

Chairperson: Maria Perez
Senior Executive Assistant: Jodi Mapp, 257-5202

**MILWAUKEE COUNTY MENTAL HEALTH BOARD
FINANCE COMMITTEE**

Thursday, December 5, 2019 - 1:30 P.M.
Milwaukee County Mental Health Complex
9455 West Watertown Plank Road
Conference Room 1045

MINUTES

PRESENT: Maria Perez, Michael Davis, and Kathie Eilers
EXCUSED: Jon Lehrmann and Duncan Shrout

SCHEDULED ITEMS:

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| 1. | <p>Welcome.</p> <p>Chairwoman Perez welcomed everyone to the December 5, 2019, Mental Health Board Finance Committee meeting.</p> |
| 2. | <p>Mental Health Board Finance Committee Professional Services Contracts Recommendation.</p> <ul style="list-style-type: none">• 2020 Contract<ul style="list-style-type: none">➤ Critical Management Solutions➤ Barrins Consulting and Associates➤ Kane Communications➤ Evaluation Research Services➤ Perceptivity, LLC <p>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 on all services provided. The Committee's attention was drawn to three contracts in particular.</p> <p>Critical Management Solutions was identified and awarded a contract as a result of the competitive bid process. This consulting company's expertise is performing root-cause gap analyses. A plan will then be developed in accordance with the Behavioral Health Division's (BHD) Systems Improvement Agreement (SIA) as it relates to the hospital. The contract amount reflected represents a maximum projection. Consideration of the contract is being sought during the December meeting cycle in order to initiate services beginning in January.</p> |

SCHEDULED ITEMS (CONTINUED):

	<p>Additional costs could be incurred upon completion of the analysis due to the identification of recommendations. The funds to cover these costs will be allocated through BHD's reserve account.</p> <p>Barrins Consulting and Associates was also identified and awarded a contract as a result of the competitive bid process for a full-time compliance consultant for ongoing monitoring as it relates to the SIA. The contract amount reflected represents a maximum projection. Staff is currently working on the contract and in the process of completing the scope of work. The funds to cover these costs will be allocated through BHD's reserve account.</p> <p>The Perceptivity, LLC, contract, was before the Finance Committee, who recommended approval, during the October meeting cycle. The report submitted, however, failed to indicate the contract was a single source award due to the need to expedite the community engagement efforts related to the Psychiatric Crisis Redesign initiative. The recommendation from the Finance Committee should include reconsideration of this contract.</p> <p>Questions and comments ensued.</p> <p>The contracts whose funding is supported by grant monies were not appropriately denoted in the report, in addition to miscalculation of certain columns. The edits will be made and a revised report will be submitted for the upcoming Board meeting.</p> <p>Committee Member Eilers requested separate action regarding the Perceptivity, LLC, contract.</p> <p>The Finance Committee unanimously agreed to recommend RECONSIDERATION and APPROVAL of the Perceptivity, LLC, contract.</p> <p>The Finance Committee also unanimously agreed to recommend approval of the balance of 2020 Professional Services Contracts delineated in the corresponding report to the Board.</p>
3.	<p>Mental Health Board Finance Committee Purchase-of-Service Contracts Recommendation.</p> <p>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.</p> <p>As reflected, 2019 contracts for the Community Access Points are extended until March 31, 2020, as the Behavioral Health Division continues to work on the previously posted Request for Proposals (RFP). Appeals were filed and requires specific processes. Once the appeal process is complete, determinations will be made related to awarding 2020 contracts for these services.</p>

SCHEDULED ITEMS (CONTINUED):

	<p>The La Causa, Inc., contract for the Community Linkages and Stabilization Program (CLASP) is only extended through January 1, 2020. This is because an RFP was done for CLASP services, and Wisconsin Community Services won the bid for the 2020 contract. The extension with La Causa will allow time to transition clients.</p> <p>The 2019 contract awarded to Family Strong, LLC, has been terminated based on quality and fiscal concerns. The funds requested with this contract will be used to pay remaining invoices for services provided.</p> <p>The contracts whose funding is supported by grant monies were not appropriately denoted in the report, in addition to miscalculation of certain columns. The edits will be made and a revised report will be submitted for the upcoming Board meeting.</p> <p>The Finance Committee unanimously agreed to recommend approval of the 2019 Purchase-of-Service Contract Amendments and 2020 Contracts to the Board as delineated in the corresponding report.</p>
4.	<p>Mental Health Board Finance Committee Fee-for-Service Agreements Recommendation.</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 to adults and children with serious emotional disturbances.</p> <p>The contracts whose funding is supported by grant monies were not appropriately denoted in the report, in addition to miscalculation of certain columns. The edits will be made and a revised report will be submitted for the upcoming Board meeting.</p> <p>The Finance Committee unanimously agreed to recommend approval of the 2019 Fee-for-Service Agreement Amendments and 2020 Agreements to the Board as delineated in the corresponding report.</p>
5.	<p>2020 1% Cost of Living Adjustment (COLA).</p> <p>Under normal circumstances, the Board and/or any of its respective Committees would not be required to approve a salary recommendation. However, through the 2020 Milwaukee County Budget process, the County Board approved Amendment 1A011, which states employees will receive a 1% pay increase. The County Board specifically requires the Mental Health Board's approval as a precondition to accessing these funds. With a recommendation to approve, the Behavioral Health Division (BHD) will transfer funds from the non-departmental budget to BHD salary accounts.</p>

