

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

August 7, 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: Jim Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board of Supervisors Chairman; Deanna Wilson, Executive Director/Administrator; Lori Kurutz, Assistant Administrator; Alyssa Gahlman, Director of Support Services; Jim Hill, Director of Environmental Services; Jessica Strean, Assisted Living Supervisor; Heather Ninmann, IID Household Specialist; Ashley Kuhn, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **PUBLIC COMMENT:** None to report.
4. **APPROVAL OF MINUTES OF THE JULY 2, 2019 MEETING:** Motion made by Hilbert to approve the July 2, 2019 Health Facilities Minutes; seconded by Schaefer. Motion carried.
5. **INVOLUNTARY DISCHARGES:** One discharge to report.
6. **CENSUS REPORTS:**

CBIC:	17 of 30, with 1 assessment today
Clearview:	103 of 120, 1 admission today, 1 tomorrow, 1 on Friday
Clearview Behavioral Health 1/2/3/4:	33 of 40
ICF-IID (formerly FDD):	40 of 46, with 1 in the hospital
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	18 of 20, with 1 returning from home pass today

7. **ADMINISTRATOR'S REPORT:**

- **Review/Discuss/Approve Temporary Incentive Program for Certified Nursing Assistant (“C.N.A.”) Staff:** The purpose of the temporary incentive program for Certified Nursing Assistant (“C.N.A.”) staff is to grant vacation requests to full-time staff. The incentive is being offered only to part-time and flexi’s, who may pick up a full shift or shifts without incurring overtime. An extra \$40.00 per shift will be paid to those part-time and flexi’s as long as they complete the full shift(s) and do not call in sick during the pay period. The incentive program will begin on August 15, 2019 and go through the end of September 2019. If successful, the program may be extended through the holidays.
- **Siding Project Discussion ~ Jim Hill:** A Request for Bid (RFB #CV19-02) was prepared by Dodge County Corporation Counsel Kim Nass, Dodge County Purchasing Agent Jamie Beckwith, and Clearview. The bid will run in the *Beaver Dam Daily Citizen* and the *Watertown Daily Times* beginning August 7, 2019. A mandatory pre-bid meeting and site tour is scheduled for August 15, 2019 at 10:00 a.m. for interested bidders. Sealed bids must be received in the Dodge County Clerk’s Office on or before 2:00 p.m. on August 28, 2019, at which time the bids will be opened. The winning bid will be awarded on September 18, 2019. Construction will commence in Spring 2020 with a completion deadline of August 30, 2020. The soffit, trim, and siding will be replaced on the entire building. Hardy plank siding will be used.
- **Update: Clearview Behavioral Health (“CBH”) 1 and 2 Surveys ~ Lori Kurutz:** The Wisconsin Department of Health Services was on-site for Clearview Behavioral Health (“CBH”) 1 and 2 Surveys in early July 2019. CBH 1 received a correction order only (no citations). The physician notification policy was revised and the staff was re-educated. No citations or correction orders were issued to CBH 2. No environmental life safety citations were issued. The surveyors were once again very pleased with the way dietary staff interacted with residents on the households. As a precautionary added measure, all current and future Clearview staff who lived out of state in the prior three (3) years will be asked to go to the Dodge County Sheriff’s Department to be fingerprinted for background check purposes.
- **Outcome of Clearview Annual Survey Citation:** The civil money penalty has been lowered with a very favorable outcome. The fine was lowered from the original amount of \$23,200.00 to \$11,225.00, and then again another 35%, reducing it to \$7,296.25 since Clearview waived the hearing. A letter from the Centers for Medicare and Medicaid Services (“CMS”) was received on July 26, 2019, confirming this. A due and payable notice in the amount of \$7,296.25 will be sent by CMS, at which the time the fine will be paid.
- **Director of Finance Recruitment Status:** Nine applications were turned in for the Director of Finance position. Five interviews were given with two applicants returning for a second interview. The position has been offered to a candidate with 20 years of billing and business office experience in assisted living and skilled nursing facilities and who currently oversees 11 different business offices. It is anticipated an answer will be received this week and the new Director will begin shortly after Labor Day. The Committee will be updated at its September 4, 2019 meeting.

