

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

November 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: Jim Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Sarah Hinze, Dodge County Director of Human Resources; 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; Heather Ninmann, 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 OCTOBER 9, 2019 MEETING:** Motion made by Derr to approve the October 9, 2019 Health Facilities Minutes; seconded by Schaefer. Motion carried.

5. **INVOLUNTARY DISCHARGES:** No discharges to report.

6. **CENSUS REPORTS:**

CBIC:	13 of 30, with several referrals
Clearview:	107 of 120, with 1 admission tomorrow
Clearview Behavioral Health 1/2/3/4:	35 of 40
ICF-IID (formerly FDD):	41 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	18 of 20, with 1 on home pass

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

7. **ADMINISTRATOR'S REPORT:**

- **Goals for Upcoming Year 2020 from In-House Administrative Retreat/Team Building Meeting. Initiatives Include: People, Service, Quality, and Finance ~ Deanna Wilson:** Wilson updated the Committee on Clearview's goals for 2020. Topics included (1) People Pillar: staff recruitment and retention, increasing new hires, hiring bonuses, recruitment incentives, staff satisfaction surveys, and revamping the onboarding / mentoring program; (2) Service Pillar: resident satisfaction surveys, customer service training for all employees, and interdepartmental surveys; (3) Quality Pillar: Casper Reports and Quality Assurance and Performance Improvement plans, improve survey preparedness, and utilize Real Time Medical software platform to better capture Interim Payment Assessments, respond to clinical alerts, and reduce readmissions; and (4) Finance Pillar: meet or exceed 2020 budget revenues, manage expenses within the 2020 budget, analyze the impact of the Patient Driven Payment Model and strategize how to maximize reimbursement, and evaluate the collections process.
- **Updates from Quality Assurance Improvement Plans ~ Erin Blank:** Erin Blank, Director of Nursing, updated the Committee on various Quality Assurance subjects: infections (staff educated), falls, infections, flu vaccinations, medical waste review, wounds, and call lights.
- **C.N.A. Recruitment Plan ~ Deanna Wilson:** The revised "C.N.A. Training for Current Employees and New Recruits" policy was reviewed and discussed by the Committee. Motion by Hilbert to approve the policy as revised; seconded by Schaefer. Motion carried. The policy will go before the Human Resource Committee at its November 15, 2019 meeting.
- **Sign-On Bonus, Analysis of Rationale for Bonus Payout Terms ~ Deanna Wilson:** The revised "Recruiting Policy: Employee Referral Program: Sign-On Bonus" was reviewed and discussed by the Committee. Motion by Schaefer to approve the policy as revised; seconded by Hilbert. Motion carried. The policy will go before the Human Resource Committee at its November 15, 2019 meeting.
- **C.N.A. Pay Based on Experience Policy:** A new policy, "C.N.A. Pay Based on Experience," was reviewed and discussed by the Committee. Motion to Schaefer to approve the policy as drafted; seconded by Hilbert. Motion carried. The policy will go before the Human Resource Committee at its November 15, 2019 meeting.
- **Upcoming Career Fair ~ Lori Kurutz:** Kurutz mentioned that Clearview will host an upcoming career fair in early 2020 to introduce various positions available in the nursing department, internship opportunities, and other professional opportunities.
- **Spectrum Reach: Classroom to Career - Advertisement for Prospective Students and Employees ~ Lori Kurutz:** Kurutz met with representatives of Spectrum Reach regarding marketing and advertising for prospective employees via TV commercials and video ads. Radio ads would air on WBEV to attract prospective residents and on 95X to attract staff.
- **Holiday Bazaar and Menu:** Clearview's Annual Holiday Bazaar is on Thursday, November 7, 2019, from 8 a.m. to 5 p.m. and on Friday, November 8, 2019, from 8 a.m. to 12 p.m. Lunch will

be served both days. Thursday's menu is "Build Your Own Taco Bowl," for \$6.50: your choice of chicken tinga (taco seasoned chicken) or pork loin, cilantro rice, queso cheese, lettuce, tomato, onion, pico de gallo, guacamole, black olives, jalapenos, and sour cream. Lunch will be served from 10 a.m. to 1 p.m. on Thursday. Friday's menus is "Old Fashioned Chicken Noodle Soup" for \$3.00 and a "Turkey Club on a Pretzel Bun" for \$6.00: tender smoked turkey, bacon, lettuce, and tomato on a pretzel bun. Lunch will be served from 10 a.m. to 12 p.m. on Friday.

- **Friends of Clearview Sponsored Fundraiser at Benvenuto's:** Friends of Clearview is partnering up with Benvenuto's in Beaver Dam on Tuesday, November 12, 2019, from 11 a.m. to 10 p.m. Patrons should mention "Friends of Clearview" or bring in an ad (dine-in, carry-out, or delivery). Benvenuto's will donate 20% of all patrons' purchases to Friends of Clearview.
- **Holiday Letter to Clearview Employees:** Derr rewrote the holiday letter to Clearview employees; the letter was reviewed by the Committee for approval. The letter will be inserted in the December 13, 2019, Communicator, which coincides with the last payday before Christmas.

FINANCIAL REPORT ~ Nicole Grossman:

- **Update: 2019 Budget Status:** Grossman provided the Committee with a budget status report for the period ending September 30, 2019. Report indicated that while revenues were down due to census, expenses were also down due to census and staffing. Overall, the facility was performing well.
8. **NEXT MEETING DATE AND TIME:** *Wednesday, December 4, 2019, at 7:45 a.m.*, in the Gathering Room at Clearview, 198 County DF, Juneau, Wisconsin.
 9. **ADJOURN:** There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Hoekstra. Motion carried. Meeting adjourned at 9:06 a.m.

Dated this 4th day of December, 2019.

Respectfully submitted,

Thomas Schaefer, Secretary