SCHEDULED ITEMS (CONTINUED):

	<p>The Finance Committee unanimously agreed to recommend approval of the 1% pay increase for employees to the Board.</p>
6.	<p>Corporation Counsel Report on Behavioral Health Division Cross Charges.</p> <p>A presentation was provided on the overall concept of cross charging in which efficiency and cost are key factors to keeping department expenditures lower as opposed to using outside resources. Services Corporation Counsel provides were described along with the makeup of staff in their office as well as how cross charges are calculated. Charges for the Behavioral Health Division have remained consistent over the last four years.</p>
7.	<p>September 2019 Financial Reporting Package.</p> <p>An overview was provided of the 2019 Quarter 3 fiscal report detailing combined reporting, inpatient hospital annual projections, and 2019 year-to-date revenues and expenses. Year-end financial highlights included information on inpatient census, patient receivable accounts, Crisis Resource Center expansion, state institutions, Comprehensive Community Services growth, and Alcohol and Other Drug Abuse costs. The Behavioral Health Division will be faced with an overall deficit.</p> <p>Discussion ensued relating to the deficit expected in the Wraparound program area.</p>
8.	<p>2019 Third Quarter Dashboard.</p> <p>Program Dashboards for acute adult inpatient, child and adolescent inpatient (CAIS), Psychiatric Crisis Services (PCS), Alcohol and Other Drug Abuse (AODA), Wraparound, Targeted Case Management (TCM), Comprehensive Community Services (CCS), and Community Support Programs (CSP) were all reviewed. Year-end financial highlights included information on inpatient census, patient receivable accounts, Crisis Resource Center expansion, state institutions, CCS growth, and AODA costs.</p>
9.	<p>State Budget Crisis Services Reimbursement Update.</p> <p>The State's Biennial Budget includes a provision allowing the Department of Health Services to reimburse counties for crisis intervention services provided to Medical Assistance recipients. State recommendations for crisis services expansion were explained.</p> <p>If the recommendations are implemented, it will allow the Behavioral Health Division to reinvest the funds into crisis enhancements.</p>
10.	<p>Quarterly Fund Transfers.</p> <p>The fund transfer delineated in the report is related to a grant award received increasing revenue and expenses by the grant amount.</p>

SCHEDULED ITEMS (CONTINUED):

11.	<p>Quarterly Update and Reserve Analysis Overview.</p> <p>The numbers reflected in the report represent the quarterly projection results discussed during the financial reporting package and dashboard presentation. Both reserve balances and commitments were reviewed. Projections include end-of-the-year reserve balances after the deficit was considered. Future reserve commitments were explained. Contract items related to the Systems Improvement Agreement going to the Board for approval designating reserve monies will be added to the list once approved.</p> <p>Questions and comments ensued.</p>
12.	<p>2021 Budget Timeline and Schedule.</p> <p>The 2021 Behavioral Health Division Budget (BHD) timeline starts in March of 2020. The timeline was modeled after the 2020 BHD budget timeline. The Committee was informed additional public hearing sessions have been incorporated into the timeline to allow the public additional opportunities to provide input and feedback.</p>
13.	<p>2021 Budget Amendment Process and Budget Amendment Policy.</p> <p>Based on feedback received at the last Mental Health Board Executive Committee meeting, revisions were drafted to update the budget amendment process. A scoring rubric was created for evaluation of each amendment by Behavioral Health Division (BHD) staff based on the criteria listed. Criteria feedback from the Finance Committee is welcomed. Scoring by BHD staff is non-binding and will be used only as a guide for the Finance Committee to consider. Additionally, submitting amendments will be open to Milwaukee County citizens.</p> <p>The Finance Committee unanimously agreed to recommend approval of the Budget Amendment policy to the Board.</p>
14.	<p>Mental Health Board Finance Committee 2020 Meeting Schedule.</p> <p>The 2020 Finance Committee meeting schedule was provided to Committee Members in its final draft. All Committee Members should have received calendar invitations.</p>
15.	<p>Adjournment.</p> <p>Chairwoman Perez ordered the meeting adjourned.</p>

SCHEDULED ITEMS (CONTINUED):

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: 1:35 p.m. to 3:52 p.m.

Adjourned,

Jodi Mapp

Jodi Mapp
Senior Executive Assistant
Milwaukee County Mental Health Board

**The next meeting of the Milwaukee County Mental Health Board
Finance Committee is Thursday, February 27, 2020, at 8:00 a.m.
at a the Milwaukee County Zoo Peck Welcome Center**

Visit the Milwaukee County Mental Health Board Web Page at:

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