

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

March 6, 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; Deanna Wilson, Administrator/ Executive Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Alyssa Gahlman, Director of Support Services; Jim Hill, Director of Environmental Services; Jessica Streaun, Assisted Living Supervisor; Heather Ninmann, IID Household Specialist; Ashley Vergenz, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

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

CBIC:	18 of 30
Clearview:	103 of 120
Clearview Behavioral Health 1/2/3/4:	36 of 40
ICF-IID (formerly FDD):	41 of 46, with 1 admit possibly this week
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	17 of 20, with 1 admit by the end of the month, transitioning from Clearview Behavioral Health

7. **CONSIDER, DISCUSS, AND TAKE POTENTIAL ACTION TO CREATE POSITION OF CERTIFIED COMMUNITY BASED RESIDENTIAL FACILITY ASSISTANT ~ RESOLUTION:** A Resolution was reviewed by the Committee to create the position of *Certified Community Based Residential Facility Assistant*, effective March 20, 2019. Motion by Derr to approve the Resolution as drafted; seconded by Hilbert. Motion carried. The Resolution will go before the Finance Committee on March 12, 2019, and then the County Board of Supervisors on March 19, 2019.

8. **CONSIDER, DISCUSS, AND TAKE POTENTIAL ACTION ON CLEARVIEW 2019 DODGE COUNTY BUDGET AMENDMENT ~ RESOLUTION:** A Resolution was reviewed by the Committee to approve Clearview's 2019 Dodge County Budget Amendment. Motion by Schaefer to approve the Resolution as drafted; seconded by Hoekstra. Motion carried. The Resolution will go before the Finance Committee on March 12, 2019, and then the County Board of Supervisors on March 19, 2019.

9. **ADMINISTRATOR'S REPORT:**

- **Vehicle Purchase – Winning Bid ~ Jim Hill:** The bid opening was held on Thursday, February 28, 2019, at 1:00 p.m. The low bid award for a rear-entry van went to Ewald Automotive Group in the amount of \$35,877 (\$45,000 budgeted) – 2019 Dodge Grand Caravan SE. Motion made by Derr to purchase said van in the amount of \$35,877 seconded by Hilbert. Motion carried.

The new 2019 Dodge Grand Caravan SE will be used at Clearview; Clearview's 2010 Grand Caravan will be transferred to and used by Northview Heights. The 2008 Chevy Van presently at Northview Heights will be placed on the on-line auction for sale.

- **C.N.A Recruitment and Retention:** Wilson gave a PowerPoint presentation to the Committee regarding Certified Nursing Assistant (C.N.A.) recruitment and retention. She will also present the PowerPoint at the March 12, 2019 Finance Committee meeting. Wilson met with approximately 45 Clearview employees on February 11, 2019, to address staffing issues. Possible solutions to the reported issues will be addressed as soon as possible.
- **Clearview Brain Injury Center Survey Results:** The Department of Health Services was on-site to conduct the Brain Injury Center survey from February 11 to 13, 2019. Two minor life safety cites were issued; both cites have already been corrected. Two minor health citations were also issued regarding care plans and signed physician orders. Care plans are in the process of being revised and will be updated as needed to keep current. Wilson mentioned that the surveyors highly complimented Heather Hearley, Director of Dietary, and the Dietary Department.
- **Clearview (Nursing Home) Survey Results:** The Department of Health Services was on-site to conduct the Nursing Home Survey from February 21 to 26, 2019. Two minor life safety citations were issued. One was corrected the same day the surveyor was here, and the other is being corrected today. One health citation was issued; Clearview is still waiting to hear from the Department of Health Services as to the level of the cite.

- **Update: Corporate Compliance ~ Lori Kurutz:** Kurutz discussed the last Corporate Compliance meeting held, regarding business transactions and making sure that submission claims with regard to ICD 10 Codes (International Classification of Diseases), therapy minutes, and RUGs levels (Resource Utilization Group) are accurate. Ethical behaviors of Clearview's staff and fraud risks were also part of the Corporate Compliance meeting.

FINANCE REPORT ~ Bill Wiley:

- **Update: Marsh Country Health Alliance Quarterly Meeting:** The quarterly financial conference call / meeting of Marsh Country Health Alliance was held on February 25, 2019. The Marsh Country Health Alliance Board was updated with a current Income Statement and a Utilization Report, as well as 2018 year-end totals.
 - **Discuss Resident Refunds Requirements:** A discussion was held with regard to resident refund requirements on pre-payments. Lori Kurutz, Assistant Administrator, noted that per the Centers for Medicaid and Medicare Services (CMS) Code §483.10(f)(10)(w) must be refunded within 30 days of a resident's discharge date. In reference to posting resident or resident representative's names on the transaction, Jim Mielke, County Administrator, suggested contacting Dodge County Corporation Counsel Kim Nass with regard to patient confidentiality and the Health Information Portability and Accountability Act (HIPAA). Motion by Derr to have Clearview's resident refund procedures documented and for Wiley, Director of Finance, to inform the Health Facilities Committee at subsequent meetings, when resident refunds are over \$25,000; seconded by Schaefer. Motion carried.
10. **NEXT MEETING DATE AND TIME:** *Wednesday, April 3, 2019, at 11:00 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin, with *Clearview's Employee Recognition to follow at 1:00 p.m.*
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Hoekstra. Motion carried. Meeting adjourned at 9:50 a.m.

Dated this 3rd day of April, 2019.

Respectfully submitted,

Thomas Schaefer, Secretary