

Chairperson: Thomas Lutzow
Vice-Chairperson: Maria Perez
Secretary: Michael Davis
Senior Executive Assistant: Jodi Mapp, 257-5202

MILWAUKEE COUNTY MENTAL HEALTH BOARD

Thursday, April 23, 2020 - 9:00 A.M.
Teleconference Meeting

MINUTES

PRESENT: Michael Davis, Kathie Eilers, Rachel Forman, Sheri Johnson, Walter Lanier, Jon Lehrmann, Thomas Lutzow, *Mary Neubauer, Maria Perez, *Duncan Shrout, and James Stevens
EXCUSED: Brenda Wesley
ABSENT: Robert Curry

*Board Members Mary Neubauer and Duncan Shrout were not present at the time the roll was called but joined the meeting shortly thereafter.

SCHEDULED ITEMS:

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| 1. | <p>Welcome.</p> <p>Chairman Lutzow welcomed Board Members, Staff, and everyone listening in to the Milwaukee County Mental Health Board's first remote/virtual meeting.</p> |
| 2. | <p>Approval of the Minutes from the February 27, 2020, Milwaukee County Mental Health Board Meeting.</p> <p>MOTION BY: (Forman) Approve the February 27, 2020, Meeting Minutes. 8-0
MOTION 2ND BY: (Lanier)
AYES: Davis, Eilers, Forman, Lanier, Lutzow, Perez, Shrout, and Stevens – 8
NOES: 0
EXCUSED: Neubauer – 1</p> |
| 3. | <p>Public Hearing Follow-Up Discussions.</p> <p>Matt Fortman, Fiscal Administrator, Department of Health and Human Services</p> <p>Mr. Fortman stated the first 2021 Budget related public comment session of the year was scheduled for March 19, 2020. Due to the current Safe at Home Order in place, the meeting was cancelled. Public comment was shifted, and feedback was solicited through an online submission resource tool and through email. Three responses were received using the online submission resource tool. The three individuals accessed the tool, input their demographic</p> |

SCHEDULED ITEMS (CONTINUED):

	<p>information, but left no actual comments in the designated area. It's not clear if that was the intent. In retrospect, no comments were received. There was one submission received by email from the Mental Health Taskforce. Board Members should have received a copy. These results reflect the need to be creative and proactive in solicitation of public feedback under the current circumstances.</p> <p>There will be a new budget amendment process implemented in June. The process will be open to any Milwaukee County resident who wishes to submit an amendment to the 2021 Budget proposal. If Milwaukee County is still under the Safe at Home order in June, Board Members may be contacted for ideas on how to reach individuals who may be interested in providing feedback by way of an amendment. The online submission tool will remain active. Assistance with making the online submission tool more accessible is welcomed.</p> <p>This item was informational.</p>
4.	<p>Corporation Counsel Crisis Services Legal Opinion Update.</p> <p>Anne Kearney, Deputy, Corporation Counsel David Farwell, Assistant, Corporation Counsel</p> <p>Attorney Kearney indicated their office has worked with the Mental Health Board Chairman and Department of Health and Human Services and Behavioral Health Division leadership to onboard Von Briesen. Von Briesen is the law firm selected to assist with all matters related to the Emergency Medical Treatment and Labor Act (EMTALA) and negotiations, if necessary.</p> <p>Attorney Farwell stated he has been engaged with the various workgroups dedicated to psychiatric crisis services. His role, initially, was limited to providing advice and counsel on the negotiation of a possible joint venture agreement between the County and the private health systems who make up the Milwaukee Health Care Partnership. That role has expanded.</p> <p>Corporation Counsel has now engaged with outside counsel from Von Briesen and Roper to assist the County with assessing its regulatory obligations, particularly with respect to EMTALA, but more broadly to advise the County on the proposed joint venture and potential structures for governance.</p> <p>The negotiation team and the joint venture workgroup are engaging in regular meetings.</p> <p>This item was informational.</p>
5.	<p>Administrative Update.</p> <p>Michael Lappen, Administrator, Behavioral Health Division (BHD)</p> <p>Mr. Lappen referenced the Journal Sentinel article published April 11, 2020, and stated it contained some inaccurate information. The corresponding report provides a detailed timeline of all COVID-19 related events at BHD, including interventions. The guidance from the Centers</p>

SCHEDULED ITEMS (CONTINUED):

for Disease Control, the County Emergency Center Operations, and the State Department of Health Services changes daily. BHD has made dozens of policy and procedure changes, including how patients are admitted, how staff is screened and monitored, and numerous changes have been made related to masking.

