

# THE RETAINED COUNTY AUTHORITY (RCA) COMMITTEE OF LANGLADE, LINCOLN, AND MARATHON COUNTIES MINUTES

Date & Time of Meeting: **Thursday, August 29, 2019 at 10:00 a.m.**

Meeting Location: **North Central Health Care, Juniper Rm, 1100 Lakeview Dr., Wausau**

<b>Attendance:</b>	<b>Present</b>	<b>Absent</b>
Nancy Bergstrom	X	
Chad Billeb	X	
Lance Leonhard	X	
Robin Stowe	X	

**Also Present:** Michael Loy, Laura Scudiere, Jeff Zriny (NCCSP Board Chair), media personnel

## 1. Call Meeting to Order

The meeting was called to order at 10:03 a.m. by RCA Chair Lance Leonhard.

## 2. Approval of the minutes of the June 27, 2019 RCA meeting.

**MOTION BY BERGSTROM, SECOND BY BILLEB, TO APPROVE THE MINUTES OF THE JUNE 27, 2019 RCA MEETING. MOTION CARRIED.**

## 3. Policy Issues Discussion and Possible Action

A. Consideration of the 2020 Performance Expectations & Outcomes Document for inclusion in the 2020 NCHC Annual Budget

1. Review of committee responsibilities relative to the 2020 NCHC Annual Budget

### Discussion:

NCHC CEO Michael Loy and NCHC Human Services Operations Director Laura Scudiere facilitate a discussion with committee members regarding the draft 2020 Program Expectations and Outcome Expectations. Loy and Scudiere provide an overview of the suggested modifications highlighted within the packet and members provide feedback on additional potential modifications. Areas of significant discussion include:

- Further integration of criminal justice partner rules/procedures (Department of Corrections, Criminal Court, etc.,) into staff training and communication strategies
- Further integration of social services partner rules/procedures into staff training and communication strategies
- Creation of partner summit and standard work documents as strategies to address training and communication needs.

### Action:

No action taken.

### Follow up necessary:

NCHC to revise the existing document to capture the discussion and return with an updated document in September.

## 4. Educational Presentations/Outcome Monitoring Reports - None

A. Update on the Marathon County NCHC Campus Construction Project and the Revision of the Facility Use Agreement/Lease

### Discussion:

NCHC CEO Michael Loy and RCA Chair Leonhard provide a summary of the in-progress construction projects, the projects out for bid, and the projects bids yet to be let relative to the Wausau Campus.

Loy and Leonhard indicate that the review of the facility use agreement/lease is ongoing and is seeking to incorporate input from NCHC and County auditors. The goal of the effort is to develop a core document that can be applied in each of the member counties. Loy and Leonhard will continue to update the committee and will deliver a draft document when completed for review. One area that Loy expresses Marathon County should consider relates to the impact of the anticipated utility savings on the Wausau Campus and how those savings should be considered in developing the debt service schedule for NCHC.

### Follow up necessary:

Marathon County staff to continue working on the draft document.

B. Update on the Langlade County Sober Living Pilot Project

**Discussion:**

Loy explains that the initial capital estimates for the property was \$390,000; however, environmental testing has significantly slowed the process and impacted the fundraising effort. Loy and Stowe explain that Langlade County recently approved the purchase of the proposed property contingent upon the securing of the necessary funds for the capital component of the project by the end of September. NCHC is moving forward with procurement for design of the property and recruitment of staff.

**Follow up necessary:**

None at this time.

C. Revision of the Tri-County Agreement – Timeframe and Offering Of Potential Areas For Future Discussion

**Discussion:**

Chair Leonhard reviews the provisions of the Tri-County Agreement related to revision of the agreement, specified in V.D.6. After discussion, consensus emerges that the committee begin addressing this issue promptly, so as to deliver a revised draft to the respective county boards for consideration in February of 2020 to take advantage of the significant institutional knowledge gained by the board members during their respective terms. Loy encourages the committee to contemplate including a provision in the agreement relative to the process to be used for considering requests to expand the partnership, or service delivery, beyond the existing three owner counties.

**Follow up necessary:**

Committee members are encouraged to consider specific areas for revision of the agreement.

D. Semi-Annual CEO Evaluation Process – review of next steps

**Discussion:**

Chair Leonhard references the committee's responsibility under the Tri-County Agreement relative to the CEO semi-annual appraisal process. Leonhard references that CEO Loy is in the process of completing his self-evaluation relative to the components set forth in Part II of the comprehensive annual appraisal document. Leonhard expresses that he will forward the document to members for consideration in their respective completion of the appraisal document. Leonhard will compile the information from committee members' respective appraisal documents into a single document for committee review.

**Follow up necessary:**

None at this time.

E. Update on Referral Source Survey Process

**Discussion:**

Loy and Scudiere discuss NCHC's ongoing efforts to implement a referral source satisfaction survey process. Committee members offer comments relative to modifications in the proposed process. Consensus emerges that the survey process will not be effective if it is not offered directly to the line-staff referral source on each occasion of referral. Consensus emerges amongst committee members, Loy, and Scudiere that an electronic (cell phone application, QR code based) survey would be the most effective tool to gather the necessary insight.

**Follow up necessary:**

Loy and Scudiere to make revisions to the proposed survey process and update the committee.

**5. Next Meeting Time, Location and Agenda Items:**

A. Future Agenda Items and Meeting Times

1. County meeting attendance expectations for Laura Scudiere
2. Updates on items listed above

B. Announcements - none

**6. Adjournment of the RCA Committee meeting**

**MOTION BY STOWE, SECOND BY BILLEB, TO ADJOURN THE MEETING. MOTION CARRIED.**

Meeting adjourned at 11:45 a.m.

Minutes Prepared by

Lance Leonhard on September 25, 2019