

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

## MILWAUKEE COUNTY MENTAL HEALTH BOARD

Thursday, June 18, 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, James Stevens, and Brenda Wesley

#### SCHEDULED ITEMS:

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| 1. | <p><b>Welcome.</b></p> <p>Chairman Lutzow welcomed Board Members, Staff, and everyone listening in to the Milwaukee County Mental Health Board's remote/virtual meeting.</p>   |
| 2. | <p><b>Approval of the Minutes from the April 23, 2020, Milwaukee County Mental Health Board Meeting.</b></p> <p><b>MOTION BY:</b> (Forman) Approve the February 27, 2020, Meeting Minutes. 10-0<br/><b>MOTION 2<sup>ND</sup> BY:</b> (Neubauer)<br/><b>AYES:</b> Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, Stevens, and Wesley – 10<br/><b>NOES:</b> 0</p>   |
| 3. | <p><b>Department of Administrative Services Quarterly Update on the State of Milwaukee County's Interests and Matters Related to the Behavioral Health Division.</b></p> <p>Joseph Lamers, Budget Director, Department of Administrative Services</p> <p>Mr. Lamers explained COVID-19 has had a severe impact on previous projections for the budget years 2020 and 2021. There is also a high level of uncertainty regarding future impacts. The Administration has been working diligently on a solution. He provided an overview of current fiscal projections as well as the 2021 outlook.</p> <p>In order to close the gap for 2020, a fiscal administrative order was issued shortly after the pandemic placing freezes on hiring and operational expenses, land sales were processed, a freeze will be placed on contingency, and monies seen from the reduction in fringe due to a decline in healthcare service usage will be added to the County's bottom line.</p> |

**SCHEDULED ITEMS (CONTINUED):**

	<p>It is extremely difficult to foresee what 2021 will look like. It will depend on the scale of economic recovery, whether operations are back up and running to normal capacity, and what happens with healthcare expenses. A range of impacts are being considered. There is some economic recovery expected, but sales tax and some program revenues are unlikely to bounce back. Mr. Lamers expressed even though difficulties have been encountered with the assembly of the 2021 Budget process, it is being prepared with an optimistic outlook. If circumstances do not play out as expected, freezes along with other remedies will continue. The County is expecting a larger debt reserve use, which is used for emergency situations such as this. Centralized savings will also continue to be sought.</p> <p>As it directly relates to the Behavioral Health Division (BHD), BHD was exempt from certain freezes. However, BHD's fringe surplus will fall to the County's bottom line. The County does remain cognizant of the issues related to the Systems Improvement Agreement.</p> <p>Questions and comments ensued.</p> <p>This item was informational.</p>
4.	<p><b>Corporation Counsel Crisis Services Legal Opinion Update.</b></p> <p>Anne Kearney, Deputy, Corporation Counsel</p> <p>Attorney Kearney stated the engagement letter is currently being constructed. There are several workgroups hammering out the operational details. With Von Briesen's assistance, a binding letter of intent is being drafted. It will capture the terms agreed upon with the private healthcare system provider representatives. Preparation of the drafts and negotiations are gaining momentum. The goal is to have a letter of intent inked by early September. To follow will be a comprehensive suite of legal agreements.</p> <p>This item was informational.</p>
5.	<p><b>Administrative Update.</b></p> <p>Michael Lappen, Administrator, Behavioral Health Division (BHD)</p> <p>Mr. Lappen explained the continued impact COVID-19 has had on BHD by stating the hospital continues to operate at a reduced census since going to single-bed rooms. This dramatically impacts revenues. Approximately thirty patients have been tested using the COVID-19 swabs. The non-FDA approved antibodies test has also been used in the emergency room as an adjunct. The Board was informed about the first confirmed COVID-19 positive patient previously. The second was identified earlier in the week. The individual tested positive at a different hospital. BHD continues to have a protocol in place. Psychiatric Crisis Services (PCS) screens everyone before they enter the hospital. If people screen positive, they are moved on to the next level of screening and testing. Supplies such as Personal Protective Equipment (PPE), hand sanitizer, and peroxide wipes are maintained and fully stocked. Detailed cleaning and universal masking protocols have been implemented.</p>