At the earliest stages of the pandemic, visitors were prohibited, all individuals were being screened as they were brought through the central entrance, and patients are screened daily for emerging symptoms. A COVID-19 Unit has been identified, and one patient was admitted on March 23, 2020. Subsequently, the patient was successfully discharged. Social distancing has been implemented in all programming, and the hospital has gone to single patient rooms. BHD had a significant stockpile of personal protection equipment (PPE) on hand, a pandemic plan, and all the associated supplies.

As the policies and procedures change according to guidance provided, it caused challenges in communication, which has been addressed internally by sending out daily updates and conducting weekly Town Hall meetings. Staff have been amazing. Obviously, there has been some anxiety and stress, but throughout this entire process, people have been putting in long hours. Patient and staff safety are the top priority. There is always a certain level of risk working in a hospital. BHD is doing its absolute best to mitigate that risk.

Discussion ensued at length.

Chairman Lutzow indicated he would be happy to craft an expression of appreciation from the Board to display to staff.

This item was informational.

6. Report on the Fiscal Impact of the Systems Improvement Agreement and Request for Funds.

Jennifer Bergersen, Chief of Operations, Behavioral Health Division (BHD)
Matt Fortman, Fiscal Administrator, Department of Health and Human Services

Ms. Bergersen stated attached to the report is a list of items in need of repair in the facility to bring it up to the appropriate standards. There is a lot of work to accomplish within a very short timeframe. Repairs have already begun. Operations has been actively planning and have acquired estimates on some of the costs. BHD is requesting the Board approve an amount not to exceed \$3 million, drawn from the Building Reserve fund, to continue to move forward. Deadlines and Systems Improvement Agreement requirements must be met, but more importantly, ensuring an anti-ligature free environment is created for the health and safety of those that are being served is a priority.

The Board was cautioned the attached list is preliminary. As labor is identified and people are brought in to do the work, efficiencies will be sought. There are other areas requiring attention not reflected in the total cost at this time, including enhancements and/or related buildouts

SCHEDULED ITEMS (CONTINUED):

regarding the emergency room to meet Emergency Medical Treatment and Labor Act (EMTALA) requirements.

In order to do the improvements, renovations will be done two units at a time. A plan has been devised on moving units around while maintaining operations. Areas are being vacated and patients are being safely moved. Once repairs are satisfactorily completed, BHD will participate in two subsequent Centers for Medicare and Medicaid Services (CMS) surveys to gage progress and inspect corrections made towards the plan.

The intent is to keep the Finance Committee and the Board updated on progress made and bring forth any related contracts for consideration. Today's recommended approval will allow purchases to continue to be made and the work itself can continue to be done. The County has a program under which a project manager will be provided to oversee the job.

Questions and comments ensued.

Mr. Fortman explained the Building Reserve fund by statute is described as an Infirmary Reserve fund. There have been multiple interpretations over the years as to what happens to those funds after BHD no longer operates an infirmary. The funds, however, were intended for a purpose exactly like this. If the funds are not used by the time the building is vacated, it is the Comptroller's opinion the funds do not stay with BHD. In a future state, BHD could operate psychiatric crisis services and an emergency department with a micro hospital associated, which could possibly be defined as an infirmary. One would argue the funds apply to that future state structure. Otherwise, there is very limited use for these funds outside of the BHD facility.

The Board was informed the Finance Committee unanimously agreed to recommend approval of the funds requested to address systematic hospital improvements as described in the corresponding report.

