

ABSTENTIONS: Zeiger - 1

A voice vote was taken on this item.

SCHEDULED ITEMS (CONTINUED):

6. Bylaws Amendment: Special Meetings.

APPEARANCES:

Kathie Eilers, Transitional Liaison Designee, Behavioral Health Division (BHD),
Department of Health and Human Services (DHHS)

Paul Bargren, Corporation Counsel

Patricia Schroeder, Administrator, BHD, DHHS

Ms. Eilers explained that the amendment supports the ability of the Mental Health Board Chairperson to call a Special Meeting of the Board in addition to the majority of the voting members of the Board. This action should prove to simplify the process.

Questions and comments ensued.

MOTION BY: *(Neubauer) Approve the "Special Meetings" Bylaws Amendment. 9-0*

MOTION 2ND BY: *(Perez)*

AYES: Carlson, Malofsky, Miller, Neubauer, Perez, Shrout, Walker, Wesley,
and Zeiger - 9

NOES: 0

ABSTENTIONS: 0

Board Member Zeiger initiated discussions related to holding a Special Mental Health Board (MHB) meeting in November.

Questions and comments ensued.

MOTION BY: *(Zeiger) Hold a Special Meeting in November (MHB Members only) to discuss items the Board would like to focus on moving forward with the ability to hear public comment and to be held at an alternate location within the community. 7-0-2*

The Chairwoman consulted with Corporation Counsel to ensure that the motion made by Board Member Zeiger was germane to the agenda item being discussed. Corporation Counsel indicated the motion made was, in fact, germane, directly correlated to Item 6 on the agenda, and was properly before the Board to address and take whatever action it deemed appropriate.

Questions and comments ensued.

MOTION 2ND BY: *(Neubauer)*

AYES: Malofsky, Miller, Neubauer, Perez, Shrout, Wesley, and Zeiger - 7

NOES: 0

ABSTENTIONS: Carlson and Walker – 2

Voice votes were taken on these items.

SCHEDULED ITEMS (CONTINUED):

7. Bylaws Amendment: Finance Committee.

Board Member Neubauer stated the report before the Board requests the formation of a Finance Committee within the Board for the purpose of addressing the Behavioral Health Division's budget, in addition to any other pertinent financials. The Finance Committee would, in turn, report any findings or recommendations to the full Board.

Questions and comments ensued.

MOTION BY: (Malofsky) Approve the "Finance Committee" Bylaws Amendment. 8-1

MOTION 2ND BY: (Wesley)

AYES: Carlson, Malofsky, Miller, Neubauer, Perez, Walker, Wesley, and Zeiger - 8

NOES: Shrout - 1

ABSTENTIONS: 0

8. New Behavioral Health Division Facility Administrative Committee.

APPEARANCE:

Patricia Schroeder, Administrator, Behavioral Health Division, Department of Health and Human Services

Ms. Schroeder stated the intent of this item is to inform the Board of the plan to create an Administrative Committee to explore future space needs for services provided by the Behavioral Health Division. Ms. Schroeder clarified the request is not to create a Mental Health Board (MHB) committee. However, MHB support and participation is needed with two MHB members sitting on the facility committee.

Ms. Schroeder provided background information explaining the Mental Health Complex was built in 1978 and is approximately 600,000 square feet. There has been a lot of deferred maintenance over the course of the years. Over a period of time, occupancy has dwindled as services have changed, particularly, the transition of the long-term care units. Even though less space is being used, costs incurred continue to rise. It is believed to be both clinically responsible as well as fiscally responsible to consider and explore space needs.

Questions and comments ensued.

MOTION BY: (Shrout) Approve the creation of a Behavioral Health Division Facility Administrative Committee. 9-0

MOTION 2ND BY: (Perez)

AYES: Carlson, Malofsky, Miller, Neubauer, Perez, Shrout, Walker, Wesley, and Zeiger - 9

NOES: 0

ABSTENTIONS: 0

SCHEDULED ITEMS (CONTINUED):

A voice vote was taken on this item.

9. Executive Committee Report/State Audit.

APPEARANCE:

Patricia Schroeder, Administrator, Behavioral Health Division, Department of Health and Human Services

Chairwoman Walker stated she, along with others including Dr. Chayer, met with Deputy Secretary Kevin Moore and members of his team for what was labeled an introductory meeting. Deputy Secretary Moore informed them at this time, the Board is neither a State nor County entity. However, if the Board has issues or questions, the State is willing to assist as needed. Deputy Secretary Moore made it clear the State does not have a specific agenda for the Board to follow. The Board is to come up with its own focus and direction as it moves forward. As of January 2015, the Board will be considered a County entity but not as it relates to reporting structure. With that being said, the State still intends to be as helpful to the Board and Administration as possible. Chairwoman Walker made reference to the State audit being conducted by Deloitte, in which she and Vice-Chairman Carlson were interviewed, and looked to Ms. Schroeder to elaborate further.