**SCHEDULED ITEMS (CONTINUED):**

	<p>The Systems Improvement Agreement consultants did a walkthrough of PCS and provided information as to the changes required. Many of the changes are also needed to safely address incoming patients who are potentially exposed to COVID-19. The walkthrough data is expected to be finalized soon, and the BHD team will then work with the County facilities team. BHD has moved forward with quite a few of other improvements. The consultants are working with the BHD team to keep costs as reasonable as possible. Quality has been the area that has made the most progress and growth. There have also been several changes to policies and procedures and a substantial improvement in documentation related to governance. An extension of timelines related to COVID-19 was granted.</p> <p>Mr. Lappen went on to discuss staff engagement and grants awarded.</p> <p>Questions and comments ensued.</p> <p>This item was informational.</p>
6.	<p><b>Mental Health Board Finance Committee Professional Services Contracts Recommendation.</b></p> <ul style="list-style-type: none"><li>• 2020 Contract<ul style="list-style-type: none"><li>➤ Kane Communications</li></ul></li></ul> <p>Jennifer Bergersen, Chief of Operations, Behavioral Health Division</p> <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. This specific Kane Communications contract is for nine months, focuses on youth services, and is funded through grant dollars. The contract supports the promotion of Wraparound Milwaukee program resources and services to assist youth with connections to care.</p> <p>The Board was informed the Finance Committee unanimously agreed to recommend approval of the 2020 Professional Services Contract delineated in the corresponding report.</p> <p><b>MOTION BY:</b> (Davis) Approve the 2020 Professional Services Contract Delineated in the Corresponding Report. 9-0</p> <p><b>MOTION 2<sup>ND</sup> BY:</b> (Perez)</p> <p><b>AYES:</b> Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Stevens, and Wesley – 9</p> <p><b>NOES:</b> 0</p> <p><b>EXCUSED:</b> Shrout – 1</p>

**SCHEDULED ITEMS (CONTINUED):**

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

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

- 2020 Contracts
- 2020 Contract Amendments

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 program contracts and amendments.

As previously reported, 2019 contracts for Community Access Points were extended until June 30, 2020, as the Behavioral Health Division continued to work on the previously posted Request for Proposals (RFP) appeals. In May, it was determined by Behavioral Health Division (BHD) Leadership to cancel the RFP and intent to award. BHD reached out to the four current provider Access Points to request they continue to contract with BHD but within a fee-for-service environment. All four vendors agreed to continue, but three months is needed to transition the program to a fee-for-service structure. The purchase-of-service contracts are for three months.

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

**MOTION BY:** *(Perez) Approve the Wisconsin Community Services, Inc., Contract Delineated in the Corresponding Report. 8-0-1*

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

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

**NOES:** 0

**ABSTENTIONS:** Wesley - 1

**EXCUSED:** Shrout - 1

**MOTION BY:** *(Perez) Approve the Balance of 2020 Purchase-of-Service Contract Amendments and 2020 Contracts Delineated in the Corresponding Report. 9-0*

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

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

**NOES:** 0

**ABSTENTIONS:** 0

**EXCUSED:** Shrout - 1

**SCHEDULED ITEMS (CONTINUED):**

<p>8.</p>	<p><b>Mental Health Board Finance Committee Fee-for-Service Agreements Recommendation.</b></p> <p>Amy Lorenz Deputy Administrator, Community Access to Recovery Services (CARS), Behavioral Health Division</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 Agreement Amendment delineated in the corresponding report.</p> <p><b>MOTION BY:</b> (Perez) Approve the 2020 Fee-for-Service Agreement Amendment Delineated in the Corresponding Report. 8-0</p> <p><b>MOTION 2<sup>ND</sup> BY:</b> (Davis)</p> <p><b>AYES:</b> Davis, Eilers, Forman, Lutzow, Neubauer, Perez, Stevens and Wesley – 8</p> <p><b>NOES:</b> 0</p> <p><b>EXCUSED:</b> Lanier and Shrout - 2</p>
<p>9.</p>	<p><b>Employment Agreement.</b></p> <p>An amendment is being requested to an existing employment agreement. A psychiatrist in Crisis Services has achieved ten years' experience post residency. Two tiers were established for Crisis Services psychiatrists when the position was placed under employment agreements in 2017. The tiers include a junior attending level and a senior attending level. Reaching the senior attending level aligns with senior pay status. This enables the Behavioral Health Division to retain staff and be competitive in the market.</p> <p>The Board was informed the Finance Committee unanimously agreed to recommend approval of the Employment Agreement Amendment delineated in the corresponding report.</p> <p><b>MOTION BY:</b> (Perez) Approve the Employment Agreement Amendment. 9-0</p> <p><b>MOTION 2<sup>ND</sup> BY:</b> (Davis)</p> <p><b>AYES:</b> Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Stevens, and Wesley – 9</p> <p><b>NOES:</b> 0</p> <p><b>EXCUSED:</b> Shrout - 1</p>
<p>10.</p>	<p><b>Mental Health Board Governance Ad Hoc Committee Update.</b></p> <p>Board Member Eilers explained the Governance Committee met on June 5, 2020. The Chairwoman of the Quality Committee summarized the issues the Quality Committee were addressing and how they relate to the Board. The Committee was supportive of those efforts and assured the Quality Committee it would be supported fully by the Board. Other issues discussed related to the role of the Committee in terms of having an evaluative role regarding the</p>

