

OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the **Executive Committee** of the **North Central Community Services Program Board** will hold a meeting at the following date, time as noted below:

Wednesday, January 31, 2024 at 1:00 PM
North Central Health Care – **Eagle Board Room**
2400 Marshall Street, Suite A, Wausau WI 54403

Persons wishing to attend the meeting by phone may call into the telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:

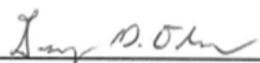
Meeting number: 1-408-418-9388 **Access Code:** 2491 342 9888 **Password:** 1234

AGENDA

1. Call to Order
2. Public Comments (15 Minutes)
3. Approval of November 28, 2023 and December 13, 2023 Executive Committee Meeting Minutes
4. Educational Presentations and Committee Discussion
 - a. Financial Update – J. Hake
 - b. Year End Review of Senior Leadership Accomplishments for 2023
5. Discussion and Possible Action
 - a. ACTION: Approval of Pine Crest Contract Amendment
 - b. ACTION: Approval of Sick Leave Benefits for Pine Crest and Lincoln Industries Employees Policy
 - c. ACTION: Approval of Fund Balance Policy
 - d. ACTION: Approval of Cash Management Policy
 - e. ACTION: Motion to Approve the Recommendations of the Medical Staff Re-Appointments for Hannah Wenzlick, PA-C, Tiffany Pluger, APNP, Kimberly Hoenecke, M.D.; and an Amendment to Appointment for Mandy Sikorski, APNP
6. Closed Session
 - a. Motion to go into Closed Session (Roll Call Vote Suggested), pursuant to Wis. Stat. s. 19.85(1)(c), for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit: Conduct annual performance evaluation of NCHC Executive Director.
7. Next Meeting: Tuesday, February 27, 2024, 3:00 p.m., NCHC Eagle Board Room
8. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Administrative Office at 715-848-4405. For TDD telephone service call 715-845-4928.

NOTICE POSTED AT: North Central Health Care
COPY OF NOTICE DISTRIBUTED TO:
Wausau Daily Herald, Antigo Daily Journal, Tomahawk Leader
Merrill Foto News, Langlade, Lincoln & Marathon County Clerks Offices


Presiding Officer or Designee

DATE: 01/24/2024 TIME: 4:00 PM BY: D. Osowski

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTE

November 28, 2023

1:30 p.m.

North Central Health Care

Present: X_(WebEx) Kurt Gibbs X_(WebEx) Renee Krueger
X_(WebEx) Lance Leonhard X_(WebEx) Robin Stowe

Staff: Gary Olsen, Jason Hake, Jennifer Peaslee

Others: Dejan Adzic, Marathon County Deputy Corporation Counsel

Call to Order

- Meeting was called to order by Chair Gibbs at 1:30 p.m.

Closed Session

- **Motion**/second, Krueger/Leonhard, to go into Closed Session Pursuant to Wis. Stat. sec. 19.85(1)(g) “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved;” to wit: discuss options and legal reasoning for administrative appeal, and potential subsequent judicial appeal, of an administrative agency’s decision. All indicated aye. Meeting convened in closed session at 1:31 p.m.
- At 2:10 p.m. L. Leonhard left meeting.
- **Motion**/second, Stowe/Krueger, to Reconvene in open session at 2:27 p.m.
- **Motion**/second, Krueger/Stowe, to direct administration to request an extension as discussed and move forward with the appeal of the administrative agency’s decision. Motion carried.

Adjourn

- **Motion**/second, Krueger/Stowe, to adjourn at 2:30 p.m. Motion carried.

NORTH CENTRAL COMMUNITY SERVICES PROGRAM EXECUTIVE COMMITTEE MEETING MINUTES

December 13, 2023

1:00 p.m.

North Central Health Care

Present: X Kurt Gibbs X_(WebEx) Renee Krueger
X Lance Leonhard X Robin Stowe

Staff: Gary Olsen, Jason Hake, Vicki Tylka, Jennifer Peaslee, Shelva Colvin

Others: Dejan Adzic, Marathon County Deputy Corporation Counsel_(WebEx), Kevin Stevenson_(WebEx)

Call to Order

- Meeting was called to order by Kurt Gibbs, Chair, at 1:00 p.m.

Public Comments

- None

Introduction of the Director of Human Resources, Shelva Colvin – G. Olsen

- G. Olsen introduced Shelva Colvin, Director of Human Resources. Shelva has over 10 years of human resources experience with over six years in health care. Executive Committee members introduced themselves and welcomed Shelva to NCHC.

Approval of November 30, 2023 Executive Committee Meeting Minutes

- **Motion**/second, Krueger/Stowe, to approve the November 30, 2023 Executive Committee meeting minutes.

Manager Positions COLA for 2023 and Position Pay Grade Changes – G. Olsen

- The management staff did not receive a Cost-of-Living Adjustment (COLA) for 2023. A 3% COLA was given to all hourly staff earlier in the year, and then salaried non-management staff received the same COLA amount this summer. We wanted to be sure the financial position for the organization was strong enough before a COLA was given to management, even though a 3% COLA was budgeted for all positions for 2023. Effective December 10, 2023, management staff received a 3% COLA.
- The pay grade has been changed for the Director of Community Treatment position from pay grade 69 to pay grade 73. The position was reclassified with inclusion of the new assignment of providing oversight to the Adult Protective Services program for all three counties, which was previously overseen by the Managing Director of Nursing Home/Residential. Also changed was the pay grade for the Accounting Director position from pay grade 77 to pay grade 80.

Financial Update – J. Hake

- November financials are still being finalized and are looking good at this point. Behavioral Health Services, for November, currently has a net income. The primary reason relates directly to census. In large part the credit is due to the management team and Medical Director, Dr. Yasin, for implementing changes in order to increase census and decrease out of county placements.

Purchasing Policy – J. Hake

- Purchasing Policy was discussed at the November Board meeting and changes were requested. The committee reviewed these changes by Corporation Counsel along with several additional recommended revisions by committee members.
- **Motion**/second, Stowe/Leonhard, to approve the Purchasing Policy subject to the revisions discussed. Motion carried.

