

**Chairperson:** Duncan Shrout  
**Vice-Chairman:** Thomas Lutzow  
**Secretary:** Dr. Robert Chayer  
**Senior Executive Assistant:** Jodi Mapp, 257-5202

**MILWAUKEE COUNTY MENTAL HEALTH BOARD**

Thursday, February 23, 2017 - 8:00 A.M.  
**Zoofari Conference Center**  
**9715 West Bluemound Road**

**MINUTES**

**PRESENT:** \*Robert Chayer, Michael Davis, \*Ronald Diamond, Rachel Forman, Jon Lehrmann, Thomas Lutzow, Jeffrey Miller, Mary Neubauer, Maria Perez, Duncan Shrout, and Brenda Wesley

**EXCUSED:** Walter Lanier

\*Board Members Robert Chayer and Ronald Diamond were not present at the time the roll was called but joined the meeting shortly thereafter.

**SCHEDULED ITEMS:**

**NOTE: All Informational Items are Informational Only Unless Otherwise Directed by the Board.**

**1. Welcome.**

Chairman Shrout opened the meeting by greeting Board Members and the audience.

**2. Election of Board Officers – Chair, Vice-Chair, and Secretary.**

Chairman Shrout explained the election process and informed the Board of Member Michael Thorson's resignation. He also announced that Mary Neubauer will be the new Chairperson of the Quality Committee.

Board Member Davis nominated Board Member Shrout for Chairman of the Milwaukee County Mental Health Board.

Board Member Shrout accepted the nomination.

No other nominations for Chairman were made.

**SCHEDULED ITEMS (CONTINUED):**

**MOTION BY:** *(Davis) Approve Board Member Shrout's Nomination for Chairman of the Milwaukee County Mental Health Board. 8-0*

**MOTION 2<sup>ND</sup> BY:** *(Forman)*

**AYES:** Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 8

**NOES:** 0

**ABSTENTIONS:** 0

**EXCUSED:** Chayer

Chairman Shrout nominated Board Member Lutzow for Vice-Chairman of the Milwaukee County Mental Health Board.

Board Member Lutzow accepted the nomination.

No other nominations for Vice-Chairman were made.

**MOTION BY:** *(Shrout) Approve Board Member Lutzow's Nomination for Vice-Chairman of the Milwaukee County Mental Health Board. 8-0*

**MOTION 2<sup>ND</sup> BY:** *(Forman)*

**AYES:** Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 8

**NOES:** 0

**ABSTENTIONS:** 0

**EXCUSED:** Chayer

Board Member Davis nominated Board Member Chayer for Secretary of the Milwaukee County Mental Health Board.

Board Member Chayer was not present at the time the nomination was made.

No other nominations for Secretary were made.

**MOTION BY:** *(Davis) Approve Board Member Chayer's Nomination for Secretary of the Milwaukee County Mental Health Board. 8-0*

**MOTION 2<sup>ND</sup> BY:** *(Forman)*

**AYES:** Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 8

**NOES:** 0

**ABSTENTIONS:** 0

**EXCUSED:** Chayer

**SCHEDULED ITEMS (CONTINUED):**

3.	<p><b>Approval of the Minutes from the January 26, 2017, Milwaukee County Mental Health Board Meeting.</b></p> <p><b>MOTION BY:</b> (Lutzow) Approve the Minutes from the January 26, 2017, Milwaukee County Mental Health Board Meeting. 9-0</p> <p><b>MOTION 2<sup>ND</sup> BY:</b> (Davis)</p> <p><b>AYES:</b> Chayer, Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 9</p> <p><b>NOES:</b> 0</p> <p><b>ABSTENTIONS:</b> 0</p>
4.	<p><b>Administrative Update. (Informational)</b></p> <p>Michael Lappen, Administrator, Behavioral Health Division (BHD)</p> <p>Mr. Lappen highlighted key activities and issues related to BHD operations. He provided updates on State Legislative Audit Bureau recommendations, Journey House funding, program descriptions, waitlists for community services, and clarified misinformation directed at BHD.</p> <p>Questions and comments ensued.</p>
5.	<p><b>The Behavioral Health Division's Funding Allocations and Program Efficiencies Report for Mental Health Programs in Compliance with Chapter 51 of Wisconsin Statutes. (Informational)</b></p> <p>Michael Lappen, Administrator, Behavioral Health Division</p> <p>Mr. Lappen explained the Funding Allocations and Program Efficiencies for Mental Health Programs report, in compliance with Chapter 51 of Wisconsin Statutes, is a statutory obligation and required on an annual basis. It includes a description of the funding allocations for mental health functions; services; and programs; as well as describes improvements and efficiencies in these areas, and is an overall summary of 2016 activities.</p> <p>Vice-Chairman Lutzow requested in addition to the report being forwarded to the County Board, the County Executive, and the State Department of Health and Human Services, it should also be forwarded to Guy Bolton and the Legislative body that constructed Act 203.</p> <p>Board Member Neubauer requested that Lisa Kaiser of the Shepard Express also receive a copy.</p> <p>Questions and comments ensued.</p>