**SCHEDULED ITEMS (CONTINUED):**

	<p>Board's functioning and a nominating committee to vet potential members of the Board. Board Member Eilers will meet with the County Executive's Chief of Staff to discuss the vacancy that was created by Robert Curry's resignation. Board Members were encouraged to submit names of strong candidates. Other items discussed include creating a grievance and appeal process and how the Board might respond to systemic racism and provide services cognizant of it. Systemic racism will be a topic of discussion at the next scheduled Governance Committee meeting.</p> <p>Questions and comments ensued.</p> <p>This was an informational item.</p>
11.	<p><b>Potential Third-Party Fiscal Agents for the Provision of Mental Health Board Support Staff Oversight.</b></p> <p>Matt Fortman, Fiscal Administrator, Department of Health and Human Services</p> <p>Mr. Fortman stated the Request for Proposals for the fiscal agent is live. It will close in late July. There will be a scoring process, and a recommendation will be brought to the Board for consideration. If approved, the Board can move forward with hiring for the Board Analyst position.</p> <p>This was an informational item.</p>
12.	<p><b>Mental Health Board Finance Committee Update.</b></p> <p>Matt Fortman, Fiscal Administrator, Department of Health and Human Services</p> <p>Mr. Fortman provided an overview stating the Behavioral Health Division (BHD) was given a \$2.5 million tax levy reduction for 2021 due to the issues discussed by Director Lamers in Item 3. BHD has achieved the target with no cuts to services through increases in revenue and elimination of some vacant positions. BHD was also able to expand the High-Fidelity Act Team, the Youth Crisis Stabilization Facility, and other exciting projects funded through grants. Revenue projections were optimistically made. There are still a lot of unknowns and uncertainty. There are also opportunities for additional grant and federal funds. However, if the revenue reduction related to the bed capacity persists into 2021 and there is no other grant revenue or other options to offset that reduction in revenue, decisions will have to be made and brought before the Board in late 2020 or early 2021.</p> <p>Mr. Fortman also mentioned the ability to submit amendments to the budget via a link on the Board's webpage is live and active. It is a template that any Milwaukee County resident can complete. There was an initial deadline of tomorrow for submissions but was extended through the weekend. Amendments will be collected and scored next week with a summary to be provided to the Finance Committee ahead of their June 25, 2020, meeting.</p> <p>This was an informational item.</p>

