

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

April 3, 2019

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 11:01 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; Erin Blank, Director of Nursing; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Alyssa Gahlman, Director of Support Services; Jessica Streat, 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 MARCH 6, 2019 MEETING:** Motion made by Derr to approve the March 6, 2019 Health Facilities Minutes; seconded by Schaefer. Motion carried.
5. **INVOLUNTARY DISCHARGES:** None to report.
6. **CENSUS REPORTS:**

CBIC:	15 of 30, with 4 discharges last week
Clearview:	108 of 120
Clearview Behavioral Health 1/2/3/4:	35 of 40
ICF-IID (formerly FDD):	42 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	19 of 20

7. **ADMINISTRATOR'S REPORT:**

- **Approval of Friends of Clearview Expenditures:** Motion by Schaefer to approve the requested expenditures in the amount of \$2,787.87; seconded by Hilbert. Motion carried.
- **Update: New Doctors:** Erin Blank, Director of Nursing, updated the Committee regarding Drs. Anilkumar Doniparthi and Daniel Lopez-Tan. The doctors split their time up with one of them being at Clearview every Monday, Wednesday, and Friday. Jennifer Franz, Advanced Practice Nurse Prescriber (“APNP”), is at Clearview three Thursdays a month. Blank reported that the doctors are very easy to work with.
- **State Revisit / Informal Dispute Resolution (“IDR”):** The State returned to do their follow-up visit on April 1, 2019, regarding the Level G citation given to the nursing home. The facility was found to be in compliance at the time of the revisit. An Informal Dispute Resolution submission was sent to the Department of Health Services on March 18, 2019 with a hearing held on March 19, 2019. Clearview received the results via telephone on March 29, 2019, and in writing on April 1, 2019. The citation remains a Level G cite, with a monetary penalty.
- **All Staff Meeting:** As a follow-up to the February 11, 2019, all staff meeting, Executive Director Wilson met with staff on March 28, 2019, to discuss changes that have been made. Items on the Agenda were bringing back holiday meals for those who work a holiday and for those who work double-shifts with little to no notice; a revised policy regarding differential pay; new weekend only 12-hour PM/night (“NOC”) shift positions; vacation requests; a newly created Certified Community Based Residential Facility (“CBRF”) Assistant position; revisions to the floating policy; an update on the recent Brain Injury and Nursing Home surveys; and employee recognition on April 3, 2019.
- **Overtime Hours:** Wilson reported on overtime hours for Certified Nursing Assistants’ (“C.N.As”) for the AM, PM, and NOC shifts, the PM/NOC weekend differential overtime from 11/1/18 to 1/31/19, 1/1/18 to 12/31/18, and 1/1/19 to 3/31/19, as well as Fiscal Year 2019 annualized.
- **Corporate Compliance Training~ Lori Kurutz:** Corporate Compliance is federally mandated; Clearview has been holding Corporate Compliance meetings since 2012. Clearview staff attended an in-service on resident rights on March 4 and 5, 2019, regarding reporting of misconduct incidents to Assistant Administrator Kurutz, Alyssa Gahlman, Director of Support Services, or any supervisor. The complaint will then be investigated and reported to the State if need be. Ethical scenarios were presented at the in-service. Ashley Vergenz, Admissions Coordinator, also conducts satisfaction surveys when residents discharge Clearview. The next meeting for Corporate Compliance, on May 29, 2019, will be risk analysis for kickbacks and self-referrals, as well as employee/consultant screening and competencies. The Health Facilities Committee signed an in-service training sign-in sheet, attesting that they were educated on the yearly Corporate Compliance Plan / Risk Analysis.
- **Watertown Hospital Preferred Post-Acute Providers List ~ Lori Kurutz:** Kurutz and Ashley Vergenz, Admissions Coordinator, attended a meeting in Watertown regarding preferred post-acute providers and are now on Watertown Hospital’s preferred post-acute provider’s list. The list reflects hospitals’ coordinated efforts to reduce the number of

skilled nursing facilities and home health companies it partners with, while gathering ongoing outcomes used to educate and improve partner-dependent outcomes. Watertown Hospital will receive a bundled payment from Medicare and determine how much Clearview will get paid.

- **Preparation for April 16, 2019 County Board Meeting at Clearview:** Wilson and Kurutz gave the proposed PowerPoint presentation to the Committee for the Dodge County Board of Supervisors meeting on April 16, 2019, and received feedback and suggestions for changes and additions. The presentation will include the timeline of Clearview's history, explaining the Marsh Country Health Alliance ("MCHA"), the number and breakdown of licensed beds with the Clearview Campus, consisting of ten licenses, services provided at Clearview, payment forms that are accepted, various consultants and their roles, and special programs that are provided for the Dementia, Behavioral Health, Individuals with Intellectual Disabilities, and Brain Injury households. Tours of Clearview will be given to the supervisors at the meeting, following the presentation.
- **Lunch:** Lunch was prepared by Clearview dietary staff and served to the Committee, consisting of orzo pasta salad, a grilled chicken sandwich, and French silk pie.
- **Clearview's Employee Recognition Ceremony ~ 1:00 p.m.:** Members attended Clearview's employee recognition ceremony, honoring 2018 employees' milestones, years of service, retirees, perfect attendance, employees of the month, and employee of the year. "Mocktails," popcorn, pretzels, and seven layer bars were served.

FINANCE REPORT ~ Bill Wiley:

- **Resident Refund Procedure:** Wiley reviewed the resident refund policy and procedure with the Committee. It identifies the reasons why a refund is due. It also identifies the process in which a refund is issued to a resident or their guardian, and the case where the Committee is notified of the refund.
- **2019 Budget Status Update:** Wiley updated the Committee of the status of the 2019 Clearview budget. He stated that all revenues are reflected on the report, however, there are a number of expenses that are not yet recorded.

Revenues are down in all of the facilities with the exception of IID. Wiley stated that there is time in the year to improve our revenue outlook since the report is only through the end of February.

Wiley then stated that expenses were also down in most areas. Again, this was due to some expenses not yet recorded such as software subscription costs, insurance and legal fees, etc. Some areas had higher expense, but that was due to retirements of which those expenses are posted already.

8. **NEXT MEETING DATE AND TIME:** *Wednesday, May 8, 2019, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.

9. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair. Motion carried. Meeting adjourned at 2:00 p.m.

Dated this 8th day of May, 2019.

Respectfully submitted,

Thomas Schaefer, Secretary