

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

September 6, 2017

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; Jane E. Hooper, Clearview Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Jim Hill, Director of Environmental Services; Heather Ninmann, IID Household Specialist; Jessica Streaun, Assisted Living Supervisor; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF AUGUST 2 AND AUGUST 15, 2017 MEETING:** Motion made by Duchac to approve the August 2 and August 15, 2017 Minutes; seconded by Hilbert. Motion carried.

4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schaefer to deviate from the Agenda if required; seconded by Derr. 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:	25 of 30, with an admission scheduled for Thursday, 1 admission next Tuesday, and another we are waiting for MA on that we will admit as soon as it is in place. 3 or 4 potential discharges by end of the month-no dates yet. 3 new referrals - going out to assess.
Clearview:	120 of 140, with 1 in the hospital
Clearview Behavioral Health 1/2:	18 of 20, with 1 discharge yesterday and 1 last Friday, with 2 admissions coming soon
ICF-IID (formerly FDD):	42 of 46, with a possible rehab stay in mid-September and a possible admission

Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	17 of 20, with 1 in the hospital and 1 at Clearview for a short-term rehab stay

9. **ADMINISTRATOR'S REPORT:**

- **Consider, Discuss, and Take Potential Action on Siding / Skylight Proposal:** Three proposals were considered and discussed by the Committee: Maas Brothers Construction Co., Inc.; Lee Kaul, d/b/a Kaul Exteriors, and East Side Lumber. Motion by Derr to have Lee Kaul, d/b/a Kaul Exteriors, to remove the existing siding on the skylight roof section, repair any holes in the Tyvek, install new prefinished HardiePlank siding, do exterior caulking, provide a dumpster, and clean-up the area once finished, for a cost of \$5,000.00; seconded by Duchac. Motion carried.
- **Vehicle Sales / On-Line Auction ~ Jim Hill:** Jim Hill informed the Committee that two vehicles (1999 Chevrolet Venture minivan and 2003 Dodge Ram) will be going up for sale with Wisconsin Surplus Online Auction. The bidding ends on October 2, 2017.
- **Update: Assistant Administrator Position:** Interviews for the Assistant Administrator position have been completed. There were 24 applications submitted with 6 candidates interviewed by a Clearview/Human Resources panel. The position has been awarded to Lori Kurutz, starting October 2, 2017. Kurutz will be obtaining her Administrator's license. We will begin reviewing the current job description for the Director of Support Services position prior to posting.
- **Consider, Discuss, and Take Potential Action on Restricted Bed Status:** Hooper updated the Committee on the Department of Health Services' response to our request to further extend Clearview's restricted use beds. Beds can only be extended for restricted use for a period of up to five years; the five-year period has already elapsed. Options are to return the beds to active status (but must have space available) or to delicense the beds permanently. Motion by Derr to delicense the beds permanently; seconded by Duchac. Motion carried.
- **Update: Surveys:** There was a complaint survey for the nursing home with two citations being issued. A Plan of Correction was submitted to the State and has been o.k.'d; we are in compliance.

The IID household four citations. A Plan of Correction was submitted to the State and has been o.k.'d; we are in compliance.

- **Clearview Behavioral Health III:** Hooper updated the Committee that Clearview Behavioral Health III (ten beds) has been approved for licensure, lowering the nursing home to 130 beds. The application and creation of Clearview Behavioral Health IV (ten beds) will take place in 2018, which will lower the nursing home beds to 120.
- **Update: MatrixCare / Enterprise Resource Planning ("ERP"):** The Committee was given a brief update on the status of the project. Wiley mentioned that his department began the project with a meeting the day before with the consultants. He stated that it was a very good interaction and much was accomplished.

He also mentioned to the Committee that he was on a very short deadline as the MatrixCare project could not begin until Clearview's Chart of Accounts were identified. He mentioned that Hooper and he have met previously and were to meet again this afternoon with the ERP oversight group to finalize which accounts were to be placed into MatrixCare. His requirement was to identify the accounts to MatrixCare by the close of business tomorrow (September 7). If they are not identified, then the MatrixCare project timeline would have to be pushed back.

