DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
HELD AT THE ADMINISTRATION BUILDING
127 EAST OAK STREET
ROOMS F&G OF FIRST FLOOR AUDITORIUM
JUNEAU, WI 53039

AUGUST 3, 2016

MINUTES

1. **CALL TO ORDER**: Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; John Corey, Dodge County Corporation Counsel; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Bill Wiley, Director of Finance; Jim Hill, Director of Environmental Services; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jessica Strean, Assisted Living Supervisor; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF JULY 6 AND JULY 12, 2016 MEETING**: Motion made by Schaefer to approve the July 6 and July 12, 2016 Minutes; seconded by Hilbert. Motion carried.

4. **APPROVAL DEVIATING FROM THE AGENDA**: Motion made by Derr to deviate from the Agenda if required; seconded by Schaefer. Motion carried.

5. **PUBLIC COMMENT**: None to report.

6. **COMMITTEE MEMBER REPORTS**: None to report.

7. **INVOLUNTARY DISCHARGES**: One to report.

8. **CENSUS REPORTS**:

CBIC:	20 of 30, with admissions on 8/16 and 8/28, and 2 referrals
Clearview:	131 of 140, with 5 referrals to the general nursing home
Clearview Behavioral Health 1/2:	19 of 20, with an anticipated admission on 8/10

ICF-IID (formerly FDD):	41 of 46, with 1 discharge and 1 admission, and 1 assessment
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	15 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Update: Accounts Receivable / Aging Accounts ~ John Corey:** A conference call regarding a collection matter was held on July 21, 2016, with Attorneys Rob Heath and John Kramp of the Reinhart law firm. Clearview's Business Associate Agreement and Admissions Agreement have been forwarded to Attorneys Rob Heath and John Kramp for their review. A collection matter has been referred to Attorney William Rinehart of the law firm of Rinehart, Scaffidi & Rinehart. A conference call was held on August 2, 2016, with Attorneys Rob Heath, John Kramp, and William Rinehart, to discuss the collection matter. It is likely that Attorney William Rinehart will accept the collection matter on a contingency fee basis. Attorney Rinehart will make recommendations to Mr. Corey regarding the collection matter. The Committee will be updated at its September 7, 2016, meeting, regarding Attorney Rinehart's suggestions about the collection matter.

- **Update: Exit Reviews ~ Ann Schulz:** Ann Schulz, Director of Nursing, gave an updated report on Clearview's exit interview results, and that exit interviews continue with staff. Clearview continues to look at flexibility of schedules as a means to decrease staff turnover. A few households that started self-scheduling earlier this year were looked at and there has been success on the CBIC and IID households with positive results. There are currently seven households that are self-scheduling, and the E2/F2 household Am shift is also looking at starting self-scheduling. It was suggested that satisfaction surveys be conducted for those staff involved in self-scheduling. The monthly drawings for Extra Shifts and Perfect Attendance have been producing positive feedback from staff.

- **Update: Restricted Bed Status:** A letter has been sent to the State of Wisconsin - Division of Long-Term Care regarding extended restricted use option for 18 nursing home beds. Restricted use beds are beds that exceed a nursing home's normal bed capacity, or are not in use due to remodeling. Restricted use bed status requires Department approval. In limited and exceptional circumstances, the Department will consider applications for restricted use status of beds for a period of up to five (5) years, which is the category Clearview is in. Extended restricted use bed approval is solely at the Department's discretion and is primarily intended to support long-range strategic planning and modernization of facility remodeling efforts.

- **Dodge County Fair ~ Clearview Booth: August 17 through August 21:** There will be a Clearview booth again, staffed by Clearview employees. Brick pavers will be available for purchase. The Friends of Clearview Committee will be purchasing tickets for residents to attend the fair.

- **Marsh Country Health Alliance Annual Meeting:** The Annual Meeting of Marsh Country Health Alliance will be held on Monday, August 29. Election of officers will take place, as well as a financial presentation.

- **LeadingAge Workforce Summit: September 28:** Part 2 of the Long-Term Care Workforce Summit will take place on Wednesday, September 28 at the LeadingAge Wisconsin Fall Conference in Green Bay. The Committee would like an update at the October 5 meeting.

- **Out-of-State Travel: 2016 LeadingAge Annual Meeting and Expo: Indianapolis, Indiana: October 30 through November 2:** Administrator Hooper requested to attend the LeadingAge National Annual Meeting and Expo in Indianapolis, Indiana from October 30 through November 2, 2016. Motion by Derr to approve the request, and forward the request, to attend the conference to the Executive Committee; seconded by Duchac. Motion carried.

- **Carlson Dettmann Wage Study:** The Human Services Committee met on August 2 regarding a 1% adjustment on January 1, 2017 to employee wages, and a 1% adjustment on July 1, 2017 to employee wages. Maintenance II and Maintenance Mechanic will also advance one labor grade. This will be the first adjustment since the compensation study conducted in 2013. The Resolution will go before the Dodge County Board of Supervisors at their August 16 meeting.

- **Consider, Discuss, and Take Potential Action on Dietary Department ~ Resolution:** A Resolution was reviewed by the Committee, to abolish four filled, funded, full-time, benefited positions of *Cook/Food Service Worker*; to abolish one filled, funded, full-time, benefited position of *Cook*; to create four new, full-time, benefited positions of *Head Cook (AM, PM, Baker positions)*; and create one new, full-time, benefited position of *Cook/Production and Ordering Assistant*. Motion by Hilbert to approve the Resolution as drafted; seconded by Duchac. Motion carried.

- **Award Bid Project #1601 (Fiber Cement Siding):** Two bids were received for the fiber cement siding project. One bid was submitted by C & C Services, LLC, of Aniwa, Wisconsin, in the amount of $443,225.32, and a bid bond was included with the bid. The other bid was submitted by The Boldt Company of Appleton, Wisconsin, in the amount of $399,871.00, and a bid bond was not included with the bid. The Committee will meet again on **Tuesday, August 9, 2016, at 7:30 a.m.** to further review and discuss these siding replacement project bids, and to consider, discuss, and take action on a County Board Resolution, wherein the County Board will approve and accept a bid. This County Board Resolution will be forwarded by the Committee to the County Board, for the County Board to consider at its August 16, 2016, meeting.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

Consider, Discuss, and Take Potential Action on Combining 645.2356.01 – Unrestricted Donations into the 1325.4852 – Donations from Individuals: A request was made to the committee to consolidate the Restricted / Unrestricted Donations account (645.2356.01) with the Friends of Clearview account (1325.4852). The Committee was also updated that there are portions of the fund that are restricted for use for certain areas of Clearview and other portions that are available for all areas of Clearview. Motion by Derr to combine the unrestricted donations account (645.2356.01) with the Friends of Clearview account (1325.4852); seconded by Schaefer. Motion passed.

10. **NEXT MEETING DATES:** ***Tuesday, August 9, 2016, at 7:30 a.m.***, in Room 1A of the Administration Building, 127 East Oak Street, Juneau, Wisconsin, and on ***Wednesday, September 7, 2016, at 7:45 a.m.***, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.

11. **ADJOURN**: There being no further business to come before the Committee, Motion by Schaefer to adjourn; seconded by Duchac. Meeting adjourned at 10:58 a.m.

Dated this 7th day of September, 2016.

Respectfully submitted,

Thomas J Schaefer

Thomas Schaefer, Secretary