DODGE COUNTY
HEALTH FACILITIES COMMITTEE MEETING
NORTHVIEW HEIGHTS
199 COUNTY DF
JUNEAU, WI 53039
OCTOBER 7, 2015

MINUTES

1. **CALL TO ORDER**: Meeting was called to order by Chairman Bischoff at 7:30 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; Jane E. Hooper, Clearview Administrator; Jackie Kuhl, Brain Injury Coordinator; Lori Kurutz, Director of Support Services; Bill Wiley, Director of Finance; Heather Ninmann, IID Household Specialist; and Jessica Strean, Assisted Living Supervisor.

3. **APPROVAL OF MINUTES OF SEPTEMBER 2, 2015 MEETING**: Motion made by Duchac to approve the September 2, 2015 Minutes; seconded by Schaefer. Motion carried.

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

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

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

7. **INVOLUNTARY DISCHARGES**: None to report.

8. **CENSUS REPORTS**:

CBIC:	22 of 30
Clearview:	127 of 140
Clearview Behavioral Health 1/2:	18 of 20
ICF-IID (formerly FDD):	43of 46
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	15 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Update: Stipulated Settlement Agreement:** The complaint investigation by the Department of Health Services in 2014 resulted in a Class A violation. A Stipulated Settlement Agreement was presented by Administrator Hooper, as stated by Attorney Robert J. Lightfoot of the Reinhart law firm, to lower the Class A violation to a Class B violation with a $19,600 forfeiture. We will not proceed to hearing due to the Stipulated Settlement Agreement. A discussion followed; Motion by Derr to accept the Class B violation; seconded by Hilbert. Motion carried.

- **View of a Clearview Department: Clearview Brain Injury Center ("CBIC"):** Jackie Kuhl, Brain Injury Coordinator, gave an explanation of and described the purpose and function of the CBIC household, as well as rehab scenarios.

- **Consider, Discuss, and Take Action Regarding Restricted Bed Status and Meeting with the Wisconsin Department of Health Services:** An update was provided and a walk-through of unassigned space of Halls 5 and 6 in the Henry Dodge Office Building.

- **Consider, Discuss, and Take Action Regarding Advancing the Clearview Accounts Receivable to Include Collection Agency:** A discussion was held regarding the present policy utilized by Clearview for accounts receivable. The Clearview Finance Department will develop a policy to bring to the Committee for review and potential changes to the policy.

- **Meet Jessica Strean, New Assisted Living Supervisor:** Jessica Strean, the new Assisted Living Supervisor, was introduced to the Health Facilities Committee and she told the Committee about herself, her experiences, and what brought her to Clearview.

- **Reports: Bill Wiley, Clearview Finance Director:**

  Wiley updated the Committee on the status of the 2015 budget. Clearview is executing the 2015 budget well. At the present time there were no needed budget adjustments but that he anticipated needing budget realignments in one or two months.

  Wiley briefed the Committee on the proposed 2016 budget. He mentioned that there were two updates on the budget. One, health insurance increased 2% over 2015 instead of an expected 6%. Second, the siding project had increased from $300,000 to $436,000.

  Wiley gave an update to the 2014 audit. He stated that he had split the Allowance for Uncollectible Accounts and Write Off procedures into two separate items. He stated that he was working on an analysis of the Residential Refund account. Once that was completed he would continue on to the Accounts Receivable and Prepaid Room Charges reconciliation process.

  Wiley discussed the existing Clearview collections policy. He stated that the Clearview Finance Department had limited methods available to use when pursuing aging receivables. Currently Clearview makes phone calls, sends letters and certified letters, and in some cases involves Dodge County Corporation Counsel and requests placing residents in deviation. Wiley presented additional options that Clearview could use such as; small claims court, collection agency, 30-day discharge from Clearview, asset search by an attorney, accept

credit cards, and allow automatic withdrawals from bank accounts. After Committee discussion, Wiley is to develop a draft collections policy including all options suggested, the Committee will review and discuss which options are acceptable.

10. **NEXT MEETING DATE: Wednesday, October 28, 2015, at 7:45 a.m., in the Chapel at Clearview,** located on the first floor, 198 County DF, Juneau, Wisconsin.

11. **ADJOURN**: There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Duchac. Meeting adjourned at 10:40 a.m.

Dated this 28th day of October, 2015.

Respectfully submitted,

Thomas Schaefer

Thomas Schaefer, Secretary