MOTION BY: (Perez) *Approve the Funds Requested to Address Systematic Hospital Improvements as Described in the Corresponding Report. 9-0*

MOTION 2ND BY: (Davis)

AYES: Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, and Stevens – 9

NOES: 0

7. Mental Health Board Finance Committee Professional Services Contracts Recommendation.

- 2019 Contract Amendment(s)
 - LocumTenens.com, Inc.
 - Netsmart Technologies, Inc.
 - Kane Communications, Inc.

SCHEDULED ITEMS (CONTINUED):

- 2020 Contracts
 - University of Wisconsin Milwaukee
 - Kane Communications, Inc.

Jennifer Bergersen, Chief of Operations, Behavioral Health Division

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. An overview was presented of all hospital/operations and youth services provided.

The Board was informed the Finance Committee unanimously agreed to recommend approval of the 2019 Professional Services Contract Amendments and 2020 Contracts as delineated in the corresponding report.

MOTION BY: (Eilers) Approve the 2019 Professional Services Contract Amendments and 2020 Contracts Delineated in the Corresponding Report. 9-0

MOTION 2ND BY: (Perez)

AYES: Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, and Stevens – 9

NOES: 0

8. **Mental Health Board Finance Committee Purchase-of-Service Contracts Recommendation.**

- 2020 Contract Amendments

Amy Lorenz, Deputy Administrator, Community Access to Recovery Services (CARS), Behavioral Health Division (BHD)

Brian McBride, Director, Children’s Community Services and Wraparound Milwaukee, BHD
Matt, Fortman, Fiscal Administrator, Department of Health and Human Services

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

Mr. Fortman advised the Board the Revised report distributed delineates a \$50,000 contract with IMPACT, Inc. However, it doesn’t add up to the total amount of the contract reflected to date. He acknowledged the typo and stated the requested amount should be for \$60,000. The report will be updated to reflect the correction.

The Board was informed the Finance Committee unanimously agreed to recommend approval of the 2020 Purchase-of-Service Contract Amendments as delineated in the corresponding report.

SCHEDULED ITEMS (CONTINUED):

	<p>MOTION BY: <i>(Davis) Approve the 2020 Purchase-of-Service Contract Amendments Delineated in the Corresponding Report. 9-0</i></p> <p>MOTION 2ND BY: <i>(Eilers)</i></p> <p>AYES: Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, and Stevens – 9</p> <p>NOES: 0</p>
9.	<p>Mental Health Board Finance Committee Fee-for-Service Agreements Recommendation.</p> <p>Amy Lorenz, Deputy Administrator, Community Access to Recovery Services (CARS), Behavioral Health Division (BHD) Brian McBride, Director, Children’s Community Services and Wraparound Milwaukee, BHD</p> <p>Fee-for-Service Agreements are for the Provision of Adult and Child Mental Health Services and Substance Use Disorder Services. An overview was provided detailing the program agreements, which provide a broad range of support services for adults and children with serious emotional disturbances and their families.</p> <p>The Board was informed the Finance Committee unanimously agreed to recommend approval of the 2020 Fee-for-Service Agreements as delineated in the corresponding report.</p> <p>MOTION BY: <i>(Davis) Approve the 2020 Fee-for-Service Agreements Delineated in the Corresponding Report. 9-0</i></p> <p>MOTION 2ND BY: <i>(Perez)</i></p> <p>AYES: Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, and Stevens – 9</p> <p>NOES: 0</p>
10.	<p>2019 Annual Environment of Care Program Report and 2020 Environment of Care Management Plans.</p> <p>Lynn Gram, Safety Officer, Behavioral Health Division (BHD) Jennifer Bergersen, Chief of Operations, BHD</p> <p>Discussion ensued. A follow-up report will be submitted for the October meeting cycle.</p> <p>The Board was informed the Quality Committee, at their meeting on March 2, 2020, unanimously recommended approval of this Item.</p> <p>MOTION BY: <i>(Neubauer) Approve the Environment of Care 2019 Annual Report and 2020 Goals and Plans Recommendation. 8-1</i></p> <p>MOTION 2ND BY: <i>(Forman)</i></p> <p>AYES: Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, and Stevens - 8</p> <p>NOES: Shrout - 1</p>

SCHEDULED ITEMS (CONTINUED):