Wiley stated to the Committee that he had concerns of which accounts were to be placed into MatrixCare and which were not. He explained his rationale of which the Committee requested that if he was not successful in his attempt to persuade the members of the ERP oversight group, he was to initiate an appeal. The Committee was adamant that operational efficiency should be the primary goal of the County and not standardization.

- **Update: Dean Contract:** Credentialing Applications were submitted to Dean Health Plan on August 24, 2017. The consultant at Dean responded that the Applications would be delivered to their Credentialing Department by September 1 for review.
- **Update: Optum/United Healthcare Contract:** Hooper will be meeting with Corporation Counsel Kim Nass; they will be reviewing the contract when received.
- **Update: Veterans Administration Contact / On-Site Visit:** Veterans Administration personnel will be on-site at Clearview on September 13. This visit is the last step in the process of becoming certified.
- **Update: Marsh Country Health Alliance Annual Meeting:** The Annual Meeting of Marsh Country Health Alliance was held on August 28, 2018. Wiley notified the Committee that the meeting was a positive one and that there were few questions on how the assessment rate is obtained. He stated that the members of the alliance approved the 2018 assessment in the amount of \$336,825. Election of officers took place, the assessment rate was set for 2018, and the Amended and Restated Lease and Administrative Agreement (with attached Amended and Restated Intergovernmental Cooperation Agreement) was finalized and is in the process of being signed by the member counties.
- **Consider, Discuss, and Take Potential Action on Out-of-State Travel Request: 2017 LeadingAge Annual Meeting and Expo ~ New Orleans: October 29 through November 1, 2017:** Administrator Hooper requested to attend the LeadingAge National Annual Meeting and Expo in New Orleans, Louisiana from October 29 through November 1, 2017. As time was of the essence, the Executive Committee approved the request at their September 5, 2017 meeting. Motion by Duchac to approve the request; seconded by Schaefer. Motion carried.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

2017 Write Off of Uncollectible Accounts: Wiley notified the Committee that the Administrator had approved writing off a group of outstanding receivables as uncollectible. This is the first group that have been processed this year with another expected to occur before the end of the current fiscal year.

2018 Budget: Wiley provided the Committee with an update of the 2018 budget. He explained that there is a shift of expected revenue due to various reasons. The first being the de-licensing of beds in the Nursing Home and licensing the same number of beds in the Behavioral Health area of the facility, as two new Skilled Nursing Facilities.

Wiley also updated the Committee that private pay/commercial insurance rates in the nursing home and IID areas would be increasing slightly while the Brain Injury Center's private pay/commercial insurance rates would remain at their 2017 rates. The Behavioral Health rates will increase between 2% and 6%.

Additional revenue changes were: MCHA Assessment from other counties would increase \$120,000 and Medicaid Supplemental Payment will increase \$120,000. Wiley mentioned that he did not budget for Medicaid FFS rate increases since the state budget had not been signed yet.

Wiley reviewed changes to expenses were due to personnel costs: wage scale, health insurance, and worker's comp. He stated that the new clinical/billing software system is reflected in a significant increase in subscription expenses – since the system is based on a subscription fee and that we are not purchasing it. He also mentioned that additional expenses, such as medical consultants, were being reflected under the appropriate facility and not in the overall, facility wide business unit.

Finally, Wiley mentioned that there is an increase in capital requests since Clearview has not been purchasing some items in previous years due to changing census. Wiley stated that he would provide the Committee a more detailed presentation for the committee on the 2018 budget at the October meeting as several large cost items did not have final numbers as of the meeting.

10. **NEXT MEETING DATES:** *Wednesday, October 4, 2017, 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 Hilbert to adjourn; seconded by Duchac. Meeting adjourned at 9:47 a.m.

Dated this 4th day of October, 2017.

Respectfully submitted,



Thomas Schaefer, Secretary