

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

**May 8, 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:** Deanna Wilson, Executive Director/Administrator; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Jessica Streat, Assisted Living Supervisor; Heather Ninmann, IID Household Specialist; and Jill Soldner, Administrative Secretary.

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

CBIC:	17 of 30, with 1 discharge on Friday, working on 5 possible admissions
Clearview:	106 of 120, with 3 in the hospital and 1 admission tomorrow
Clearview Behavioral Health 1/2/3/4:	34 of 40, with a couple possible upcoming admits
ICF-IID (formerly FDD):	42 of 46, with a tour next week Monday
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	18 of 20, with 1 on home pass – returning on Friday

7. **ADMINISTRATOR'S REPORT:**

- **Kronos Seven-Minute Rule:** Wilson discussed the seven-minute rule in Kronos (the County's timekeeper software). Currently employees at Clearview who punch in early before their start time and punch out after their end time receive overtime pay for each minute beyond their scheduled shift. Clearview is the only department in the County that pays overtime when this occurs. Wilson would like to change this to the seven-minute increment rule. Employees could punch in as early as seven minutes prior to the start of their shift and up to seven minutes after the end of the shift with no overtime incurred. She will discuss with the Human Resource Department before proceeding further. An update will be given at the June 5 Health Facilities Committee meeting.
- **Heightened Scrutiny Visits at Assisted Living Facilities:** Kurutz and Strean met with Sue Krueger from the Department of Health Services on April 18. Ms. Krueger reviewed the binders regarding the need for heightened scrutiny at the Assisted Living facilities (Northview Heights, Trailview, and Clearview Community Group Home). It was suggested that staff at the Assisted Living facilities should have training on Home and Community Based Services ("HCBS"), as well as having a "Welcome to Northview Heights" sign when walking in the door so visitors know they are in the correct place. Kurutz and Strean are waiting to hear back from Ms. Krueger with any requested changes. It was also noted that if the Assisted Living facilities do not meet the standards required by the Department of Health Services, HCBS Medicaid funding could be impacted in 2022.
- **Hospice Meetings / Contract:** There is currently a Hospice Agreement with Beaver Dam Community Hospitals, Inc., d/b/a Hillside Hospice and Northview Heights, as well as with Trailview and Clearview Community Group Home. Wilson and Kurutz met with four potential hospice agencies: Marquardt Hospice, Rainbow Hospice Care, Legacy Hospice, and Hillside Hospice to discuss a contract with Clearview. A Hospice Agreement is very close to being finalized with Marquardt Hospice.
- **Updates from LeadingAge Conference:** Five administrative team members attended the Spring Conference in LaCrosse May 1 to 3. Wilson shared information from two of the sessions she attended, Cyber Security in Long-Term Care as well as Emergency Preparedness. Kurutz also shared information on the Ombudsman Program and Quality Assurance and Performance Improvement ("QAPI").

**FINANCE REPORT ~ Bill Wiley:**

- **Tyler/Munis Project:** Wiley notified the Committee that the Tyler/Munis project is going to be delayed to a January 1, 2020 go-live date. Personnel changes along with system requirements/issues have come up that made a July 1, 2019 go-live date not feasible.
- **2018 Audit:** Wiley updated the Committee that he met with the Johnson & Block auditor on April 22. The meeting went well with a request for some additional documentation later that week. No issues were identified.

- **2018 Cost Reports:** Wiley notified the Committee that the two Medicaid cost reports (Marsh Country Health Alliance and Brain Injury Center) are essentially complete. A couple of adjustments are needed and then will be ready for submission.

Wiley also stated that the consultant who produces the Medicare cost report for the facility will be ready for submission next week. All cost reports are due by May 31, 2019.

8. **NEXT MEETING DATE AND TIME:** *Wednesday, June 5, 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 Hoekstra to adjourn; seconded by Schaefer. Motion carried. Meeting adjourned at 8:57 a.m.

Dated this 5<sup>th</sup> day of June, 2019.

Respectfully submitted,

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Thomas Schaefer, Secretary