

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

**MILWAUKEE COUNTY MENTAL HEALTH BOARD  
EXECUTIVE COMMITTEE**

**Monday, February 3, 2020 - 9:00 A.M.**  
**Milwaukee County Mental Health Complex  
Conference Room 1045**

**MINUTES**

**PRESENT:** Thomas Lutzow, Maria Perez, Michael Davis, and Duncan Shrout

**NOTE:** All Items were Verbal Updates.

**SCHEDULED ITEMS:**

1. **Welcome.**

Chairman Lutzow greeted Committee Members and welcomed everyone to the February 3, 2020, Mental Health Board Executive Committee meeting.

2. **Review of Milwaukee County Mental Health Complex Land Sale.**

Aaron Hertzberg, Director of Economic Development, Department of Administrative Services  
Michael Lappen, Administrator, Behavioral Health Division (BHD)

**The Committee did not go into closed session for discussion of this item.**

Mr. Hertzberg stated the County is looking to move the sale of the facility forward within the next couple of months. The timeline is purely coincidental and not specifically related to the forthcoming transition in County Administration. This project has, in fact, been in process for many years. Milwaukee County recently completed an option agreement for sale of the Mental Health Complex land.

Mr. Hertzberg provided a brief history of how the grounds were used in the past for a number of purposes. Over time, the County's presence on the Medical Region Campus has diminished. A lot of the area owned by the County has been sold for private development.

The section of land and topic of this item is the southeast quadrant, which is the land the Behavioral Health Division occupies. About a year-and-a-half ago, Milwaukee County signed an option agreement with Milwaukee Regional Medical Center (MRMC) partners, which gives them the right to acquire the land their facilities occupy but still owned by Milwaukee County.

**SCHEDULED ITEMS (CONTINUED):**

The option agreement terms state the buyer/purchaser has the option to evaluate the land, do environmental testing, work out any side agreements among the partners, and takes responsibility of subdividing the property to create individual parcels for their facilities.

Late last week, the buyer did what is called exercising their option to move forward and acquire the land. The County is now working on a sixty-day process to close. This triggers a timeline to complete due diligence, finalize the subdivision of land, and close the sale. For a number of reasons, the partners have an interest in acquiring all the land at the same time. Mr. Hertzberg discussed those reasons in detail. BHD is using less square footage, and the carrying costs associated with the entirety of the space remain very high. It was about figuring out how to get out from under the undue burden associated.

The State Legislature, when creating the Mental Health Board, referenced the Mental Health Complex. It states Milwaukee County may not sell the Mental Health Complex without approval from the Mental Health Board. This Body has authority over the sale of the land. Reasons to sell include getting out of the underutilized, extremely costly, and inefficient building; following direction of Mental Health Board efforts already in place to transition to more community-based models; changing the inpatient model by implementing the Universal Health Services agreement; and the incorporation of access clinics. Vacating the space is included in those initiatives as well.

Mr. Lappen described the challenges of operating the facility and its overhead.

Mr. Hertzberg explained upon closing, the partners would immediately take control of the 9201 Building, which is vacant, and the Children's and Adolescent Treatment Center (CATC) Building. Demolition then becomes their responsibility. The County is anxious to get out from under the liability associated with those two spaces. At closing, the partners would also acquire the 9455 Building. The County will lease the facility for \$1. The lease states the County would retain responsibility for maintenance and operation of the building. It also comes with the right to occupy the facility for as long as it's needed. There are small incentives to vacate within ten years, which from a real estate perspective is a good thing. Of course, the timeline in place to vacate falls well before the ten-year incentives expire.

Additional goals and the timeline for the campus set forth by the County were identified. If approved, it is anticipated the closing of the land would be complete in the first quarter. The buyers of the Mental Health Complex land are the Medical College of Wisconsin, Froedtert Hospital, and Children's Hospital. The sale was discussed from a cost benefit standpoint including market and land values versus demolition costs. The way the transaction is set up in terms of the actual sale value state the County retains the land value while eliminating the costs of demolition, in addition to other credits. By County Ordinance, when conducting a real estate transaction, a portion of the proceeds stay with Economic Development to fund a portion of the department's operations. The balance of funds go to the discretion of the Milwaukee County Board of Supervisors.

Questions and comments ensued.