Ms. Schroeder indicated through the audit, there have been a number of requests for data. The Behavioral Health Division has fully complied with these requests in a very candid and transparent way. The focus of the audit is finances and services provided. The audit team stated the report will be completed in advance of the December 1, 2014, requirement. The report will be presented to the Governor and the State Legislature.

Questions and comments ensued.

The Board took no action regarding this informational item.

10. Administrative Update.

APPEARANCES:

Patricia Schroeder, Administrator, Behavioral Health Division (BHD), Department of Health and Human Services (DHHS)

Jim Kubicek, Deputy Administrator, BHD, DHHS

Hector Colon, Director, DHHS

Dr. John Schneider, Executive Medical Director, BHD, DHHS

Ms. Schroeder explained this standing report will provide the Board with an update regarding the work of the organization and its leadership. The highlights of the report included Crisis Mobile Team expansion, new access clinic location, Crisis Assessment Response Team expansion, implementation of Comprehensive Community Services, long-term care transitions (Hilltop and Rehab Central), the Joint Commission Accreditation process, implementation of the new Behavioral Health Division (BHD) employee handbook, electronic health record implementation, and communications.

SCHEDULED ITEMS (CONTINUED):

Questions and comments ensued.

Board Member Neubauer requested the Board be provided with a copy of the new BHD employee handbook.

Board Member Shrout stated contact is key with community advocacy groups and suggested the report include information on their services.

Board Member Neubauer requested that the Board be provided with the curriculum for new employee orientation.

The Board took no action regarding this informational item.

Pursuant to Wisconsin Statutes Section 19.85(1)(c) and (g), the Board may adjourn into Closed Session for the purpose of considering employment or performance evaluation data for public employees over which the Board has jurisdiction and exercises responsibility or for conferring with legal counsel regarding possible litigation. Some or all of the information discussed may also be subject to confidentiality under Section 146.38, Stats. as they relate to the following matter(s):

11. Quality Dashboard.

APPEARANCES:

Dr. John Schneider, Executive Medical Director, Behavioral Health Division (BHD), Department of Health and Human Services (DHHS)

Jennifer Bergersen, Chief Quality Officer, BHD, DHHS

Susan Gadacz, Deputy Administrator, Community Access to Recovery Services Division, BHD, DHHS

Kathie Eilers, Transitional Liaison Designee, BHD, DHHS

Paul Bargren, Corporation Counsel

Dr. Schneider provided the Board with background information stating that the end goal is to have a robust nimble community-based health and human services healthcare system that will focus on creating an excellent patient and family experience with an emphasis on quality and safety. Ensuring all care is person-centered and best practice accountable is a high priority. Dr. Schneider continued his overview with a discussion on the Process Description of Key Performance Indicator Dashboard.

Ms. Bergersen detailed the Division's current initiatives, which include the updated employee handbook, staff education, the new electronic health records system, mental health redesign, and the implementation of evidenced based practices.

Corporation Counsel questioned the reasoning behind the need to enter into closed session on this item. After further discussion, Corporation Counsel found no basis to enter into closed session.

SCHEDULED ITEMS (CONTINUED):

Dr. Schneider continued the presentation in open session by providing a description of oversight activities enumerating four core principles of quality reporting adverse outcomes. He explained Behavioral Health Division processes, the Critical Incident Committee and its function, peer review, and reporting to the Board of Directors.

Questions and comments ensued.

The Board took no action regarding this informational item.

12. Implementation of Medicare Statute that Requires Direct Communication between the Mental Health Board and the Medical Staff Leader.

APPEARANCE:

Dr. Heather Martens, President, Medical Staff Organization, Behavioral Health Division, Department of Health and Human Services

Dr. Martens explained the recent changes made to Medicare Conditions of Participation, which requires the Governing Board or a subcommittee to consult with the leader of the Medical Staff Organization at least twice a year via face-to-face or telecommunication. She stated it is recommended that the Milwaukee County Mental Health Board authorize the Medical Staff President to notify the Board when a designee is chosen for the periodic consultations, and the MHB determine the manner in which it wishes to implement the direct consultation to be incorporated within the Behavioral Health Division Medical Staff Bylaws.

Questions and comments ensued.