Closed Session

- **Motion**/second, Stowe/Leonhard, to go into Closed Session (Roll Call Vote Suggested) Pursuant to Wis. Stat. ss. 19.85(1)(c) and (g), for the purpose of “[c]onsidering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” and “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved” to wit: Consider COLA adjustments for specific individuals Pay Grade 92 and higher, potential reclassification of specific individuals Pay Grade 92 or higher to a different pay grade, and discussion of options, proposed response, and legal reasoning for administrative appeal, and potential subsequent judicial appeal, in response to an adverse administrative agency decision. Roll call taken. All indicated ‘aye’. Request for J. Hake, V. Tylka, J. Peaslee, D. Osowski, and D. Adzic to remain in closed session for discussion of options, proposed response, and legal reasoning for administrative appeal, and potential subsequent judicial appeal, in response to an adverse administrative agency decision. Motion carried.
- About 2:15 p.m. V. Tylka, J. Peaslee, and D. Osowski were excused from closed session.
- **Motion**/second, Leonhard/Stowe, to return to Open Session at 2:43 p.m. Motion carried.
- **Motion**/second, Leonhard/Stowe, to approve a 3% increase for senior leadership staff and direct staff to develop a plan for a comprehensive wage study for all staff. Motion carried.

Adjourn

- **Motion**/second, Leonhard/Stowe, to adjourn the meeting at 2:45 p.m. Motion carried.

North Central Health Care
 Programs by Service Line - Current Month
 December-23

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
BEHAVIORAL HEALTH SERVICES								
Adult Behavioral Health Hospital	680,031	428,765	251,265	562,854	507,581	(55,273)	117,177	195,992
Adult Crisis Stabilization Facility	298,535	145,602	152,932	151,695	134,971	(16,724)	146,840	136,208
Lakeside Recovery MMT	78,979	99,234	(20,255)	87,406	84,864	(2,542)	(8,427)	(22,797)
Youth Behavioral Health Hospital	268,958	119,997	148,961	253,755	251,487	(2,268)	15,203	146,693
Youth Crisis Stabilization Facility	182,119	95,832	86,287	80,051	89,475	9,424	102,068	95,711
Contracted Services (Out of County Placements)	9,609	-	9,609	73,346	54,167	(19,180)	(63,737)	(9,571)
Crisis Services	199,051	204,707	(5,656)	239,597	241,853	2,257	(40,545)	(3,399)
Psychiatry Residency	15,883	73,523	(57,640)	63,912	86,242	22,330	(48,029)	(35,310)
	<u>1,733,166</u>	<u>1,167,661</u>	<u>565,504</u>	<u>1,512,616</u>	<u>1,450,641</u>	<u>(61,976)</u>	<u>220,549</u>	<u>503,528</u>
COMMUNITY SERVICES								
Outpatient Services (Marathon)	440,362	369,987	70,375	452,880	484,536	31,656	(12,518)	102,031
Outpatient Services (Lincoln)	90,341	79,812	10,529	68,525	65,679	(2,846)	21,816	7,683
Outpatient Services (Langlade)	69,564	65,884	3,680	57,559	67,143	9,585	12,006	13,265
Community Treatment Adult (Marathon)	493,461	398,269	95,192	398,856	438,727	39,871	94,605	135,064
Community Treatment Adult (Lincoln)	63,551	67,235	(3,684)	81,463	74,230	(7,232)	(17,911)	(10,916)
Community Treatment Adult (Langlade)	20,219	27,258	(7,038)	36,829	51,123	14,294	(16,610)	7,255
Community Treatment Youth (Marathon)	648,588	391,053	257,535	669,629	373,602	(296,027)	(21,041)	(38,492)
Community Treatment Youth (Lincoln)	164,233	138,973	25,260	178,474	129,940	(48,534)	(14,241)	(23,274)
Community Treatment Youth (Langlade)	95,536	118,811	(23,275)	107,539	96,994	(10,545)	(12,003)	(33,820)
Jail Meals (Marathon)	74,382	-	74,382	43,967	-	(43,967)	30,415	30,415
	<u>2,160,237</u>	<u>1,657,280</u>	<u>502,957</u>	<u>2,095,721</u>	<u>1,781,974</u>	<u>(313,746)</u>	<u>64,517</u>	<u>189,211</u>
COMMUNITY LIVING								
Adult Day Services (Marathon)	417	88,826	(88,409)	3,889	90,066	86,176	(3,473)	(2,233)
Day Services (Langlade)	28,274	32,418	(4,143)	27,262	23,127	(4,135)	1,013	(8,278)
Supportive Employment Program	27,935	13,470	14,466	23,978	21,356	(2,622)	3,958	11,843
Andrea St Group Home	6,290	-	6,290	443	-	(443)	5,847	5,847
Chadwick Group Home	6,270	44,420	(38,150)	7,043	47,166	40,123	(773)	1,973
Bissell Street Group Home	4,839	-	4,839	792	-	(792)	4,047	4,047
Heather Street Group Home	5,541	38,845	(33,304)	1,381	45,790	44,409	4,161	11,105
Marshall Street Residential	-	90,282	(90,282)	-	90,948	90,948	-	666
Jelinek Apartments	10,589	69,691	(59,102)	(1,480)	59,844	61,323	12,069	2,221
River View Apartments	8,525	59,028	(50,504)	(1,466)	55,228	56,694	9,990	6,190
Riverview Terrace	1,394	-	1,394	14,633	-	(14,633)	(13,239)	(13,239)
Hope House (Sober Living Marathon)	3,115	1,698	1,417	8,364	4,501	(3,863)	(5,249)	(2,446)
Sober Living (Langlade)	4,964	5,035	(71)	6,082	5,107	(975)	(1,118)	(1,046)
	<u>108,153</u>	<u>443,713</u>	<u>(335,560)</u>	<u>90,920</u>	<u>443,131</u>	<u>352,211</u>	<u>17,232</u>	<u>16,651</u>
NURSING HOMES								
Mount View Care Center	2,224,992	1,990,315	234,677	1,793,614	1,682,346	(111,268)	431,378	123,409
Pine Crest Nursing Home	1,728,214	1,126,568	601,646	1,740,066	1,032,509	(707,557)	(11,852)	(105,911)
	<u>3,953,206</u>	<u>3,116,883</u>	<u>836,323</u>	<u>3,533,680</u>	<u>2,714,855</u>	<u>(818,825)</u>	<u>419,525</u>	<u>17,498</u>
Pharmacy	719,108	661,314	57,793	729,901	665,544	(64,357)	(10,793)	(6,563)
OTHER PROGRAMS								
Aquatic Services	93,515	103,947	(10,431)	102,489	93,606	(8,883)	(8,974)	(19,315)
Birth To Three	-	-	-	-	-	-	-	-
Adult Protective Services	65,281	72,190	(6,909)	77,407	69,620	(7,787)	(12,126)	(14,696)
Demand Transportation	30,515	37,379	(6,864)	45,990	40,993	(4,997)	(15,475)	(11,861)
	<u>189,312</u>	<u>213,516</u>	<u>(24,204)</u>	<u>225,887</u>	<u>204,220</u>	<u>(21,667)</u>	<u>(36,575)</u>	<u>(45,871)</u>
Total NCHC Service Programs	<u>8,865,021</u>	<u>7,260,367</u>	<u>1,604,654</u>	<u>8,088,250</u>	<u>7,260,365</u>	<u>(827,885)</u>	<u>776,771</u>	<u>776,769</u>
SELF-FUNDED INSURANCE TRUST FUNDS								
Health Insurance Trust Fund	283,475	-	283,475	875,586	-	(875,586)	(592,111)	(592,111)
Dental Insurance Trust Fund	11,873	-	11,873	38,924	-	(38,924)	(27,051)	(27,051)
Total NCHC Self-Funded Insurance Trusts	<u>295,348</u>	<u>-</u>	<u>295,348</u>	<u>914,510</u>	<u>-</u>	<u>(914,510)</u>	<u>(619,162)</u>	<u>(619,162)</u>

