

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

MILWAUKEE COUNTY MENTAL HEALTH BOARD

Thursday, June 22, 2017 - 8:00 A.M.

Zoofari Conference Center
9715 West Bluemound Road

MINUTES

PRESENT: Robert Chayer, Michael Davis, Rachel Forman, Walter Lanier, Jon Lehrmann, Thomas Lutzow, Mary Neubauer, Maria Perez, Duncan Shroust, and Brenda Wesley

EXCUSED: Ronald Diamond

SCHEDULED ITEMS:

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

1. **Welcome.**

Chairman Shroust opened the meeting by greeting Board Members and the audience. Audience members were asked to introduce themselves.

2. **Approval of the Minutes from the April 27, 2017, Milwaukee County Mental Health Board Meeting.**

MOTION BY: (Lutzow) Approve the Minutes from the April 27, 2017, Milwaukee County Mental Health Board Meeting. 9-0

MOTION 2ND BY: (Neubauer)

AYES: Chayer, Davis, Forman, Lanier, Lutzow, Neubauer, Perez, Shroust, and Wesley – 9

NOES: 0

ABSTENTIONS: 0

EXCUSED: 0

3. **Behavioral Health Division Annual Risk Management Report and Presentation.**

Paul Schwegel, Claims and Safety Manager, Risk Management Division, Department of Administrative Services

SCHEDULED ITEMS (CONTINUED):

	<p>Mr. Schwegel explained the basic principles of risk management consist of identifying all organizational exposures, analyzing these risks, controlling liabilities through a risk management plan, and continually monitoring the plan for effectiveness.</p> <p>Mr. Schwegel presented a high-level five-year analysis and recommendations for the Behavioral Health Division's workers' compensation claims. He reviewed claim frequency, the claim financial summary, claim severity, top claim accident types, monthly claim distribution by occurrence, loss control initiatives, and the transitional duty bank and its impact on Family Medical Leave (FML) usage.</p> <p>Questions and comments ensued.</p>
4.	<p>Administrative Update.</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 the Legislative Audit Bureau's recommendations, community transportation concerns, nurse recruitment campaign efforts, and BHD's physicians elected to leadership roles.</p> <p>Questions and comments ensued.</p>
5.	<p>Community Access to Recovery Services (CARS) Treatment and Rehabilitation and Recovery Presentation.</p> <p>Jennifer Wittwer, Operations Coordinator, CARS, Behavioral Health Division (BHD) Janet Fleege, Assistant Program Administrator, CARS, BHD Davide Donaldson, Integrated Services Manager, CARS, BHD</p> <p>Ms. Wittwer explained CARS is the BHD entity that manages the public-sector, community-based mental health and substance abuse system for adults in Milwaukee County. It has four focus areas, including prevention, access to services, treatment and rehabilitation, and recovery. She discussed positive outcomes, rehabilitation and its services (traditional and non-traditional), and the components of recovery.</p> <p>Ms. Fleege described the phases of illness and recovery, with Ms. Donaldson focusing on the areas of Comprehensive Community Services (CCS), Targeted Case Management (TCM), and Community Support Programs (CSP). Ms. Fleege reviewed a step-by-step journey/path clients follow through recovery, residential treatment and the expansion of its service array, bridging the housing gap, CARS' providers, and referenced the link provided that presents a recovery story.</p>

SCHEDULED ITEMS (CONTINUED):

6. Mental Health Board Finance Committee Update and Contract Approval Recommendations.

Dennis Buesing, Contract Administrator, Department of Health and Human Services
Randy Oleszak, Chief Financial Officer, Behavioral Health Division

- Professional Services Contracts
 - 2016 Professional Services Contract Amendment
 - 2017 Professional Services Contracts
- 2017 Purchase-of-Service Contracts
- 2017 Fee-for-Service Agreements

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 psychiatry, security, grant writing and coordination, and legal services.

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. Discussion ensued related to provider contract performance, outcome quality measures, and how indicators are being incorporated.

At the Finance Committee meeting held prior to the Board meeting, Committee Member Lehrmann abstained from recommending the Medical College of Wisconsin contract amendment for approval.