11.	<p>Behavioral Health Division Workforce Development for Diversity and Inclusion Strategic Project Update.</p> <p>Davide Donaldson, Integrated Service Coordinator, Behavioral Health Division (BHD) Dr. Justin Kuehl, Chief Psychologist, BHD</p> <p>In 2018, BHD partnered with MC3 to establish a values training program. The training program was disseminated throughout the community. Development of the next phase of the program continues through a partnership with the Academic Committee. Workforce Development for Diversity and Inclusion was one of eight projects sponsored by BHD leadership. BHD has centralized information related to training opportunities by creating an email account, included contract management for assistance with affiliation agreements, solicited partners, created a steering committee, and drafted policies for the program. Providing a structure to underlie all training programs at BHD was the initial goal.</p> <p>Details were provided on the Office of Professional Training Programs (OPTP) structure, the various disciplines, increasing training opportunities, affiliation agreements, raising awareness, and current projects.</p> <p>Questions and comments ensued at length.</p> <p>This item was informational.</p>
12.	<p>Mental Health Board Executive Committee Update.</p> <p>Chairman Lutzow indicated many of the items addressed at the Executive Committee meeting has already been discussed today. Mr. Lappen was directed to develop a plan for the Board ensuring its role is being fulfilled under Chapter 51.41 and to layout a blueprint or road map for the future. There have been delays due to the Systems Improvement Agreement and the COVID-19 pandemic. There will be content for a Board retreat down the road. Other items discussed include identification of a third-party fiscal agent through a Request for Information to be issued by the Fiscal Administrator and an update on Corporation Counsel's legal opinion. Corporation counsel agreed to provide an update to the Board regularly.</p> <p>This item was informational.</p>
13.	<p>Mental Health Board Governance Ad Hoc Committee Update.</p> <p>Glenn Krasker, Consultant, Critical Management Solutions</p> <p>Board Member Eilers stated the first meeting of the Governance Ad Hoc Committee was held in March. The original scope has evolved with the need to focus on quality issues related to the Systems Improvement Agreement (SIA). There was a subsequent discussion with BHD's consultant related to governance oversight. The Governance Committee is committed to making sure BHD abides by the SIA plan and focuses on inpatient quality. A motion was crafted to address those issues.</p>

SCHEDULED ITEMS (CONTINUED):

	<p>Mr. Krasker expressed the importance of governance oversight related to quality. He discussed goals, the SIA, the Board’s role, the gap analysis, challenges, the governing body, duty of care, patient safety, best governance practices, lines of inquiry, and provided operational governance suggestions.</p> <p>MOTION BY: <i>(Eilers) The Mental Health Board’s (MHB) Quality Committee is Directed to Meet Prior to Every MHB Regular Standing Meeting and the MHB Quality Committee Chairperson will be a Standing Member of the Quality Assurance Performance Improvement (QAPI) Committee of the Hospital and will Present Items of Concern or in Need of Significant Improvement at Every Regular Meeting of the MHB for Discussion and Appropriate Action Approving a Formal Written Process as Determined by the QAPI Committee with Clear Expectations for Patient Safety and Ensures QAPI Projects are Adequately Resourced by Making QAPI Projects a Standing Item of Discussion During the Annual Budget Process. 9-0</i></p> <p>MOTION 2ND BY: <i>(Perez)</i></p> <p>AYES: Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, and Stevens – 9</p> <p>NOES: 0</p>
14.	<p>Mental Health Board Finance Committee Update.</p> <p>Matt Fortman, Fiscal Administrator, Department of Health and Human Services</p> <p>Vice-Chairwoman Perez, Chairwoman of the Finance Committee, stated she had a conversation with the Fiscal Administrator on March 9, 2020, to set the agenda for the March 26, 2020, Finance Committee meeting, which was subsequently cancelled due to the pandemic. The meeting materials for that meeting were finalized, and all items contained therein were informational.</p> <p>Mr. Fortman discussed the 2020 year-end financial reporting package and fourth quarter dashboard; reserve funds; fund transfers; Wraparound’s fiscal forecast and audit report; the 2021 preliminary Budget assumptions, timeline, and schedule; and Wisconsin Medicaid cost reporting.</p> <p>Questions and comments ensued.</p> <p>This item was informational.</p>
15.	<p>Mental Health Board Quality Committee Update.</p> <p>Jennifer Bergersen, Chief Operations Officer, Behavioral Health Division</p>

