

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

February 4, 2019

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 AND NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:**

COMMITTEE MEMBERS PRESENT

Larry Bischoff
Lisa Derr
Dan Hilbert
William Hoekstra
Tom Schaefer

NON-COMMITTEE MEMBERS PRESENT

None

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Deanna Wilson, Administrator / Executive Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Erin Blank, Director of Nursing; Alyssa Gahlman, Director of Support Services; Jim Hill, Director of Environmental Services; Jessica Streaun, Assisted Living Supervisor; Heather Ninmann, IID Household Specialist; Megan Firari, Human Resource Specialist; Ashley Vergenz, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **PUBLIC COMMENT:** None to report.
4. **APPROVAL OF MINUTES OF THE JANUARY 9, 2019 MEETING:** Motion made by Hilbert to approve the January 9, 2019 Health Facilities Minutes; seconded by Schaefer. Motion carried.
5. **INVOLUNTARY DISCHARGES:** One to report.
6. **CENSUS REPORTS:**

CBIC:	18 of 30
Clearview:	107 of 120, with 3 planned admissions today
Clearview Behavioral Health 1/2/3/4:	35 of 40
ICF-IID (formerly FDD):	43 of 46
Trailview	4 of 4
Clearview Community Group Home:	3 of 4, with 1 returning today
Northview Heights (CBRF):	16 of 20, with 1 returning next week (out of state)

7. **CONSIDER, DISCUSS, AND TAKE POTENTIAL ACTION ON CLEARVIEW 2018 DODGE COUNTY BUDGET AMENDMENT ~ RESOLUTION:** A Resolution was reviewed by the Committee to approve Clearview's 2018 Dodge County Budget Amendment. Motion by Hilbert to approve the Resolution as drafted; seconded by Hoekstra. Motion carried. The Resolution will go before the Finance Committee on February 8, 2019, and then the County Board of Supervisors on February 19, 2019.

8. **ADMINISTRATOR'S REPORT:**

- **Vehicle Purchase – Bids ~ Jim Hill:** Jim Hill discussed the vehicle bids that will be going out in the mail on February 4, 2019, to car dealerships. A rear-entry van is desired as opposed to previously purchased side-entry vans. The van is in the 2019 budget for \$45,000; it is estimated the van will be approximately \$41,000 to \$43,000 to purchase. The van being replaced will be used by Northview Heights; a vehicle of Clearview will be placed on the on-line auction for sale. The bid opening will be held on Thursday, February 28, 2019, at 1:00 p.m. and the winning bid will be announced at the March 6, 2019 Health Facilities meeting.
- **Pipe Break ~ Jim Hill:** On Monday, January 28, 2019, at approximately 2 a.m., Hill was notified by staff of a pipe break / split in Air Handle Unit #3 which is above the Beauty Salon. The leak caused ceiling tile damage from the Salon to the men's restroom. Approximately 20 ceiling tiles, one smoke detector, and one actuator had to be replaced. The pipe will be replaced this week.
- **Update: Employee Recruitment and Retention ~ Deanna Wilson and Megan Firari:** Wilson discussed staffing concerns regarding Certified Nursing Assistants (C.N.A.s) on the PM and NOC shifts, as well as employee turnover and shift vacancies. Firari discussed C.N.A. openings and turnover throughout the campus. Recommendations for recruitment include having C.N.A. classes scheduled four to six times a year, with the capacity of eight students per class; evaluating increases in shift differentials; increasing the use of Facebook to advertise openings while continuing to use other methods in place, such as online recruitment sites, job fairs, radio and newspaper ads. Additional emphasis will be placed on utilizing the current performance evaluation system and implementing additional staff meetings through the Clearview Mentoring Program to help obtain feedback from new employees throughout their first six months of employment.
- **Human Resource Policy Review ~ Megan Firari:** Firari discussed changes made to two policies: "12-Hour Shifts" and "Mentoring Program," as well as a newly created policy, "Shift Differentials, Weekend Pay, and Holiday Pay."
- **Survey Preparation ~ Lori Kurutz and Erin Blank:** Kurutz and Blank reported that staff is being prepped for State surveyors' arrival. Staff is being trained with the Critical Element Pathways questions the surveyors will ask. A "mini tour" was also conducted by Clearview Department heads who observed staff during meal times and cares. Households will meet as a team to discuss and hear any feedback before the State arrives.