Remaining Committee Members unanimously recommended approval of the Medical College of Wisconsin contract amendment to the full Board.

The Finance Committee, as a whole, unanimously recommended approval of the balance of contracts contained in the report to the full Board.

MOTION BY: (Perez) Approve the Medical College of Wisconsin 2017 Professional Services Contract Amendment. 8-0-1

MOTION 2ND BY: (Lanier)

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

NOES: 0

ABSTENTIONS: Chayer – 1

EXCUSED: 0

SCHEDULED ITEMS (CONTINUED):

	<p>MOTION BY: (Lutzow) Approve the Balance of Professional Services and Purchase-of-Service Contracts and Fee-for-Service Agreements as Delineated in the Corresponding Report. 9-0</p> <p>MOTION 2ND BY: (Perez)</p> <p>AYES: Chayer, Davis, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, and Wesley - 9</p> <p>NOES: 0</p> <p>ABSTENTIONS: 0</p> <p>EXCUSED: 0</p> <p>Mr. Oleszak summarized the 2018 Budget Preliminary Overview indicating a balanced budget would be presented in spite of a \$3 million tax levy decrease. Final allocations from the County are still outstanding. With strategic planning for the 2018 Budget beginning in February, a timeline through completion of the budget process was reviewed.</p> <p>Highlights of the Budget Overview include 2018 Budget general assumptions, closing the budget gap as a result of the structural deficit, and 2017 Budget initiative assumptions that carryover to 2018. A breakdown was provided of Operating Budget and reserve funded programmatic assumptions, revenue and full-time equivalent (FTE) assumptions, and risks and opportunities not included in the Budget assumptions. An analysis of the reserves fund was provided and the amendment process was explained. The June 29, 2017, Finance Committee meeting will include public testimony.</p>
7.	<p>2017 State of Wisconsin Contracts for Social Services and Community Programs Amendment.</p> <p>Dennis Buesing, Contract Administrator, Department of Health and Human Services</p> <p>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.</p> <p>The Finance Committee unanimously recommended approval of the 2017 Social Services and Community Programs contract amendment to the full Board.</p> <p>MOTION BY: (Perez) Approve the 2017 State of Wisconsin Contracts for Social Services and Community Programs Amendment. 9-0</p> <p>MOTION 2ND BY: (Forman)</p> <p>AYES: Chayer, Davis, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, and Wesley - 9</p> <p>NOES: 0</p> <p>ABSTENTIONS: 0</p> <p>EXCUSED: 0</p>

SCHEDULED ITEMS (CONTINUED):

8.	<p>Mental Health Board Quality Committee Update.</p> <p>Dr. John Schneider, Chief Medical Officer, Behavioral Health Division (BHD)</p> <p>Dr. Schneider summarized the Incident Assessment Report presented at the Quality meeting by providing a brief description and review of approaches to incident report analysis. The project purpose, key observations, staff survey process, best practice research, and related findings/opportunities for improvement were shared.</p> <p>Currently, BHD is in the testing phase of a new electronic incident report product, which includes a policy revision, as well as additional education and training of staff and public safety.</p> <p>Board Member Neubauer, Chairwoman of the Quality Committee, reviewed additional topics addressed at the Quality Committee's quarterly meeting. She discussed the analysis of the key performance indicators, Wraparound's Quality Assurance/Quality Improvement annual report, prevention outcomes, customer satisfaction data, the Sentinel Event Committee's year-end report, seclusion and restraint progress, policies and procedures protocol, contract review timeline, and the hospital transfer waitlist.</p> <p style="text-align: center;">Item #s 9 and 10 were considered together.</p>
<p style="text-align: center;"><i>Pursuant to Wisconsin Statutes Section 19.85(1)(e), the Board may adjourn into Closed Session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session as it relates to the following matter(s):</i></p>	
9.	<p>Local Public/Private Partnership and National Entity Partnership Joint Task Force Update.</p> <p>MOTION BY: (Lutzow) <i>Adjourn into Closed Session under the provisions of Wisconsin Statutes Section 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons require a closed session 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. 8-0</i></p> <p>MOTION 2ND BY: (Lanier)</p> <p>AYES: Chayer, Davis, Forman, Lanier, Lutzow, Neubauer, Shrout, and Wesley - 8</p> <p>NOES: 0</p> <p>ABSTENTIONS: 0</p> <p>EXCUSED: Perez - 1</p>

