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

April 2, 2018

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
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: Jim Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator/Executive Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Ann Schulz, Director of Nursing; Alyssa Gahlman, Director of Support Services; Heather Ninmann, IID Household Specialist; Jessica Strean, Assisted Living Supervisor; Jay Greatens, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **APPROVAL OF MINUTES OF FEBRUARY 5, 2018 MEETING**: Motion made by Schaefer to approve the February 5, 2018 Minutes; seconded by Derr. Motion carried.

4. **APPROVAL DEVIATING FROM THE AGENDA**: Motion made by Duchac to deviate from the Agenda if required; seconded by Hilbert. 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:	19 of 30, with 2 admissions this week, and referrals
Clearview:	114 of 130
Clearview Behavioral Health 1/2/3:	10 (CBH 1), 10 (CBH 2), 9 (CBH 3) = 29 of 30
ICF-IID (formerly FDD):	42 of 46, with 1 short term rehab discharge last week; 1 resident moved to CBH 2; 1 referral; and a tour scheduled
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	17 of 20, with 2 on home pass (1 returning today and 1 tomorrow), several referrals

9. **ADMINISTRATOR'S REPORT:**

- **Approval of Friends of Clearview Expenditures:** Motion by Duchac to approve the requested expenditures in the amount of $2,719.00; seconded by Schaefer. Motion carried.

- **Update: Influenza ~ Ann Schulz:** Ann Schulz, Director of Nursing, reported on a news story where an employee of Lasata Care Center in Cedarburg, Wisconsin, says she was forced to take a flu vaccine despite her religious beliefs.

  It is noted that Clearview has policies in place regarding influenza shots. They are offered to employees who may either accept or decline the shot; both must sign an acceptance or declination form. For the employees who decline the shot, they must wear a face mask during flu season. Approximately 80% to 85% of Clearview's staff do receive the flu shot annually.

- **Update: MatrixCare:**

  - **Clinical:** Ann Schulz, Director of Nursing, updated the Committee on the status of MatrixCare clinicals. As of last week, all ancillaries, physicians' orders, and any data that did not transfer over from the old system (American Data) are now entered. All charting will now be done in MatrixCare; American Data can now only be viewed for historical reference.

  - **Financial:** Bill Wiley, Director of Finance, updated the Committee on the status of MatrixCare financials. Claims submissions and resident banking has been operating well. From time to time issues have developed and been resolved. Wiley stated that as Clearview gets further from the implementation date, the more finance staff can use the automated processes within MatrixCare more, such as electronic remittances.

- **State Survey:** The Department of Health Services was at Clearview on February 21, 2018, to conduct surveys at the Community Group Home and Trailview, as well as to investigate a complaint at the Brain Injury Center.

  - **Clearview Community Group Home and Trailview (Adult Family Homes):** Adult family homes are surveyed every two years, sometimes longer; it has been six years since Community Group Home and Trailview were surveyed. The two abbreviated surveys were completed in less than three hours with no citations. The surveys were shortened due to Clearview belonging to LeadinAge's "Echelon" program. The "Echelon" program is an approved Wisconsin Coalition for Collaborative Excellence in Assisted Living ("WCCEAL") program which provides tools and resources to assist each participating assisted living community with its individual quality improvement journey. The only suggestion by the survey team was the need to "double lock" certain medicines. Lock boxes were purchased for both homes, which will be kept in a locked room to store such medicines.

  - **Brain Injury Center:** A confidential complaint was filed by a family member of a past participant. No citations were given related to the complaint.

- **Clearview Behavioral Health IV:** The License Application for the creation of Clearview Behavioral Health IV ("CBH IV") was submitted to the Department of Health Services ("DHS") – Division of Quality Assurance, on March 9, 2018. A letter was also sent to DHS – Nursing Home Policy and Rate Setting Division, requesting to move ten (10) beds from the Clearview nursing home population to CBH IV, thus reducing the nursing home beds to 120. The transfer of the ten (10) beds has been approved, pending approval of the CBH IV license. The anticipated effective date is May 1, 2018.

- **Update on Contracts – Preferred Provider:**

  - **Optum / United HealthCare ("UHC")**: A contract could be signed this week yet, with a possible June 1, 2018 start date; UHC needs 45 days from the date of contract signing to prepare for a "go live" date. There has been an increase in UHC referrals.

  - **Beaver Dam Community Hospital Hospice Program**: Clearview continues to look at contracting with the hospital's Hospice Program, beginning with Northview Heights.

  - **Veterans Administration:** Clearview and the VA could not come to an acceptable agreement regarding daily rates.

- **Update: Accounts Receivable / Collection**: The Committee was updated on the status of Clearview's collection status and will continue to be updated at future meetings. The Committee will be updated at its April 27, 2018 meeting.

- **Update: Marsh Country Health Alliance Quarterly Financial Meeting**: The quarterly conference call / financial meeting of the Board was held on February 26, 2018.

- **Wisconsin Caregiver Program**: Clearview entered into a Grant Agreement with the State of Wisconsin Department of Health Services ("DHS") for "Wiscaregiver Career Program Training." Clearview will receive a sub-award from a pass-through entity (DHS) to carry out part of a federal program. Clearview agrees to provide goods and/or services consistent with the purpose and conditions of the objectives within the Agreement. Clearview will be reimbursed for students taking the C.N.A. class, using penalty money paid to DHS.

- **Department of Health Services – Nursing Home Advocate Meeting**: Hooper reported that she was invited by the Department of Health Services to participate in a twice-a-year discussion regarding nursing home community issues. The Department of Quality Assurance's staff, their Bureau of Nursing Home Resident Care, Office of Plan Review and Inspection, and Bureau of Education, Services and Technology were on hand to respond to questions and provide updates.

- **Lunch:** Lunch was prepared by Clearview dietary staff and served to the Committee, consisting of zucchini and artichoke stuff cod, tender small baked potatoes, and a side salad with choice of dressing.

- **Employee Recognition Ceremony at 1:00 p.m.**: Members attended Clearview's employee recognition ceremony, honoring 2017 employee; years of service; retirees;

perfect attendance; employees of the month; and employee of the year. Various desserts were available.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **2017 Budget Status Update:** Wiley reviewed the preliminary year-end budget status report with the Committee. He stated that the numbers were still not final since the 2017 audit is not complete. He also reviewed the estimated deficit with the Committee and provided several contributing factors to it such as the bond refinancing cost and the higher-than-budgeted workers' compensation expenses.

- **ERP Project Update**: Wiley updated the Committee that he has been attending ERP meetings. Currently the project team has been working on Dodge County's chart of accounts. The past week has been Tyler/Munis fundamentals review sessions where we review the system's functionality.

10. **NEXT MEETING DATE:** ***Friday, April 27, 2018, at 2:00 p.m,*** in the Gathering Room at Clearview, 198 County DF, Juneau, Wisconsin.

11. **ADJOURN**: There being no further business to come before the Committee, Motion by the Chair to adjourn. Meeting adjourned at 2:05 p.m., after Clearview's Employee Recognition Ceremony.

Dated this 7th day of May, 2018.

Respectfully submitted,

Thomas Schaefer

Thomas Schaefer, Secretary