SCHEDULED ITEMS (CONTINUED):

	<p>After the Item was announced, Board Member ShROUT requested he be recorded as voting Aye on all action items except for Item 10 whereby he wished to be recorded as voting Noe. Hearing no objections, it was so ordered.</p> <p>Board Member Neubauer, Chairwoman of the Quality Committee, reviewed topics addressed at the Quality Committee’s quarterly meeting. She discussed the fourth quarter 2019 community-based and Wraparound key performance indicator (KPI) dashboard and Community Access to Recovery Services (CARS) summary and metrics, children’s mobile crisis team program recertification and improvement, year-end client experience data, contract monitoring, hospital KPI dashboard and seclusion and restraint data, the Systems Improvement Agreement, the crisis resource center collaborative, and the status of policies and procedures.</p> <p>Questions and comments ensued.</p> <p>Ms. Bergersen stated the current state of emergency has had an impact on the health, safety, and wellness of individuals BHD serves. The Quality Assurance Performance Improvement (QAPI) Committee identified those safety enhancements. They will continue to monitor the enhancements moving forward because it is understood they are obviously a big indicator of safety and wellness for those we serve.</p> <p>This item was informational.</p>
16.	<p>Medical Staff Organization Governing Body’s Proposed Changes to its Rules and Regulations.</p> <p>Dr. Shane Moasio, President, Medical Staff Organization, Behavioral Health Division</p> <p>Dr. Moasio provided a summary of notable changes proposed to the Medical Staff Organization Rules and Regulations.</p> <p>MOTION BY: (Eilers) Approve the Behavioral Health Division Medical Staff Organization Rules and Regulations as Amended. 8-0</p> <p>MOTION 2ND BY: (Perez)</p> <p>AYES: Davis, Eilers, Forman, Lutzow, Neubauer, Perez, ShROUT, and Stevens - 8</p> <p>NOES: 0</p> <p>EXCUSED: Lanier – 1</p>
17.	<p>Medical Executive Credentialing and Privileging Recommendations Report.</p> <p>Dr. Shane Moasio, President, Medical Staff Organization Behavioral Health Division</p> <p>Dr. Moasio stated under Wisconsin and Federal regulatory requirements, all physicians and other practitioners authorized under the scope of licensure of the hospital to provide independent care must be credentialed and privileged.</p>

SCHEDULED ITEMS (CONTINUED):

Dr. Moisio presented one new appointment and two provisional status reviews. There are no items requiring Closed Session, and it is recommended that the recommendations as submitted be approved.

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

MOTION 2ND BY: (Perez)

AYES: Davis, Eilers, Forman, Lutzow, Neubauer, Perez, Shrout, and Stevens – 8

NOES: 0

EXCUSED: Lanier – 1

18. **Adjournment.**

MOTION BY: (Eilers) Adjourn. 8-0

MOTION 2ND BY: (Shrout)

AYES: Davis, Eilers, Forman, Lutzow, Neubauer, Perez, Shrout, and Stevens – 8

NOES: 0

EXCUSED: Lanier – 1

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: 9:05 a.m. to 11:50 a.m.

Adjourned,

Jodi Mapp

Jodi Mapp

Senior Executive Assistant
Milwaukee County Mental Health Board

**The next meeting of the Milwaukee County Mental Health Board will be on
Thursday, June 18, 2020, @ 9:00 a.m. via a
Teleconference Meeting**

Visit the Milwaukee County Mental Health Board Web Page at:

<https://county.milwaukee.gov/EN/DHHS/About/Governance>

SCHEDULED ITEMS (CONTINUED):

The April 23, 2020, meeting minutes of the Milwaukee County Mental Health Board are hereby submitted for approval at the next scheduled regular meeting of the Milwaukee County Mental Health Board.

A handwritten signature in black ink that reads "Michael G. Davis". The signature is written in a cursive style with a large, stylized initial "M".

Michael Davis, Secretary
Milwaukee County Mental Health Board