SCHEDULED ITEMS (CONTINUED):

	<p>The Board convened into Closed Session at 11:50 a.m. to discuss Item #s 9 and 10 and reconvened back into Open Session at approximately 1:08 p.m. The roll was taken, and all Board Members, except for Perez, were present.</p>
	<p><i>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):</i></p>
10.	<p>Medical Executive Report and Credentialing and Privileging Recommendations.</p> <p>Dr. Clarence Chou, President, Medical Staff Organization, Behavioral Health Division</p> <p>MOTION BY: <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 #10. 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</i></p> <p>MOTION 2ND BY: <i>(Lanier)</i></p> <p>AYES: Chayer, Davis, Forman, Lanier, Lutzow Neubauer, Shrout, and Wesley - 8</p> <p>NOES: 0</p> <p>ABSTENTIONS: 0</p> <p>EXCUSED: Perez - 1</p> <p>The Board convened into Closed Session at 11:50 a.m. to discuss Item #s 9 and 10 and reconvened back into Open Session at approximately 1:08 p.m. The roll was taken, and all Board Members, except for Perez, were present.</p> <p>MOTION BY: <i>(Chayer) Approve the Medical Staff Credentialing Report and Medical Executive Committee Recommendations. 8-0</i></p> <p>MOTION 2ND BY: <i>(Forman)</i></p> <p>AYES: Chayer, Davis, Forman, Lanier, Lutzow, Neubauer, Shrout, and Wesley – 8</p> <p>NOES: 0</p> <p>ABSTENTIONS: 0</p> <p>EXCUSED: Perez – 1</p>

SCHEDULED ITEMS (CONTINUED):

11. Mental Health Board Policy and Support Analyst for 2017.

Chairman ShROUT provided background information and an update regarding progress made related to the position. Creation would require a review by Human Resources and the Compensation Division. He stated the intent would be to establish and recruit for a full-time position. The other option would be to contract for the services.

Board Member Neubauer conveyed the need for a full-time staff person to provide support to Board Members for research and a variety of other duties. The position is included in the 2018 Budget, however, Board Member Neubauer explained the immediate need for this position. It is Board Member Neubauer's intent to submit a budget amendment for a full-time Policy and Support Analyst so preparation of a job description, Job Evaluation Questionnaire (JEQ), and a compensation review can begin. The initiation of this process will ensure creation by January 2018. A Professional Services Contract is being recommended for the balance of 2017 to address the immediate need. Proposed responsibilities were reviewed, and Board Member Neubauer indicated the authority to hire and terminate this individual would be vested solely with the Board.

MOTION BY: (Lanier) Proceed with the Process to Create a Policy and Support Analyst Position Effective in 2017 by Allocating \$45,000 for a Professional Services Contract to Fund Said Position. 6-0-2

MOTION 2ND BY: (Wesley)

AYES: Chayer, Davis, Lanier, Neubauer, ShROUT, and Wesley - 6

NOES: 0

ABSTENTIONS: Forman and Lutzow - 2

EXCUSED: Perez - 1

12. Adjournment.

Chairman ShROUT ordered the meeting adjourned.

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.

Length of meeting: 8:12 a.m. to 1:10 p.m.

Adjourned,

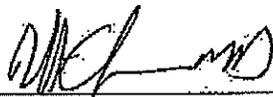
Jodi Mapp

Senior Executive Assistant
Milwaukee County Mental Health Board

SCHEDULED ITEMS (CONTINUED):

The next meeting for the Milwaukee County Mental Health Board will be on
Thursday, July 6, 2017, @ 8:00 a.m. at the
American Serb Hall
5101 West Oklahoma Avenue

The June 22, 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