North Central Health Care
 Programs by Service Line - Year to Date
 For the Period Ending December 31, 2023

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
BEHAVIORAL HEALTH SERVICES								
Adult Behavioral Health Hospital	6,767,387	5,145,186	1,622,201	6,124,719	6,090,969	(33,750)	642,668	1,588,450
Adult Crisis Stabilization Facility	1,895,287	1,747,230	148,057	1,365,645	1,619,654	254,009	529,642	402,066
Lakeside Recovery MMT	176,712	1,190,808	(1,014,096)	519,653	1,018,368	498,715	(342,940)	(515,380)
Youth Behavioral Health Hospital	2,530,306	1,439,966	1,090,340	2,787,464	3,017,842	230,378	(257,159)	1,320,718
Youth Crisis Stabilization Facility	1,242,498	1,149,990	92,508	843,593	1,073,705	230,112	398,905	322,620
Contracted Services (Out of County Placements)	9,609	-	9,609	1,652,877	650,000	(1,002,877)	(1,643,268)	(993,268)
Crisis Services	2,373,984	2,456,482	(82,498)	2,710,520	2,902,239	191,719	(336,536)	109,221
Psychiatry Residency	273,823	882,280	(608,457)	317,825	1,034,909	717,084	(44,002)	108,627
	<u>15,269,605</u>	<u>14,011,941</u>	<u>1,257,664</u>	<u>16,322,295</u>	<u>17,407,686</u>	<u>1,085,391</u>	<u>(1,052,690)</u>	<u>2,343,055</u>
COMMUNITY SERVICES								
Outpatient Services (Marathon)	4,866,123	4,439,841	426,282	5,092,845	5,814,432	721,587	(226,723)	1,147,869
Outpatient Services (Lincoln)	1,110,085	957,738	152,348	775,556	788,153	12,597	334,529	164,944
Outpatient Services (Langlade)	846,600	790,606	55,993	659,602	805,719	146,117	186,998	202,111
Community Treatment Adult (Marathon)	5,141,174	4,779,221	361,953	5,330,841	5,264,729	(66,112)	(189,667)	295,841
Community Treatment Adult (Lincoln)	775,121	806,823	(31,702)	803,234	890,762	87,528	(28,113)	55,826
Community Treatment Adult (Langlade)	257,289	327,091	(69,802)	453,993	613,479	159,486	(196,704)	89,684
Community Treatment Youth (Marathon)	6,647,793	4,692,636	1,955,157	6,334,738	4,483,222	(1,851,516)	313,055	103,641
Community Treatment Youth (Lincoln)	1,772,326	1,667,673	104,653	1,786,017	1,559,278	(226,739)	(13,691)	(122,087)
Community Treatment Youth (Langlade)	1,201,143	1,425,730	(224,587)	1,182,270	1,163,932	(18,338)	18,873	(242,924)
Jail Meals (Marathon)	826,927	-	826,927	554,669	-	(554,669)	272,258	272,258
	<u>23,444,581</u>	<u>19,887,359</u>	<u>3,557,222</u>	<u>22,973,765</u>	<u>21,383,706</u>	<u>(1,590,059)</u>	<u>470,816</u>	<u>1,967,163</u>
COMMUNITY LIVING								
Adult Day Services (Marathon)	720,987	1,065,910	(344,923)	697,311	1,080,791	383,480	23,676	38,557
Day Services (Langlade)	385,206	389,010	(3,803)	310,158	277,522	(32,636)	75,048	(36,439)
Supportive Employment Program	261,885	161,639	100,246	298,923	256,269	(42,654)	(37,038)	57,593
Andrea St Group Home	541,512	-	541,512	559,130	-	(559,130)	(17,617)	(17,617)
Chadwick Group Home	595,627	533,046	62,581	758,989	565,989	(193,000)	(163,362)	(130,419)
Bissell Street Group Home	190,476	-	190,476	334,071	-	(334,071)	(143,595)	(143,595)
Heather Street Group Home	275,175	466,145	(190,970)	249,793	549,476	299,683	25,382	108,713
Marshall Street Residential	-	1,083,385	(1,083,385)	-	1,091,382	1,091,382	-	7,998
Jelinek Apartments	824,894	836,292	(11,398)	791,099	718,123	(72,976)	33,795	(84,374)
River View Apartments	488,756	708,340	(219,583)	643,525	662,735	19,210	(154,768)	(200,373)
Riverview Terrace	186,148	-	186,148	224,470	-	(224,470)	(38,321)	(38,321)
Hope House (Sober Living Marathon)	28,428	20,373	8,055	82,993	54,006	(28,987)	(54,565)	(20,932)
Sober Living (Langlade)	50,288	60,419	(10,131)	66,623	61,287	(5,336)	(16,336)	(15,467)
	<u>4,549,382</u>	<u>5,324,557</u>	<u>(775,175)</u>	<u>5,017,085</u>	<u>5,317,581</u>	<u>300,496</u>	<u>(467,703)</u>	<u>(474,678)</u>
NURSING HOMES								
Mount View Care Center	21,857,728	23,883,774	(2,026,046)	19,239,618	20,188,146	948,529	2,618,111	(1,077,517)
Pine Crest Nursing Home	13,987,491	13,518,813	468,678	13,535,938	12,390,109	(1,145,828)	451,553	(677,151)
	<u>35,845,220</u>	<u>37,402,588</u>	<u>(1,557,368)</u>	<u>32,775,555</u>	<u>32,578,256</u>	<u>(197,300)</u>	<u>3,069,664</u>	<u>(1,754,668)</u>
Pharmacy	8,068,037	7,935,772	132,265	8,206,466	7,986,533	(219,934)	(138,429)	(87,669)
OTHER PROGRAMS								
Aquatic Services	1,141,889	1,247,358	(105,469)	1,089,418	1,123,276	33,858	52,471	(71,611)
Birth To Three	532,326	-	532,326	532,326	-	(532,326)	-	-
Adult Protective Services	777,749	866,283	(88,534)	775,110	835,446	60,336	2,639	(28,198)
Demand Transportation	459,732	448,549	11,184	484,052	491,921	7,869	(24,319)	19,053
	<u>2,911,696</u>	<u>2,562,189</u>	<u>349,507</u>	<u>2,880,906</u>	<u>2,450,643</u>	<u>(430,263)</u>	<u>30,790</u>	<u>(80,756)</u>
Total NCHC Service Programs	<u>90,088,521</u>	<u>87,124,406</u>	<u>2,964,115</u>	<u>88,176,072</u>	<u>87,124,405</u>	<u>(1,051,667)</u>	<u>1,912,448</u>	<u>1,912,447</u>
SELF-FUNDED INSURANCE TRUST FUNDS								
Health Insurance Trust Fund	8,234,046	-	8,234,046	8,160,454	-	(8,160,454)	73,592	73,592
Dental Insurance Trust Fund	470,276	-	470,276	414,864	-	(414,864)	55,412	55,412
Total NCHC Self-Funded Insurance Trusts	<u>8,704,322</u>	<u>-</u>	<u>8,704,322</u>	<u>8,575,318</u>	<u>-</u>	<u>(8,575,318)</u>	<u>129,004</u>	<u>129,004</u>

