

**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.

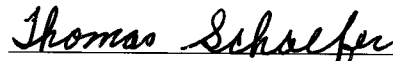
Revenues exceeded the original 2018 budget by just over \$350,000. He stated that additional Medicaid supplemental payments along with increase in Medicaid daily rates along with slightly higher than expected private pay residents were some of the reasons for this. The largest increase was realized in 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 6<sup>th</sup> day of March, 2019.

Respectfully submitted,

  
Thomas Schaefer, Secretary