- **Quality Assurance and Performance Improvement Plans ~ Lori Kurutz:** Kurutz reported on Clearview's Quality Assurance and Performance Improvement Plans ("QAPI") for 2019. Residents' charts are being updated with the most recent Functional Maintenance Program ("FMPs") information. Food safety, rotation of meals, a new dining program on Household E2/F2 (brunch time from 8 a.m. to 10 a.m.), reduction of falls, and fall risk assessments, are among this year's focuses.
- **Clearview Presentation:** Preparation for a 15 to 20 minute presentation regarding Clearview was discussed. Topics of the presentation will be the Clearview Brain Injury Center, the Behavioral Health household, and the Individuals with Intellectual Disabilities household, as well as Northview Heights, Clearview's Community Based Residential Facility. A couple of success stories may be presented. There will also be a short tour.

FINANCE REPORT ~ Bill Wiley:

2018 Budget Status Update: Wiley updated the Committee of the status of the 2018 Clearview budget. He stated that most of the numbers were complete; there are some adjustments yet to be made.

Revenues exceeded the original 2018 budget by just over \$350,000. He stated that additional Medicaid supplemental payments along with increase in Medicaid daily rates along with slightly higher than expected private pay residents were some of the reasons for this. The largest increase was realized in the Behavioral Health facilities. The re-licensing of the 20 beds from the Nursing Home to Behavioral Health increased revenues significantly.

Wiley then stated that expenses were lower than budget estimates by over \$2,000,000. Various areas made up this reduction. Various services including therapy were lower than budget estimates. In addition, personnel expenses were lower than anticipated. A portion of planned capital purchases were not made which also explained why expenses were lower.

9. **NEXT MEETING DATE AND TIME:** *Wednesday, March 6, 2019, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
10. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Derr. Motion carried. Meeting adjourned at 9:42 a.m.

Dated this 6th day of March, 2019.

Respectfully submitted,

Thomas Schaefer, Secretary

RESOLUTION NO. _____

Create Position of *Certified Community Based Residential Facility Assistant*

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

WHEREAS, the Dodge County Health Facilities Committee has studied and analyzed the staffing needs at Clearview; and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors create the following position at Clearview, effective March 20, 2019:

Certified Community Based Residential Facility Assistant;

WHEREAS, a job description for the proposed position of *Certified Community Based Residential Facility Assistant* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2019 Budget of Clearview, and the 2019 Dodge County Budget contains sufficient funds to pay wages and fringe benefits for the proposed position of *Certified Community Based Residential Facility Assistant* during calendar year 2019;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in Clearview, effective March 20, 2019:

Certified Community Based Residential Facility Assistant.

All of which is respectfully submitted this 19th day of March, 2019.

Dodge County Health Facilities Committee:

Larry Bischoff

William Hoekstra

Dan Hilbert

Lisa Derr

Thomas Schaefer

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes No N/A.

Budget Impact: \$0.00. Finance Committee review date: March 12, 2019. Chair initials: _____.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create the position of *Certified Community Based Residential Facility Assistant*.

JOB TITLE: CBRF Assistant	FLSA STATUS: Non-Exempt
DEPARTMENT: Assisted Living	REPORTS TO: Assisted Living Supervisor
LOCATION: Northview Heights (CBRF)	DATE: DRAFT
LABOR GRADE: Dodge County Two (2)	Revised:

OVERALL PURPOSE/SUMMARY:

Under the supervision of the Assisted Living Supervisor, assists individuals with rehabilitative needs with personal cares, in all areas of daily living and gaining access to the community. Provides training to new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assist with implementing each individual's service plan, therapeutic physical/ psychological care and increasing independent vocational and leisure skills.
2. Assist with carrying out restorative plans.
3. Maintaining accurate documentation of data collection and behavioral symptoms.
4. Assist and promote independence with; cares (including personal hygiene); ambulating in the home and accessing the community; preparation of meals; doing personal laundry and doing household tasks.
5. Functions as an integral member of the team providing appropriate interventions during medical, behavioral, and/or facility emergencies.
6. Report any changes in functional abilities to Assisted Living Supervisor
7. Aid with preparation of menu's and providing leisure activities in the home.
8. Assist with formulation of service treatment plan.
9. Annually completes required 15 hours of facility and/or regulated in service and/or training required for the position.
10. Transport individuals to appointments, vocational or leisure activities.
11. Perform household tasks as required during each specified shift.
12. Represents Clearview in a positive and professional manner at all times
13. Performs other related duties as may be required or assigned.
14. Regular attendance and punctuality required.