**SCHEDULED ITEMS (CONTINUED):**

6.	<p><b>Mental Health Board Analyst Policy.</b></p> <p>Randy Oleszak, Chief Financial Officer, Behavioral Health Division</p> <p>Mr. Oleszak explained this policy was brought before the full Board at the October 2016 meeting cycle as an Informational Item. As part of 2017 Budget deliberations, Behavioral Health Division Administration made a commitment to provide a resource and process for Board Members to request research and/or analysis or that data be collected. The policy has been drafted describing the process and is before the Board for approval.</p> <p>Board Members expressed difficulty with using the electronic version of the form and asked it be forwarded in Word format.</p> <p><b>MOTION BY:</b> (Forman) <i>Approve the Mental Health Board Analyst Policy. 9-0</i> <b>MOTION 2<sup>ND</sup> BY:</b> (Lutzow) <b>AYES:</b> Chayer, Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 9 <b>NOES:</b> 0 <b>ABSTENTIONS:</b> 0</p>
7.	<p><b>Procurement Methodology and Spending Approvals Policy.</b></p> <p>Randy Oleszak, Chief Financial Officer, Behavioral Health Division</p> <p>Mr. Oleszak explained this policy was brought before the Finance Committee and the full Board at the October 2016 meeting cycle. It was approved by the Board in report format with the contingency it be brought back before the Board in the form of a policy. Since that time, there have been numerous discussions and concerns raised regarding the Competitive Sourcing section of the policy as it relates to what will be reviewed by the Board. At the Finance Committee, held prior to this Board meeting, concerns were addressed and recommendations were made for the inclusion of additional requirements under this section to align the policy with Act 203, in addition to capturing fee-for-service agreement language for fluidity purposes.</p> <p>The Finance Committee unanimously agreed to recommend to the full Board this Item be laid over for revisions.</p> <p>Discussions ensued regarding further recommendations for revisions.</p> <p><b>MOTION BY:</b> (Neubauer) <i>Layover Item 7 to the April Board Meeting Cycle. 9-0</i> <b>MOTION 2<sup>ND</sup> BY:</b> (Perez) <b>AYES:</b> Chayer, Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 9 <b>NOES:</b> 0 <b>ABSTENTIONS:</b> 0</p>

**SCHEDULED ITEMS (CONTINUED):**

**8. Mental Health Board Finance Committee Contract Approval Recommendations.**

Randy Oleszak, Chief Financial Officer, Behavioral Health Division

- 2017 State of Wisconsin Contracts for Social Services and Community Programs
- 2017 Professional Services Contracts
- 2017 Purchase-of-Service Contracts
- 2017 Fee-for-Service Agreements

Mr. Oleszak explained State Contracts for Social Services and Community Programs, also referred to as Community Aids, provide State and Federal funding for County services to persons with mental illness, disabilities, and substance abuse problems and to juvenile delinquents and their families as mandated by State and/or Federal law.

Professional Services Contracts focus on facility-based programming, supports functions that are critical to patient care and are necessary to maintain hospital and crisis services licensure. Background information was provided on services the contracted agencies provide, which include security, Information Technology (IT), and training.

Purchase-of-Service Contracts and Fee-for-Service Agreements for the Provision of Adult and Child Mental Health Services and Substance Use Disorder Services were also reviewed. An overview was provided detailing the various program contracts and agreements.