North Central Health Care
Fund Balance Review
For the Period Ending December 31, 2023

	<u>Marathon</u>	<u>Langlade</u>	<u>Lincoln</u>	<u>Total</u>
YTD Appropriation (Tax Levy) Revenue	4,781,205	230,186	1,040,853	6,052,244
Total Revenue at Period End	63,553,747	5,122,934	21,411,840	90,088,520
County Percent of Total Net Position	70.5%	5.7%	23.8%	
Total Operating Expenses, Year-to-Date *	62,005,574	5,356,740	20,813,758	88,176,073
<i>* Excluding Depreciation Expenses to be allocated at the end of the year</i>				
Share of Operating Cash	10,606,627	854,978	3,573,470	15,035,074
Days Cash on Hand	62	58	63	62
Minimum Target - 20%	12,401,115	1,071,348	4,162,752	17,635,215
Over/(Under) Target	(1,794,488)	(216,370)	(589,282)	(2,600,140)
Share of Investments	-	-	-	-
Days Invested Cash	0	0	0	0
Days Invested Cash on Hand Target - 90 Days	15,289,046	1,320,840	5,132,160	21,742,045
Current Percentage of Operating Cash	17.1%	16.0%	17.2%	17.1%
Over/(Under) Target	(1,794,488)	(216,370)	(589,282)	(2,600,140)
Share of Investments	-	-	-	-
Amount Needed to Fulfill Fund Balance Policy	<u>(1,794,488)</u>	<u>(216,370)</u>	<u>(589,282)</u>	<u>(2,600,140)</u>

North Central Health Care
Review of Services in Marathon County
For the Period Ending December 31, 2023

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	4,866,123	4,439,841	426,282	5,092,845	5,814,432	721,587	(226,723)	1,147,869
Community Treatment-Adult	5,141,174	4,779,221	361,953	5,330,841	5,264,729	(66,112)	(189,667)	295,841
Community Treatment-Youth	6,647,793	4,692,636	1,955,157	6,334,738	4,483,222	(1,851,516)	313,055	103,641
Residential	2,916,440	3,627,207	(710,767)	3,336,607	3,587,705	251,099	(420,166)	(459,668)
Hope House Sober Living	28,428	20,373	8,055	82,993	54,006	(28,987)	(54,565)	(20,932)
Riverview Terrace	186,148	-	186,148	224,470	-	(224,470)	(38,321)	(38,321)
Demand Transportation	459,732	448,549	11,184	484,052	491,921	7,869	(24,319)	19,053
Jail Meals	826,927	-	826,927	554,669	-	(554,669)	272,258	272,258
Adult Day Services	720,987	1,065,910	(344,923)	697,311	1,080,791	383,480	23,676	38,557
Aquatic Services	1,141,889	1,247,358	(105,469)	1,089,418	1,123,276	33,858	52,471	(71,611)
Birth To Three	532,326	-	532,326	532,326	-	(532,326)	-	-
Mount View Care Center	21,857,728	23,883,774	(2,026,046)	19,239,618	20,188,146	948,529	2,618,111	(1,077,517)
	45,325,695	44,204,868	1,120,827	42,999,887	42,088,229	(911,658)	2,325,808	209,169
Shared Services								
Adult Behavioral Health Hospital	5,057,968	3,853,762	1,204,206	4,546,555	4,521,501	(25,054)	511,413	1,179,152
Youth Behavioral Health Hospital	1,878,202	1,068,811	809,390	2,069,215	2,240,231	171,016	(191,013)	980,407
Residency Program	203,267	654,942	(451,675)	235,930	768,243	532,312	(32,664)	80,637
Supportive Employment Program	194,405	119,989	74,416	221,899	190,236	(31,663)	(27,495)	42,753
Crisis Services	1,861,407	1,922,648	(61,241)	2,012,097	2,154,415	142,319	(150,690)	81,078
Adult Crisis Stabilization Facility	1,406,926	1,297,019	109,907	1,013,757	1,202,316	188,558	393,168	298,465
Youth Crisis Stabilization Facility	922,342	853,670	68,671	626,223	797,042	170,819	296,118	239,490
Pharmacy	5,989,135	5,890,951	98,184	6,091,895	5,928,632	(163,263)	(102,760)	(65,079)
Lakeside Recovery MMT	131,179	883,971	(752,792)	385,753	755,964	370,211	(254,574)	(382,582)
Adult Protective Services	576,089	641,811	(65,721)	575,386	620,176	44,789	703	(20,932)
Contracted Services (Out of County Placements)	7,133	-	7,133	1,226,978	482,514	(744,464)	(1,219,845)	(737,331)
	18,228,052	17,187,574	1,040,478	19,005,688	19,661,268	655,580	(777,636)	1,696,058
Excess Revenue/(Expense)	63,553,747	61,392,441	2,161,305	62,005,574	61,749,497	(256,078)	1,548,172	1,905,227