JOB SPECIFICATION:

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Assisted Living guidelines.
- Knowledge and principles of behavior management and principles of rehabilitative services.
- Have the confidence and knowledge to work independently.
- Observe all house policies, rules, regulations and in service training requirements.
- Ability to recognize physical and psychological changes of the resident.
- Knowledge of and respect for resident rights.
- Knowledge of and ability to comply with policies and procedures.
- Knowledge of state and applicable federal codes.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High School Diploma or GED equivalent preferred with nursing assistant certification required. Must be 18 years of age. Successful completion of nursing assistant training program and become registered in Wisconsin as a C.N.A within twelve (12) months of hire. CBRF certifications required. Experience working with brain injured or rehabilitative services preferred.

WORKING CONDITIONS:

Program care conditions with exposure to infectious agents and potentially aggressive residents. Must be able to work in an environment where specialized programs are implemented.

PHYSICAL DEMANDS: (See Physical Demands Worksheet)

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPROVALS:	FOR HUMAN RESOURCE USE:
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk ().*

1 RESOLUTION NO. _____

2
3 **2019 Dodge County Clearview Budget Amendment**

4
5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

6
7 **WHEREAS**, the Dodge County Board of Supervisors adopted the 2019 Dodge County Budget on
8 November 13, 2018; and,

9
10 **WHEREAS**, due to events which have taken place and circumstances which have changed since the
11 Dodge County Board of Supervisors adopted the 2019 Dodge County Budget, it is now necessary to change the
12 amounts of some of the various revenues and expenses that were stated in the 2019 Dodge County Budget for
13 Clearview at the time it was adopted; and,

14
15 **WHEREAS**, to provide adequate coverage during p.m., night, and weekend shifts, it has become
16 necessary to increase wage differentials and offer a weekend-only schedule for certified nursing assistant positions
17 for those shifts (“incentives”); and,

18
19 **WHEREAS**, the increase in expenses caused by the incentives will be offset by increases in Medicaid
20 rates and application of Clearview fund balance; and,

21
22 **WHEREAS**, the Dodge County Health Facilities Committee hereby recommends to the Dodge County
23 Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County
24 Finance Director to change the amounts of those revenues and expenses, as specified in the attached document
25 entitled *Unbudgeted/Excess Revenue Appropriation Revenue and Expenditure Adjustment Form*, attached
26 hereto and incorporated herein as Exhibit “A”;

27
28 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
29 approves the budget amendment with adjustments to revenues and expenditures in the 2019 Clearview Budget,
30 as reflected on Exhibit “A”, and hereby authorizes and directs the Dodge County Finance Director to change
31 the amounts of those appropriations, as specified in Exhibit “A”.

All of which is respectfully submitted this 19th day of March, 2019.

Dodge County Health Facilities Committee:

Larry Bischoff

William Hoekstra

Dan Hilbert

Lisa Derr

Thomas J. Schaefer

FISCAL NOTE:

The revenue/expenditure is contained in the 2019 budget: ___ Yes X No ___ N/A.

Budget Impact: \$356,908. Finance Committee review date: March 12, 2019. Chair initials: ____.

Vote Required: Two-thirds (2/3) of members elect.

Resolution Summary: Resolution amending the 2019 Dodge County Clearview Budget.



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form**

Doc = BX
Ledger = BA

Effective January 1st, 2016

Date: 2/27/19

Department: Clearview

Budget Year: 2019

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

In order to meet staffing needs Clearview is increasing its shift differentials. The cost of this added expense is estimated to be \$356,908. In it's 2019 budget Clearview planned to add \$396,633 to it's fund balance. To account for the increased expense of the new shift differentials, Clearview would like to reduce the amount applied to it's fund balance by \$35,535 and apply that amount to the various business units and objects along with recognizing increases in it's Medicaid daily rates. This increase in expense will also cover the added costs of 12 hours shift changes.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
REVENUES				
Increases				
4520	4631		Medicaid-SNF	199,783
4521	4631		Medicaid-SNF	60,493
4528	4631		Medicaid-SNF	61,097
4599	4931		Fund Balance Applied	35,535
EXPENSES				
Increases				
4520	5121		Productive Pay	129,437
4520	5122		Overtime	29,512
4521	5121		Productive Pay	50,049
4521	5122		Overtime	11,411
4524	5121		Productive Pay	14,039
4524	5122		Overtime	7,271
4525	5121		Productive Pay	42,570
4525	5122		Overtime	9,706
4526	5121		Productive Pay	2,960
4526	5122		Overtime	1,533
4527	5121		Productive Pay	2,960
4527	5122		Overtime	1,533
4528	5121		Productive Pay	25,312
4528	5122		Overtime	5,771
4541	5121		Productive Pay	19,821
4541	5122		Overtime	906
4544	5121		Productive Pay	1,829
4544	5122		Overtime	288

Note the total Budget Adjustment must balance