**SCHEDULED ITEMS (CONTINUED):**

	<p><b>MOTION BY:</b> (Davis) Recommend the Milwaukee County Mental Health Board Review and Approve the Milwaukee County Mental Health Complex Land Sale. 3-0</p> <p><b>MOTION 2<sup>ND</sup> BY:</b> (Perez)</p> <p><b>AYES:</b> Lutzow, Perez, and Davis - 3</p> <p><b>NOES:</b> 0</p>
3.	<p><b>Critical Management Solutions Initial Findings and Systems Improvement Agreement Plan.</b></p> <p>Michael Lappen, Administrator, Behavioral Health Division (BHD)</p> <p>Mr. Lappen stated the formal recommendation document from Critical Management Solutions due February 4, 2020, has not been received. The due date was extended to February 17, 2020. Critical Management Solutions independently requested an extension from Medicaid, which was granted. Finalizing the contract somewhat cut into their timeline. The firm spent a week with the entire BHD team. BHD is in possession of an unofficial page of recommendations.</p> <p>Essentially, Critical Management Solutions came in and looked at everything. Using their language, they “casted a broad net and left no stone unturned.” This is independent, at this point, of any past citations or concerns. They evaluate all the conditions of participation and all areas of concern and provide a summary. Seven key items were identified to be addressed immediately and include ligature and safety risks. Jennifer Bergersen and the facilities team have been leading the charge on bricks and mortar efforts using the most economic yet effective means. Other issues include Emergency Medical Treatment and Labor Act (EMTALA) documentation, Quality Assurance Performance Improvement (QAPI) processes, active treatment and treatment planning, electronic medical and paper record navigation and identifying credentials of signers, division global project management, and resources to pull everything together. The target date identified to complete all recommendations is August 30, 2020. Because it is part of the Systems Improvement Agreement, BHD must be ready for survey nine months prior to the Agreement expiration, which is June 1, 2121.</p> <p>The Hospital Executive Team has been formed to address these topics. Once the report is received, the independent consultant from Greeley will be onsite to assist. The Board previously approved the contract for Barrins. At the last minute, Barrins withdrew. A contract was then executed with Greeley, the second respondent to the Request for Proposals. Clarification will be presented at the February 27, 2020, Board meeting. Allocation of the funds has been approved.</p> <p>Questions and comments ensued.</p>

**SCHEDULED ITEMS (CONTINUED):**

4.	<p><b>Bylaws Amendment Forming a Governance and Planning Committee.</b></p> <p>Michael Lappen, Administrator, Behavioral Health Division (BHD)</p> <p>Chairman Lutzow referenced Board Member Eiler's email related to governance. The topic was expanded on at the last meeting of the Board's Executive Committee.</p> <p>An Ad Hoc Strategic Planning Committee was created a couple of years back under the previous Board Chair, which met a few times. That Committee, or some version of it, should be resurrected for numerous reasons. Governance would be the main reason but also because the community deserves to know the direction/path the Board intends to follow. The Board needs to declare its purpose and articulate the vision for the future. It's also important during this period of upcoming transition in the County's administration leadership. Chairman Lutzow referenced obligations under Chapter 51 related to Crisis Services and indicated those obligations could possibly fall under the purview of the Governance Committee.</p> <p>Mr. Lappen stated he was directed at the last Executive Committee meeting of the Board to draft a strategic plan summary document for the Board to communicate BHD's initiatives and the state of services currently provided to the incoming County Administration. He detailed his comprehensive analysis used to craft the document. Committee Member Davis stated, at a minimum, a draft should be brought forward for discussion at the next Executive Committee meeting. He also indicated the final version of the strategic plan should then be used as the focus of a future Board retreat.</p> <p>Board Member Eilers indicated the scope of the governance body as being discussed is not the scope she had in mind. The scope she envisions includes identifying potential members within the community and providing recommendations to the appointing authorities, onboarding and orientation of new members, and addressing the recommendations included in the report provided by the consultant in terms of the Board's function and structure, i.e. review of bylaws, member expectations, etc. All of these things impact how effective a board is at planning and oversight.</p> <p>Chairman Lutzow indicated this topic warrants further discussion and will be addressed at the next meeting the Board's Executive Committee. A determination is needed as to whether the body will be an official standing committee of the Board, which requires a Bylaws change, or an ad hoc committee.</p>
5.	<p><b>Board Support Staff Position Update.</b></p> <p>Board Member Neubauer referenced a meeting held with the Comptroller to discuss his office providing staff support to the Mental Health Board as it does for the County Board of Supervisors. The Comptroller indicated its inability to provide the services of a support person is due to how the related legislation is written. Therefore, the Board will have to utilize the position identified in the budget. A job description/job evaluation questionnaire is being drafted</p>

**SCHEDULED ITEMS (CONTINUED):**

	for a full-time position while also trying to solicit a third party agency who would provide oversight. The plan is to begin to reach out to potential agencies.
6.	<b>Adjournment.</b>  <b>MOTION BY:</b> (Davis) Adjourn. 3-0 <b>MOTION 2<sup>ND</sup> BY:</b> (Perez) <b>AYES:</b> Davis, Lutzow, and Perez – 3 <b>NOES:</b> 0
<p>This meeting was recorded. The official copy of these minutes, 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: 9:03 a.m. to 11:10 a.m.</p> <p>Adjourned,</p> <p><i>Jodi Mapp</i></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 Executive Committee Will be on Thursday, March 12, 2020, at 10:00 a.m. at the Mental Health Complex 9455 W. Watertown Plank Rd.</b></p> <p><b>Visit the Milwaukee County Mental Health Board Web Page at:</b></p> <p><a href="https://county.milwaukee.gov/EN/DHHS/About/Governance">https://county.milwaukee.gov/EN/DHHS/About/Governance</a></p>	

**SCHEDULED ITEMS (CONTINUED):**

The February 3, 2020, meeting minutes of the Milwaukee County Mental Health Board Executive Committee have been reviewed and are hereby approved.

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

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Michael Davis, Secretary  
Milwaukee County Mental Health Board