North Central Health Care
Review of Services in Lincoln County
For the Period Ending December 31, 2023

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	1,110,085	957,738	152,348	775,556	788,153	12,597	334,529	164,944
Community Treatment-Adult	775,121	806,823	(31,702)	803,234	890,762	87,528	(28,113)	55,826
Community Treatment-Youth	1,772,326	1,667,673	104,653	1,786,017	1,559,278	(226,739)	(13,691)	(122,087)
Pine Crest Nursing Home	13,987,491	13,518,813	468,678	13,535,938	12,390,109	(1,145,828)	451,553	(677,151)
	<u>17,645,024</u>	<u>16,951,048</u>	<u>693,976</u>	<u>16,900,745</u>	<u>15,628,302</u>	<u>(1,272,443)</u>	<u>744,278</u>	<u>(578,467)</u>
Shared Services								
Adult Behavioral Health Hospital	1,082,393	834,464	247,930	936,074	930,916	(5,158)	146,320	242,771
Youth Behavioral Health Hospital	386,578	219,936	166,642	426,023	461,233	35,210	(39,445)	201,852
Residency Program	41,850	134,844	(92,994)	48,575	158,171	109,596	(6,725)	16,602
Supportive Employment Program	40,025	24,704	15,321	45,686	39,167	(6,519)	(5,661)	8,802
Crisis Services	357,509	370,117	(12,609)	414,263	443,565	29,301	(56,755)	16,693
Adult Crisis Stabilization Facility	289,667	267,038	22,628	208,719	247,540	38,822	80,948	61,450
Youth Crisis Stabilization Facility	189,898	175,759	14,139	128,931	164,100	35,169	60,967	49,308
Pharmacy	1,233,081	1,212,867	20,215	1,254,238	1,220,625	(33,614)	(21,157)	(13,399)
Lakeside Recovery MMT	27,008	181,998	(154,990)	79,421	155,643	76,221	(52,413)	(78,768)
Adult Protective Services	117,338	130,869	(13,531)	118,464	127,686	9,222	(1,126)	(4,310)
Contracted Services (Out of County Placements)	1,469	-	1,469	252,618	99,343	(153,275)	(251,149)	(151,806)
	<u>3,766,816</u>	<u>3,552,596</u>	<u>214,220</u>	<u>3,913,013</u>	<u>4,047,988</u>	<u>134,975</u>	<u>(146,196)</u>	<u>349,195</u>
Excess Revenue/(Expense)	21,411,840	20,503,643	908,197	20,813,758	19,676,290	(1,137,468)	598,082	(229,272)

North Central Health Care
Review of Services in Langlade County
For the Period Ending December 31, 2023

	Revenue			Expense			Net Income/ (Loss)	Variance From Budget
	Actual	Budget	Variance	Actual	Budget	Variance		
Direct Services								
Outpatient Services	846,600	790,606	55,993	659,602	805,719	146,117	186,998	202,111
Community Treatment-Adult	257,289	327,091	(69,802)	453,993	613,479	159,486	(196,704)	89,684
Community Treatment-Youth	1,201,143	1,425,730	(224,587)	1,182,270	1,163,932	(18,338)	18,873	(242,924)
Sober Living	50,288	60,419	(10,131)	66,623	61,287	(5,336)	(16,336)	(15,467)
Adult Day Services	385,206	389,010	(3,803)	310,158	277,522	(32,636)	75,048	(36,439)
	<u>2,740,526</u>	<u>2,992,856</u>	<u>(252,330)</u>	<u>2,672,646</u>	<u>2,921,940</u>	<u>249,294</u>	<u>67,880</u>	<u>(3,036)</u>
Shared Services								
Adult Behavioral Health Hospital	627,025	456,960	170,065	642,091	638,553	(3,538)	(15,065)	166,527
Youth Behavioral Health Hospital	265,525	151,218	114,307	292,227	316,378	24,152	(26,701)	138,459
Residency Program	28,707	92,495	(63,788)	33,319	108,496	75,176	(4,613)	11,388
Supportive Employment Program	27,455	16,946	10,509	31,338	26,866	(4,472)	(3,883)	6,038
Crisis Services	155,068	163,717	(8,649)	284,160	304,259	20,099	(129,092)	11,450
Adult Crisis Stabilization Facility	198,694	183,173	15,522	143,169	169,798	26,629	55,526	42,151
Youth Crisis Stabilization Facility	130,258	120,560	9,698	88,439	112,563	24,124	41,820	33,822
Pharmacy	845,821	831,954	13,866	860,333	837,276	(23,057)	(14,512)	(9,191)
Lakeside Recovery MMT	18,526	124,840	(106,314)	54,478	106,762	52,283	(35,952)	(54,030)
Adult Protective Services	84,321	93,602	(9,282)	81,259	87,585	6,325	3,061	(2,956)
Contracted Services (Out of County Placements)	1,007	-	1,007	173,281	68,143	(105,138)	(172,274)	(104,130)
	<u>2,382,407</u>	<u>2,235,465</u>	<u>146,942</u>	<u>2,684,094</u>	<u>2,776,679</u>	<u>92,585</u>	<u>(301,686)</u>	<u>239,527</u>
Excess Revenue/(Expense)	5,122,934	5,228,321	(105,388)	5,356,740	5,698,618	341,878	(233,806)	236,491

