

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, IN THE CHAPEL
JUNEAU, WI 53039**

APRIL 26, 2017

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 11:00 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Dan Hilbert
Tom Schaefer

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

ABSENT: Jeff Duchac

3. **APPROVAL OF MINUTES OF APRIL 5 AND APRIL 18, 2017 MEETINGS:** Motion made by Schaefer to approve the April 5 and April 18, 2017 Minutes; seconded by Hilbert. Motion carried.

4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Hilbert 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:	23 of 30, with 2 admissions being worked and 2 calls to see prospective participants
Clearview:	119 of 140, with a couple of referrals and marketing in place
Clearview Behavioral Health 1/2:	19 of 20, with 1 discharge yesterday

ICF-IID (formerly FDD): 42 of 46, with 1 in the hospital (returning today), 1 admission on 5/2
Trailview 4 of 4
Clearview Community Group Home: 4 of 4
Northview Heights (CBRF): 19 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Update: Exit Interviews ~ Angi Zilliox and Sarah Hinze:** Angi Zilliox, Human Resource Specialist, updated the Committee on exit interview results for the period June 2016 through December 2016.

Sarah Hinze, Dodge County Director of Human Resources, reported to the Committee about preliminary discussions related to Paid Time Off ("PTO") – no action taken at this time.

- **Vehicle Purchase Winning Bid:** The bid opening was held on Tuesday, April 25, 2017, at 1:00 p.m. The low bid award for a rear-entry van went to A&J Mobility in the amount of \$37,253 (\$45,000 budgeted) – 2017 Dodge Grand Caravan SE (total up front cost of \$38,253 minus \$1,000 Mobility rebate = \$37,253 total cost after reimbursement). Motion made by Derr to purchase said van in the amount of \$37,253; seconded by Schaefer. Motion carried.

The van being replaced will be used by Northview Heights; one to two other vehicles of Clearview will be placed on the on-line auction for sale.

- **Update: Siding Replacement Project:** Hooper and Hill updated the Committee. Hooper reported that Chris Waldron from Boldt states it is hard to determine if the damage that has happened will be all it will be and no further deterioration will occur. The Boldt trailer has been removed from the Northview Heights parking lot area. Hill stated that there have been no changes to the siding since the law walk through; he will take pictures on a quarterly / seasonal basis and will update the Committee at the June meeting.
- **Update: Quality Assurance ~ Ann Schulz:** Ann Schulz, Director of Nursing, discussed the information presented at the most recent Quality Assurance meeting held at Clearview. Schulz updated the Committee on resident falls; efforts to decrease falls with monitoring of Vitamin D levels; bed and chair alarms; infections; wound rounds; Metastar/antipsychotics; call lights; consumer reports; staff and retention.
- **Update: Corporate Compliance ~ Lori Kurutz:** Lori Kurutz, Director of Support Services, discussed the last Corporate Compliance meeting held, regarding resident rights and avoiding kickbacks, inducements, and self-referrals. The Corporate Committee will meet again in June to discuss Human Resources. Kurutz also handed out and reviewed the Health Insurance Portability and Accountability Act ("HIPAA") Fact Sheet with the Committee.

- **Update: Accounts Receivable / Aging Accounts:** The Committee was updated on the status of several old accounts receivable. Wiley mentioned that the 2016 audit started this week.
 - **Update: Health Insurance Portability and Accountability Act (“HIPAA”) Risk Assessment:** Hooper discussed the Health Insurance Portability and Accountability Act (“HIPAA”) Security Risk Assessment (“SRA”) Tool which was jointly launched by the Office of the National Coordinator for Health Information Technology (“ONC”) and the HHS Office for Civil Rights (“OCR”). The tool’s features make it useful in assisting small and medium-sized health care practices and business associates in complying with the HIPAA Security Rule. The OCR is responsible for issuing annual guidance on the provisions in the HIPAA Security Rule. This series of guidances will assist organizations in identifying and implementing the most effective and appropriate administrative, physical, and technical safeguards to secure electronic protected health information (e-PHI). The guidance materials will be developed with input from stakeholders and the public, and will be updated as appropriate.
 - **Consider, Discuss, and Take Potential Action on Authorization to Acquire Clinical and Billing Software Subscription and Professional Services ~ Resolution:** No action was taken today but will be put on the June 7 Agenda and then to go before the County Board at their June 20 meeting. The Reinhart law firm suggested doing a risk assessment regarding possible breaches by the end of May as well as reviewing the contract by the end of May.
 - **July Meeting Date:** The 4th of July holiday is on a Tuesday this year. The Committee discussed and agreed to keep the July 5 meeting date, at 7:45 a.m.
 - **Department of Health Services Meeting:** Hooper and Wiley traveled to Madison on April 25 to meet with Department of Health Services (“DHS”) Secretary, Linda Seemeyer, to discuss Marsh Country Health Alliance and Managed Care Organizations (“MCOs”). Others in attendance were Attorney Andrew Phillips, Sarah Diedrich-Kasdorf (Wisconsin Counties Association), Dave Varana (DHS’s Director of the Bureau of Long Term Care Financing in Wisconsin’s Division of Medicaid Services and the Chief Financial Officer (CFO) for Wisconsin’s long term care), and several other individuals, as well as the State’s two other commissions located in LaCrosse and Clark Counties.
10. **Lunch:** Lunch was prepared by Clearview dietary staff and served to the Committee, consisting of a strawberry salad with a strawberry poppy seed vinaigrette and tender roast beef on a hoagie bun with melted provolone and peppers.
11. **Employee Recognition Ceremony at 1:00 p.m.:** Members attended Clearview’s employee recognition ceremony, honoring 2016 employee achievements (5, 10, 15, 20, 25, 30, and 35 years of service; retirees; perfect attendance; employees of the month; employee of the year, and Clearview Brain Injury Center’s 25 years of service). Various desserts were available.

12. **NEXT MEETING DATE:** *Wednesday, June 7, 2017, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
13. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair, to adjourn. Meeting adjourned at 2:15 p.m.

Dated this 7th day of June, 2017.

Respectfully submitted,

Thomas Schaefer

Thomas Schaefer, Secretary