

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

October 9, 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; Deanna Wilson, Executive Director/Administrator; Lori Kurutz, Assistant Administrator; Nicole Grossman, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Alyssa Gahlman, Director of Support Services; IID Unit Coordinator; Jessica Streaan, Assisted Living Supervisor; Ashley Kuhn, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

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

CBIC:	18 of 30
Clearview:	105 of 120, with 1 admission today
Clearview Behavioral Health 1/2/3/4:	35 of 40
ICF-IID (formerly FDD):	41 of 46, with 1 in the hospital
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	19 of 20

Statistics were reviewed with the Committee, comparing the September 2018 average monthly census, and then the March 2019 and the September 2019 average monthly census.

7. **ADMINISTRATOR'S REPORT:**

- **Approval of Friends of Clearview Expenditures:** Motion by Derr to approve the requested expenditures in the amount of \$1,782.00; seconded by Schaefer. Motion carried.
- **Director of Finance ~ Nicole Grossman:** Nicole Grossman, Clearview's new Finance Director, was introduced to the Committee. She began on September 16, 2019, and has over 20 years of long-term care experience, with the last 13 years specifically in skilled nursing facilities business offices, overseeing multiple locations.
- **C.N.A. Wages:** Recruitment and retention of Certified Nursing Assistants ("C.N.A.") was discussed. Human Resources will have booths at two upcoming career fairs. A flyer, "Climb the Ladder of Success," outlining all nursing starting wages, was created by Human Resources and presented to the Committee for review, for use at the career fairs. The Committee suggested a separate flyer just for C.N.A.s. A discussion was also had regarding possible sign-on bonuses for newly hired C.N.A.s after being employed at Clearview for six months and then again at the one-year mark.
- **WXRO Radio Show:** The WXRO Morning Show will be at Clearview on Wednesday, November 6 from 6 to 9 a.m. Staff will be on the air to discuss the services Clearview provides, as well as career and volunteer opportunities, the Holiday Bazaar on November 7 and 8, and the Benvenuto's fundraiser on November 12. Derr will speak during a time slot before the Health Facilities meeting that morning.
- **LeadingAge Fall Conference Updates:** Lori Kurutz, Alyssa Gahlman, and Jessica Streaan attended the Fall Conference in Green Bay October 2 to 4, 2019. Some of the highlights included: meeting with surveyors regarding Mega Rule Phase 3, which has a release date of November 28, 2019; trauma informed care (Clearview staff are currently attending in-services); grievance procedures; implementation of a Critical Care Pathway; corporate compliance (Clearview has been meeting regularly since 2014); Patient Driven Payment Model ("PDPM"), which went into effect on October 2, 2019; and the Abaqis program (complying with regulations, building census, saving money, managing Quality Assurance and Performance Improvement, enhancing satisfaction, monitoring of readmissions, and marketing).
- **Employee Appreciation ~ October 16, 2019:** Clearview's Administrative Team will prepare and serve breakfast to the night shift staff from 6:00 a.m. to 7:00 a.m., as well as lunch for the a.m. and p.m. staff from 10:15 a.m. to 3:30 p.m. The lunch menu is a "build your own potato bar" with various toppings, gourmet brownies, and infused water. The theme this year is "Our staff doesn't do average...we do AWESOME!"

FINANCIAL REPORT:

- **Budget Summary Report:** Wilson gave an overview of the 2020 budget and compared expenditures and revenues for 2018, 2019, and projected for 2020. She also reported on Clearview activities, 2020 budget changes, and ongoing initiatives.
- **Budget Transfers:** Wilson reported that there are two budget transfers which will be carried over to 2020. The first is \$80,000 for the siding project, and the second is \$60,000 for the first half of the siding settlement, totaling \$140,000.

8. **NEXT MEETING DATE AND TIME:** *Wednesday, November 6, 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 Schaefer to adjourn; seconded by Hoekstra. Motion carried. Meeting adjourned at 9:16 a.m.

Dated this 6th day of November, 2019.

Respectfully submitted,



Thomas Schaefer, Secretary