1st AMENDMENT TO NURSING HOME MANAGEMENT AGREEMENT

WHEREAS, Lincoln County and North Central Health Care (“NCHC”), collectively referred to as the “Parties”, entered into a Nursing Home Management Agreement (“Agreement”) on or around 1st day of January, 2020; and

WHEREAS, by virtue of the Agreement, NCHC has assumed management and operations of Pine Crest Nursing Home (“Pine Crest”) beginning January 1, 2020; and

WHEREAS, Lincoln County is currently in contract negotiations with a private entity for the sale and transfer of Pine Crest; and

WHEREAS, at the time the Nursing Home Management Agreement was negotiated NCHC, Lincoln County did not contemplate the potential future sale and transfer of Pine Crest to an unrelated 3rd party buyer and, as a result, it transferred certain property and rights to NCHC that are now instrumental in its bargaining and negotiations with the 3rd party buyer; and

WHEREAS, in addition, the Agreement did not contemplate early termination in the event of sale and transfer of Pine Crest to an unrelated 3rd party buyer; and

WHEREAS, given the close partnership between Lincoln County and NCHC, NCHC’s continued dedication and commitment to serving its county partners, and the Parties’ mutual resolve to remove any barriers and hindrances that could obstruct or delay the sale and transfer deemed beneficial to Lincoln County, the Parties mutually agree to amend the Agreement in order to help facilitate the sale and transfer of Pine Crest and to allow early termination conditioned upon successful sale; and

NOW, THEREFORE, in consideration of the above premises, the mutual promises and covenants of the Parties set forth herein, and for other good and valuable consideration the receipt of which are hereby acknowledged, the Parties agree as follows:

Obligations of NCHC

1. NCHC shall transfer all equipment and personal property on Pine Crest premises to Lincoln County or 3rd party buyer at Lincoln County’s direction.
2. NCHC shall revise NCHC’s sick leave policy as it pertains to Pine Crest employee accrued sick leave bank, which revision shall be contingent upon approval of this amendment by the Lincoln County Board of Directors, and which revision shall provide for payout of accrued sick leave benefits to all employees whose sick leave benefits have not yet been vested under the condition that the employee remains employed with the 3rd party buyer of Pine Crest for six (6) months following the date of transfer.
3. Upon sale and transfer of Pine Crest to 3rd party buyer, NCHC shall not offer sick leave benefit payout to any former NCHC employee that fails to remain employed by the 3rd party buyer for six (6) months following the date of transfer.

4. NCHC shall not actively solicit any employee of Pine Crest for six (6) months following the sale and transfer to 3rd party buyer but shall be permitted to hire, at its discretion, those individuals or positions that separate employment from, or are deemed surplus to requirement by, the 3rd party buyer.
5. NCHC shall waive early notice of termination in the event of sale or transfer of Pine Crest to a 3rd party buyer.
6. NCHC shall continue to manage and operate Pine Crest until the sale and transfer to 3rd party buyer is finalized and, during the interim period until the transfer is complete, shall adhere to service and quality expectations in accordance with requirements of the Agreement and with commonly accepted standards within the nursing home industry. Furthermore, NCHC shall refrain from, and indemnify Lincoln County for damages resulting from, any gross negligence in operations or any other intentional and malicious conduct that would result in harm to Lincoln County.

Obligations of Lincoln County

1. Pine Crest shall indemnify and compensate NCHC, via a lump sum cash payment, for all losses associated with the management and operation of Pine Crest, encompassing depreciation of equipment and other personal property, as well as the payout of sick leave benefits. Additionally, Lincoln County commits to being responsible for any supplementary compensation for losses should the sale or transfer to a third party not be completed, and NCHC is required to continue operations beyond calendar year 2024.
2. Lincoln County's obligation to compensate and indemnify NCHC for losses, as described in the aforementioned paragraph, shall be applicable to management operations from calendar year 2023 onwards until the cessation of NCHC's management resulting from the sale and transfer to 3rd party buyer. However, Lincoln County shall not be obligated to make a lump sum payment for losses incurred in calendar years 2020 and 2021. Instead, the negative fund balance for these years will be netted against Lincoln County's Wis. Stat. §§ 51.42 & 51.437 fund balance. Lincoln County agrees to collaborate with NCHC in developing a comprehensive plan aimed at reaching fund level balance as provided in North Central Health Care's fund balance policy.

Other Miscellaneous Agreements and Obligations Between the Parties

1. Except as set forth in this amendment, the Agreement is unaffected and shall continue in full force and effect, and remain binding on the parties, in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment shall control.

NORTH CENTRAL HEALTH CARE

By: Gary D. Olsen

LINCOLN COUNTY

By: Renee Krueger

Policy Title: Sick Leave Benefits for Employees of Pine Crest Nursing Home and Lincoln Industries	 North Central Health Care <small>Person centered. Outcome focused.</small>
Policy #: 205-1136	Program: Human Resources 205
Date Issued: 07/01/2020	Policy Contact: HR Coordinator

Related Forms

None

1. Purpose

The purpose of the sick leave policy is to establish the criteria and process regarding the use of the frozen sick leave benefits for the former employees of Pine Crest Nursing Home and Lincoln Industries.

2. Definitions

None

3. Policy

- Eligibility
 - Any Pine Crest and/or Lincoln Industries employee(s), 54 years or younger as of December 31st, 2019 that had accrued a sick leave bank during their tenure at either location will have it available to them upon the transfer/transition to NCHC as of January 1st, 2020.
- Remaining Balances:
 - Employees with available sick leave banks shall be eligible to use their sick leave banks only after they have exhausted all other paid leave time (PLT) and for any approved State or Federal Family Medical Leave either for their own serious health condition or for a family member's serious health condition.
 - Once an employee exhausts their paid leave time (PLT) and they are covered by Family Medical Leave they may use their sick leave balance up to their full FTE per pay period.
- Not Eligible for Benefit:
 - If you are off of work and collecting Worker's Compensation or off on a personal leave of absence you **are not** eligible to utilize sick leave.