The Board was informed the Finance Committee unanimously agreed to recommend approval of this Item in its entirety.

**MOTION BY:** *(Davis) Approve Community Access to Recovery Services' 2017 Purchase-of-Service Contract for Community Advocates. 8-0-1*

**MOTION 2<sup>ND</sup> BY:** *(Perez)*

**AYES:** Chayer, Davis, Forman, Lutzow, Miller, Perez, Shrout, and Wesley - 8

**NOES:** 0

**ABSTENTIONS:** Neubauer – 1

**MOTION BY:** *(Chayer) Approve Community Access to Recovery Services 2017 Purchase-of-Service Amended Contract for Wisconsin Community Services. 7-0-2*

**MOTION 2<sup>ND</sup> BY:** *(Miller)*

**AYES:** Chayer, Davis, Forman, Lutzow, Miller, Perez, and Shrout, - 7

**NOES:** 0

**ABSTENTIONS:** Neubauer and Wesley - 2

**SCHEDULED ITEMS (CONTINUED):**

<b>MOTION BY:</b>	<b><i>(Lutzow) Approve the Balance of State, Professional Services, and Purchase-of-Service Contracts and Fee-for-Service Agreements as Delineated in the Corresponding Report. 9-0</i></b>
<b>MOTION 2<sup>ND</sup> BY:</b>	<b><i>(Perez)</i></b>
<b>AYES:</b>	Chayer, Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 9
<b>NOES:</b>	0
<b>ABSTENTIONS:</b>	0

***Pursuant to 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 the following matter(s):***

9.	<p><b>Medical Executive Report and Credentialing and Privileging Recommendations.</b></p> <p>Dr. Shane Moisio, Medical Director, Behavioral Health Division</p> <p><b>MOTION BY:</b> <b><i>(Lutzow) 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 it relates to Item #9. 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. 9-0</i></b></p> <p><b>MOTION 2<sup>ND</sup> BY:</b> <b><i>(Miller)</i></b></p> <p><b>AYES:</b> Chayer, Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 9</p> <p><b>NOES:</b> 0</p> <p><b>ABSTENSIONS:</b> 0</p> <p>The Board convened into Closed Session at 9:45 a.m. and reconvened back into Open Session at approximately 9:49 a.m. The roll was taken, and all Board Members were present, accept for Board Member Lehmann, who joined the meeting shortly thereafter.</p> <p><b>MOTION BY:</b> <b><i>(Miller) Approve the Medical Staff Credentialing Report and Medical Executive Committee Recommendations. 9-0</i></b></p> <p><b>MOTION 2<sup>ND</sup> BY:</b> <b><i>(Chayer)</i></b></p> <p><b>AYES:</b> Chayer, Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley – 9</p> <p><b>NOES:</b> 0</p> <p><b>ABSTENTIONS:</b> 0</p>
----	--

**SCHEDULED ITEMS (CONTINUED):**

	<p><b>The Board took a break after Item 9 at 9:50 a.m. and reconvened at approximately 10:04 a.m. The roll was taken, and all Board Members were present.</b></p>
10.	<p>Adjournment.</p> <p><b>MOTION BY:</b> (Neubauer) Adjourn. 9-0 <b>MOTION 2<sup>ND</sup> BY:</b> (Wesley) <b>AYES:</b> Chayer, Davis, Forman, Lutzow, Miller, Neubauer, Perez, Shrout, and Wesley - 9 <b>NOES:</b> 0 <b>EXCUSED:</b> 0</p> <p>This meeting was recorded. The aforementioned agenda items were not necessarily considered in agenda order. 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.</p> <p>Length of meeting: 8:00 a.m. to 10:35 a.m.</p> <p>Adjourned,</p> <p><b>Jodi Mapp</b> Senior Executive Assistant Milwaukee County Mental Health Board</p> <p><b>The next meeting for the Milwaukee County Mental Health Board will be on Thursday, March 23, 2017, @ 4:30 p.m. at the Washington Park Senior Center 4420 West Vliet Street</b></p> <p><b>PUBLIC COMMENT WILL BE HEARD ON THE 2018 BUDGET</b></p>

The February 23, 2017, 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