- **Dodge County Fair:** Clearview's booth will held in the Commercial Building. Staff from Clearview will take turns manning the booth. In addition to the booth, Alyssa Gahlman, Director of Support Services, and Ashley Kuhn, Admissions Coordinator, will set up a second booth and will be helping with Senior Day on Thursday, August 15. Clearview will be participating in one of the ten promotional airtime spots with Beaver Dam radio station WBEV at a reduced rate.
8. **Consider, Discuss, and Take Action to Abolish the Position of Household Specialist and Create the Position of Individuals with Intellectual Disabilities ("IID") Coordinator ~ Resolution:** A Resolution was reviewed by the Committee to abolish the position of Household Specialist and create the position of Individuals with Intellectual Disabilities ("IID") Coordinator, effective August 21, 2019. Motion by Schaefer to approve the Resolution as drafted; seconded by Hilbert. Motion carried. The Resolution will be submitted to the County Board of Supervisors at its August 20, 2019 meeting.
 9. **Consider, Discuss, and Take Action to Create Position of Qualified Intellectual Disabilities Professional ("QIDP") / Therapeutic Recreational Therapist at Clearview ~ Resolution:** A Resolution was reviewed by the Committee to create the position of Qualified Intellectual Disabilities Professional ("QIDP") / Therapeutic Recreational Therapist, effective January 1, 2020. Motion by Derr to approve the Resolution as drafted; seconded by Schaefer. Motion carried. The Resolution will be submitted to the County Board of Supervisors at its August 20, 2019 meeting.
 10. **Consider, Discuss, and Take Action to Abolish Two Positions of Cook/Food Service Worker and Create Two Positions of Head Cook ~ Resolution:** A Resolution was reviewed by the Committee to abolish two positions of Cook/Food Service Worker and create two positions of Head Cook, effective August 21, 2019. Motion by Hilbert to approve the Resolution as drafted; seconded by Hoekstra. Motion carried. The Resolution will be submitted to the County Board of Supervisors at its August 20, 2019 meeting.
 11. **NEXT MEETING DATE AND TIME:** *Wednesday, September 4, 2019, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
 12. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Schaefer. Motion carried. Meeting adjourned at 8:44 a.m.

Dated this 4th day of September, 2019.

Respectfully submitted,

Thomas Schaefer, Secretary

1 RESOLUTION NO. _____
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3 **Clearview Soffit and Siding Replacement Project**
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5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
6

7 **WHEREAS**, the Dodge County Health Facilities Committee (Committee) has evaluated and
8 considered the exterior needs of the Clearview Building and has determined that it is necessary to
9 remove and replace the remaining brand fiber cement lap siding that was installed on the Clearview
10 Building in January of 2011 as part of the construction of the Clearview Building; and,
11

12 **WHEREAS**, the Committee considered various project options for the replacement of the
13 defective siding, including having sections of siding replaced each year over several years, and has
14 determined that it is more economical and efficient to complete the project in a single construction
15 season; and,
16

17 **WHEREAS**, the Committee solicited and received bids for the Clearview Soffit and Siding
18 Replacement Project, RFB #CV 19-02 dated August 7, 2019; and,
19

20 **WHEREAS**, the Committee received the following bids:
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Vendor	Quotation
Home Path Financial, LP	\$319,050
Cardinal Construction	\$336,523

22 ; and,
23

24 **WHEREAS**, the lowest responsive, responsible bid was submitted by Home Path Financial, LP
25 of Butler, Wisconsin in the amount of \$319,050; and,
26

27 **WHEREAS**, the proposed budget for the Project is as follows:
28
29

Base Contract	\$319,050
Project Contingency	(Approximately 8%) \$ 25,000
Total Project Budget	\$344,050

30 ; and,
31

32 **WHEREAS**, the Project, in the amount of \$344,050, is identified in the 2020-2024 Capital
33 Improvement Plan; and,
34

35 **WHEREAS**, the Committee recognizes that Dodge County may receive settlement funds from
36 the class action claim submitted in *Certainfeed Fiber Cement Siding Class Action* and the receipt of said
37 funds, if any, will be used to offset the cost of the Project; and,
38

39 **WHEREAS**, the Committee recommends that the Dodge County Board of Supervisors authorize
40 the Clearview Soffit and Siding Replacement Project, accept the bid from Home Path Financial, LP of
41 Butler, Wisconsin, and approve the total project budget;
42

1 **SO, NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Supervisors
2 that the Clearview Soffit and Siding Replacement Project, with the total project budget of \$344,050, is
3 hereby authorized; and,
4

5 **BE IT FURTHER RESOLVED**, that the bid from Home Path Financial, LP in the amount not
6 to exceed \$319,050 is hereby accepted; and,
7

8 **BE IT FURTHER RESOLVED**, that the Dodge County Board Chairman and the Dodge County
9 Clerk are authorized to execute an agreement with Home Path Financial, LP, for the work outlined in
10 Clearview Soffit and Siding Replacement Project, RFB #CV 19-02, dated August 7, 2019, subject to the
11 review of the agreement by the Dodge County Corporation Counsel; and,
12

13 **BE IT FINALLY RESOLVED**, that upon presentation to the Dodge County Clerk of invoices
14 properly approved by the Clearview Administrator in a total amount not to exceed \$319,050, representing
15 the costs of completion of the Project, the County Clerk is authorized to issue orders upon the Dodge
16 County Treasurer for payment of such invoices.

All of which is respectfully submitted this 17th day of September, 2019.

Dodge County Health Facilities Committee:

Larry Bischoff

William Hoekstra

Dan Hilbert

Lisa Derr

Thomas J. Schaefer

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to authorize the Clearview Soffit and Siding Replacement Project.