*****NOTE***** Disability benefits from a third party vendor may be impacted by receipt of sick leave benefits. Please refer to the vendor's policy requirements.

- End of Employment
 - Voluntary
 - Any employee, after obtaining the age of 55 or older, resigns from NCHC with proper notice in accordance with NCHC Termination of Employment policy, or retires upon attaining retirement eligibility under the Wisconsin Retirement System, shall receive payment of any remaining sick leave balance as of their final date of employment. The remaining balance/hours will be multiplied by the employee's base hourly rate of pay at the time of their final date of

Policy Title: Sick Leave Benefits for Employees of Pine Crest Nursing Home and Lincoln Industries

Author(s): Chris Bleck

Next Review Date: [12/01/2024](#)-[12/31/23](#)

Owner: HR Director

Approver: Operations Executive

employment and ~~paid out as wages on the employee's final check.~~ the payment will be made into a 115 Health Trust Plan administered by Precision Retirement.

- Involuntary
 - Any employee who resigns, with or without proper notice, or has their employment terminated by NCHC, with or without cause, before obtaining the age of 55, will forfeit any remaining sick leave balance, and shall not be eligible to receive any payment for any remaining sick leave bank balance.
 - Transfer of Employment to Buyer of Pine Crest Facility
 - In the event of a sale of the Pine Crest Facility, any employee who stays employed with the new buyer for a period of six months, shall receive payment of any remaining sick leave balance as of the final date that NCHC operates the facility. The remaining balance/hours will be multiplied by the employee's base hourly rate of pay at the time of their final date of employment and the payment will be made into a 115 Health Trust Plan administered by Precision Retirement.
- Change in Benefit Status:
 - Payout is not available to employees who have a change to a non-benefit eligible status.
 - Balances will be set to zero if changing to a non-benefit eligible status and payout is not available.

4. General Procedure: None

5. References

5.1. CMS: None

5.2. Joint Commission: None

5.3. Other: None

Related Policies, Procedures and Documents

Memorandum of Understanding between Lincoln County and North Central Health Care effective December 31, 2019

Policy Title: Fund Balance	 North Central Health Care <small>Person centered. Outcome focused.</small>
Policy #: 300-306	Program: Business Operations 300
Date Issued: 06/25/2020 Last Updated: 1/31/24	Policy Contact: Chief Financial Officer <u>Managing Director of Finance/Administration</u>

Related Forms

None

1. Purpose

The purpose of the policy is to maintain stable fund balances and to secure viability of the continued growth and future of North Central Health Care.

2. Definitions

Net Position: Represents each county’s share of ownership in the organization – this includes all short term and long term assets, reduced by any short term and long term liabilities determined on a GAAP basis.

Operational Surplus: Excess revenue over expenses from operations

Operational Deficit: Excess expense over revenues from operations

~~**Invested Cash Reserves:** Cash that has been invested, such as certificates of deposit~~

Operating Cash: Cash in the general checking account used for operations such as payroll and accounts payable

Unrestricted Fund Balance: Net position less net investment in capital assets less net GASB 68/75 balance sheet amounts.

Formatted: Font: Bold

Formatted: Font: Bold

3. Policy

It is the policy of North Central Health Care to monitor the fund balances of each county on a regular basis and report the activity to each county’s Finance Director.

The unrestricted fund balance for each county will be monitored with a minimum and maximum target applied to review adequacy of the balance. The minimum target is 20 percent of operating expenses and the maximum target is 35 percent of operating expenses. ~~In addition to the targeted fund balance, each county’s fund balance will include a risk reserve of \$250,000. Invested cash reserves will be applied to each county based on the county’s overall net position within the organization.~~ Targeted days of invested cash on hand will be 90/75 days of annual

Policy Title: Fund Balance
Author(s): ~~Jill Meschke~~ Jason Hake **Next Review Date:** 06/25/2024
Owner: ~~Chief Financial Officer~~ Managing Director of Finance/Administration **Approver:** NCCSP Board of Directors Executive Committee

operating expense. At the end of the fiscal year, the operational surplus or deficit for each county is applied to the fund balance. This is outlined in the annual audit report.

The overall target in unrestricted fund balance shall be the higher of the maximum target of operating expenses (35 percent) or 7590 days ~~invested~~ cash on hand. If the balance of the unrestricted fund balance exceeds the overall target for two consecutive years, the North Central Health Care ~~Chief Executive Officer~~Executive Director and ~~Chief Financial Officer~~Managing Director of Finance/Administration shall meet with the county Finance Director to review options for potential utilization of excess revenues. A plan for utilization will be reported back to the ~~NCHC Board~~Executive Committee.

4. Program Specific Procedures: None

5. References

5.1. CMS:

5.2. Joint Commission:

5.3. Other:

Policy Title: Fund Balance

Author(s): ~~Jill Meschke~~Jason Hake **Next Review Date:** 06/25/2024

Owner: ~~Chief Financial Officer~~Managing Director of Finance/Administration **Approver:** ~~NCCSP Board of Directors~~Executive Committee

Policy Title: Cash Management	 North Central Health Care <small>Person centered. Outcome focused.</small>
Policy #: 300-302	Program: Business Operations 300
Date Issued: 06/25/2020 <u>Last Updated: 1/31/2024</u>	Policy Contact: Chief Financial Officer <u>Managing Director of Finance/Administration</u>

Related Forms

None

1. Purpose

The purpose of the policy is to formulate sound cash management practices to ensure operations needs are met and plan for achievement of strategic outcomes while adhering to proper audit guidelines.

2. Definitions

Capital Expenditures: Includes moveable and fixed equipment, building and building improvements and Information Technology purchases ~~over \$2,500~~ with a useful life ~~over one year~~ of two years or more and costs exceeding the capitalization threshold stated in the Capitalization of Assets policy.

Contingency: A provision for an unforeseen event or circumstance.

Operating Cash: Cash used for operations such as payroll and accounts payable.