MOTION BY: (Miller) *Approve the recommendations set forth in the corresponding report. 9-0*

MOTION 2ND BY: (Neubauer)

AYES: Carlson, Malofsky, Miller, Neubauer, Perez, Shrout, Walker, Wesley, and Zeiger - 9

NOES: 0

ABSTENTIONS: 0

A voice vote was taken on this item.

Pursuant to Wisconsin Statutes Section 19.85(1)(c), the Board may adjourn into Closed Session for the purpose of considering employment or performance evaluation data for public employees over which the Board has jurisdiction and exercises responsibility. Some or all of the information discussed may also be subject to confidentiality under Section 146.38, Stats. as they relate to the following matter(s):

13. Medical Executive Report and Credentialing and Privileging recommendations.

SCHEDULED ITEMS (CONTINUED):

MOTION BY: *(Carlson) Adjourn into closed session under the provisions of Wisconsin Statutes Section 19.85(1)(c) for the purpose of considering employment or performance evaluation data for public employees over which the Board has jurisdiction and exercises responsibility. Some or all of the information discussed may also be subject to confidentiality under Section 146.38, Stats. as they relate to Item #13. At the conclusion of the Closed Session, the Board may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 8-0*

MOTION 2ND BY: *(Zeiger)*

AYES: Carlson, Miller, Neubauer, Perez, Shrout, Walker, Wesley, and Zeiger - 8

NOES: 0

ABSTENTIONS: 0

EXCUSED: Malofsky - 1

A voice vote was taken on this item.

The Committee convened into Closed Session at 11:50 a.m. and reconvened back into open session at approximately 12:05 p.m. The roll call was taken and all Board Members were present with the exception of Lehrmann and Miller, who were excused.

MOTION BY: *(Neubauer) Approve the Medical Staff Credentialing Report and Executive Committee Recommendations. 8-0*

MOTION 2ND BY: *(Perez)*

AYES: Carlson, Malofsky, Neubauer, Perez, Shrout, Walker, Wesley, and Zeiger - 8

NOES: 0

ABSTENTIONS: 0

EXCUSED: Miller - 1

A voice vote was taken on this item.

14. Adjournment.

MOTION BY: *(Carlson) Adjourn. 8-0*

MOTION 2ND BY: *(Malofsky)*

AYES: Carlson, Malofsky, Neubauer, Perez, Shrout, Walker, Wesley, and Zeiger - 8

NOES: 0

ABSTENTIONS: 0

EXCUSED: Miller - 1

SCHEDULED ITEMS (CONTINUED):

STAFF PRESENT:

Randy Oleszak, Fiscal Administrator, Behavioral Health Division (BHD), Department of Health and Human Services (DHHS)
Josh Fudge, Budget Director, Fiscal Affairs, Department of Administrative Services
Paul Bargren, Corporation Counsel
Hector Colon, Director, DHHS
Jim Kubicek, Deputy Administrator, BHD, DHHS
Dennis Buesing, Contract Administrator, DHHS
Dr. John Schneider, Executive Medical Director, BHD, DHHS
Susan Gadacz, Deputy Administrator, Community Access to Recovery Services Division, BHD, DHHS
Kathie Eilers, Transitional Liaison, BHD, DHHS
Patricia Schroeder, Administrator, BHD, DHHS
Jennifer Bergersen, Chief Quality Officer, BHD, DHHS
Dr. Heather Martens, President, Medical Staff Organization, BHD, DHHS

This meeting was recorded. The official copy of these minutes and subject reports, along with the audio recording of this meeting, is available on the Milwaukee County Behavioral Health Division/Mental Health Board web page.

Length of meeting: 8:10 a.m. to 12:10 p.m.

Adjourned,

Jodi Mapp

Senior Executive Assistant
Milwaukee County Mental Health Board

***There will be a Special Meeting of the Milwaukee County Mental Health Board on Wednesday, November 19, 2014, at 10:00 a.m. at the Milwaukee Public Schools Central Services Administration Building, 5225 West Vliet Street. Public comment and testimony is welcome on items identified for such on the forthcoming agenda.**

**DEADLINE FOR THE MILWAUKEE COUNTY MENTAL HEALTH BOARD:
The next regular meeting for the Milwaukee County Mental Health Board is
Thursday, December 18, 2014 @ 8:00 a.m.**

All items for the agenda must be in Ms. Mapp's possession by the end
of the business day on **Monday, November 24, 2014.**

SCHEDULED ITEMS (CONTINUED):

The October 23, 2014, meeting minutes of the Milwaukee County Mental Health Board are hereby submitted for approval at the next scheduled meeting of the Milwaukee County Mental Health Board.



Dr. Robert Chayer / Secretary
Milwaukee County Mental Health Board