**SCHEDULED ITEMS (CONTINUED):**

13.	<p><b>Inpatient Proposed Key Performance Indicators.</b></p> <p>Board Member Neubauer explained the new format of the reports, which are before the Board for consideration.</p> <p>Questions and comments ensued regarding the proposed indicators.</p> <p>The Board was informed the Quality Committee, at their meeting on June 1, 2020, unanimously agreed to recommend approval of the additional proposed inpatient key performance indicators and use of the newly updated dashboard format reflected.</p> <p><b>MOTION BY:</b>            <i>(Neubauer) Approve the Additional Proposed Inpatient Key Performance Indicators and Use of the Newly Updated Dashboard Format. 9-0</i></p> <p><b>MOTION 2<sup>ND</sup> BY:</b>    <i>(Forman)</i></p> <p><b>AYES:</b>                 Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Stevens, and Wesley – 9</p> <p><b>NOES:</b>                 0</p> <p><b>EXCUSED:</b>            Shrout - 1</p>
14.	<p><b>Quality Committee Documents and Policies Package.</b></p> <ul style="list-style-type: none"><li>• Hospital Quality Assurance Performance Improvement (QAPI) &amp; Patient Safety Annual Plan</li><li>• Clinical Contract Management Policy</li><li>• Hospital Scope of Services</li><li>• Grievance Policy and Committee</li></ul> <p>Board Member Neubauer provided a comprehensive description of the Quality documents package item by item. Corrections were made to some documents at the Quality Committee level.</p> <p>Questions and comments ensued.</p> <p>The Board was informed the Quality Committee, at their meeting on June 1, 2020, unanimously agreed to recommend approval of the Policies Package as presented and represented in the corresponding reports.</p> <p><b>MOTION BY:</b>            <i>(Neubauer) Approve the Quality Committee’s Policies Package as Presented and Represented in the Corresponding Reports. 9-0</i></p> <p><b>MOTION 2<sup>ND</sup> BY:</b>    <i>(Forman)</i></p> <p><b>AYES:</b>                 Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Stevens, and Wesley – 9</p> <p><b>NOES:</b>                 0</p> <p><b>EXCUSED:</b>            Shrout - 1</p>

**SCHEDULED ITEMS (CONTINUED):**

15.	<p><b>Mental Health Board Quality Committee Update.</b></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 the Behavioral Health Division serves. The Quality Assurance Performance Improvement (QAPI) Committee has identified safety enhancements and will continue to monitor the enhancements moving forward. It is understood they are obviously a big indicator of safety and wellness for those served.</p> <p>This item was informational.</p>
16.	<p><b>Medical Staff Organization Governing Body’s Proposed Changes to its Rules and Regulations.</b></p> <p>Dr. Shane Moisio, President, Medical Staff Organization, Behavioral Health Division</p> <p>Dr. Moisio provided a summary of notable changes proposed to the Medical Staff Organization Rules and Regulations.</p> <p><b>MOTION BY:</b>            <i>(Eilers) Approve the Behavioral Health Division Medical Staff Organization Rules and Regulations as Amended. 10-0</i></p> <p><b>MOTION 2<sup>ND</sup> BY:</b>    <i>(Stevens)</i></p> <p><b>AYES:</b>                    Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, Stevens, and Wesley - 10</p> <p><b>NOES:</b>                    0</p> <p><b>EXCUSED:</b>               0</p>
17.	<p><b>Medical Executive Credentialing and Privileging Recommendations Report.</b></p> <p>Dr. Shane Moisio, President, Medical Staff Organization Behavioral Health Division</p> <p>Dr. Moisio 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. Dr. Moisio presented one new appointment and two provisional status reviews. There are no items requiring Closed Session, and it is requested the recommendations as submitted be approved.</p>

**SCHEDULED ITEMS (CONTINUED):**

	<p><b>MOTION BY:</b> (Perez) Approve the Medical Staff Credentialing Report and Medical Executive Committee Recommendations. 10-0</p> <p><b>MOTION 2<sup>ND</sup> BY:</b> (Shrout)</p> <p><b>AYES:</b> Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, Stevens, and Wesley – 10</p> <p><b>NOES:</b> 0</p> <p><b>EXCUSED:</b> 0</p>
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18.	<p><b>Adjournment.</b></p> <p><b>MOTION BY:</b> (Neubauer) Adjourn. 10-0</p> <p><b>MOTION 2<sup>ND</sup> BY:</b> (Forman)</p> <p><b>AYES:</b> Davis, Eilers, Forman, Lanier, Lutzow, Neubauer, Perez, Shrout, Stevens, and Wesley – 10</p> <p><b>NOES:</b> 0</p> <p><b>EXCUSED:</b> 0</p>
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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 11:07 a.m.

Adjourned,

*Jodi Mapp*

**Jodi Mapp**

Senior Executive Assistant  
Milwaukee County Mental Health Board

**The next meeting for the Milwaukee County Mental Health Board will be a Public Hearing on Thursday, July 9, 2020, @ 8:00 a.m. at a Location to be Determined**

**Visit the Milwaukee County Mental Health Board Web Page at:**

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

**SCHEDULED ITEMS (CONTINUED):**

The June 18, 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 "G" and "D".

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Michael Davis, Secretary  
Milwaukee County Mental Health Board