3. Policy

Having adequate cash is essential for the daily operations of North Central Health Care (NCHC) as well as desirable for contributing to achieving overall strategic outcomes. This policy delegates responsibility to the ~~Chief Financial Officer~~ Managing Director of Finance/Administration to assure adequate cash is available to meet the daily operational needs of the organization, prepare for unforeseen events, and plan for future cash needs.

Cash shall be maintained in the general account to meet operational needs. The amount maintained, on average, will be ~~equal to the anticipated monthly expenditures plus ten percent equivalent to 75 days of operational expenses.~~ Cash shall be designated and encumbered to meet approved capital expenditures and in an amount approved by the ~~NCCSP Board~~ Executive Committee for contingency. Cash may also be designated as directed and approved by the ~~NCCSP Board~~ Executive Committee for designated purposes such as program expansions, or other specified items as defined in a strategic plan. Remaining cash after the above criteria is met shall be invested based on the NCHC Investment Policy, but may be transferred from investments to meet cash obligations as designated above. Internal controls and audit guidelines are established, documented, and followed in the handling of cash.

Policy Title: Cash Management

Author(s): ~~Jill Meschke~~ Jason Hake **Next Review Date:** 06/25/2024

Owner: ~~Chief Financial Officer~~ Managing Director of Finance/Administration **Approver:** ~~NCCSP Board of Directors~~ Executive Committee

4. Program Specific Procedures

None

5. References

5.1. CMS:

5.2. Joint Commission:

5.3. Other:

Policy Title: Cash Management

Author(s): ~~Jill Meschke~~ Jason Hake **Next Review Date:** 06/25/2024

Owner: ~~Chief Financial Officer~~ Managing Director of Finance/Administration **Approver:** ~~NCGSP Board of Directors~~ Executive Committee



North Central Health Care
Person centered. Outcome focused.

PRIVILEGE AND APPOINTMENT RECOMMENDATION

Appointee Hannah E. Wenzlick, PA-C Appoint/Reappoint 03-01-2024 to 02-28-2026
Time Period

Requested Privileges: Medical, Psychiatry, Mid-Level Practitioner, Medical Director
Medical Staff Category: Courtesy, Provisional, Active, Consulting, Moonlighting, In-Training
Staff Type: Employee, Locum, Contract
Locum Agency:
Contract Name:

PRIVILEGE RECOMMENDATION

The Credentials file of this staff member contains data and information demonstrating current competence in the clinical privileges requested. After review of this information, I recommend that the clinical privileges be granted as indicated with any exceptions or conditions documented.

Comments:

Gregory M. Varkhely, M.D. (Med Staff President or Designee Signature) 01/17/2024 (Signature Date)

MEC ACTION

MEC recommends that:
[X] He/she be appointed/reappointed to the Medical Staff as requested
Action be deferred on the application
The application be denied

Gregory M. Varkhely, M.D. (MEC Committee or Designee Signature) 01/18/2024 (Signature Date)

GOVERNING BOARD ACTION

Reviewed by Governing Board: (Date)

Response: Concur
Recommend further reconsideration

(Governing Board Signature) (Signature Date)
(Executive Director Signature) (Signature Date)



North Central Health Care
Person centered. Outcome focused.

PRIVILEGE AND APPOINTMENT RECOMMENDATION

Appointee Tiffany A. Pluger, APRN Appoint/Reappoint 03-01-2024 to 02-28-2026
Time Period

Requested Privileges: Medical, Psychiatry, Mid-Level Practitioner, Medical Director
Medical Staff Category: Courtesy, Provisional, Active, Consulting, Moonlighting, In-Training
Staff Type: Employee, Locum, Contract
Locum Agency:
Contract Name:

PRIVILEGE RECOMMENDATION

The Credentials file of this staff member contains data and information demonstrating current competence in the clinical privileges requested. After review of this information, I recommend that the clinical privileges be granted as indicated with any exceptions or conditions documented.

Comments:

Gregory M. Varkely, M.D. (Med Staff President or Designee Signature) 01/17/2024 (Signature Date)

MEC ACTION

MEC recommends that:

- X He/she be appointed/reappointed to the Medical Staff as requested
Action be deferred on the application
The application be denied

Gregory M. Varkely, M.D. (MEC Committee or Designee Signature) 01/18/2024 (Signature Date)

GOVERNING BOARD ACTION

Reviewed by Governing Board: (Date)

Response: Concur
Recommend further reconsideration

(Governing Board Signature) (Signature Date)
(Executive Director Signature) (Signature Date)



North Central Health Care
Person centered. Outcome focused.

PRIVILEGE AND/OR APPOINTMENT AMENDMENT RECOMMENDATION

Provider Mandy L. Sikorski, APNP Appointment Period 02-23-2023 to 12-31-2024
Time Period

Current Privileges Medical (Includes Family Practice, Internal Medicine)
 Psychiatry Medical Director
 Mid-Level Practitioner

Medical Staff Category Courtesy Active Moonlighting
 Provisional Consulting In-Training

Provider Type Employee
 Locum Locum Agency: _____
 Contract Contract Name: _____

AMENDMENT TYPE(S) REQUESTED:

_____ Privilege Reason: _____

Category Reason: Change from provisional to active 02-23-2024

_____ Type Reason: _____

_____ Other Reason: _____



PRIVILEGE AND/OR APPOINTMENT AMENDMENT RECOMMENDATION

PRIVILEGE RECOMMENDATION

The Credentials file of this staff member contains data and information demonstrating current competence in the clinical privileges requested. After review of this information, I recommend that the amendment(s) as indicated with any exceptions or conditions documented.

Comments: _____

Gregory M. Varkely, M.D. _____ 01/17/2024
(Medical Staff President or Designee Signature) (Signature Date)

MEC ACTION

MEC recommends that:

- The amendment(s) be approved
- Action be deferred on the amendment(s)
- The amendment(s) be denied

Gregory M. Varkely, M.D. _____ 01/18/2024
(MEC Committee or Designee Signature) (Signature Date)

GOVERNING BOARD ACTION

Reviewed by Governing Board: _____
(Date)

Response: Concur
 Recommend further reconsideration

(Governing Board Signature) (Signature Date)

(Executive Director Signature) (Signature Date)