

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

January 8, 2020

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; 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 DECEMBER 4 AND DECEMBER 17, 2019 MEETINGS:** Motion made by Hilbert to approve the December 4 and December 17, 2019 Health Facilities Minutes; seconded by Hoekstra. Motion carried.
5. **VOLUNTARY AND INVOLUNTARY DISCHARGES:** No discharges to report.
6. **CENSUS REPORTS:**

CBIC:	16 of 30, with 4 active referrals
Clearview:	100 of 120, with a couple referrals
Clearview Behavioral Health 1/2/3/4:	32 of 40
ICF-IID (formerly FDD):	41 of 46, with a couple referrals
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	18 of 20, with 1 admission today

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

A discussion ensued by Board members and Clearview Administrative Team staff regarding accepting admissions based on staffing levels, particularly on Clearview Behavioral Health and Clearview Brain Injury Center. Administrator Mielke that sick time usage has decreased from \$295,000 in 2018 to \$176,000 in 2019. The Committee will be updated at its February 5, 2020 meeting with detailed comparison statistics. C.N.A. staffing shortages are still occurring and will continue to be monitored.

7. **ADMINISTRATOR'S REPORT:**

- **Approval of Friends of Clearview Expenditures:** Motion by Derr to approve the requested expenditures in the amount of \$1,417.00; seconded by Schaefer. Motion carried.
- **Approval of Friends of Clearview Second Amended Bylaws ~ Lori Kurutz:** Second Amended Bylaws for Friends of Clearview were presented to the Committee for approval. "Article III, Section 2 – Terms" was revised to remove the second sentence, "All Board Members are eligible for reappointment for up to five consecutive terms." This will allow members to remain on the Board for as long as they would like to; they currently serve two-year staggered terms. Motion by Derr to approve the Second Amended Bylaws; seconded by Hilbert. Motion carried.
- **Spectrum Reach Commercial ~ Lori Kurutz:** Three commercials were taped on December 18, 2019. Clearview volunteers posed as residents, staff members, and staff who are related to others staff members (mothers/daughters, siblings, husband/wife, etc.) participated as well for the first commercial. The 30-second commercial was shown to the Committee and will begin airing on January 9, 2020. Two more commercials will air at a future date regarding (1) career succession (from C.N.A. to LPN to RN to RN Unit Manager); and (2) C.N.A. classroom recruitment. The commercials initially run 50% on Spectrum TV (geared towards the older generation for admissions) and 50% digital (geared towards the younger generation for C.N.A. recruitment).
- **Inspire Article:** Erin Blank, Director of Nursing, and Dina Statz, Assistant Director of Nursing, are in the January 2020 edition of the *Inspire* magazine, discussing the C.N.A. class that will be offered four times this year. The fee for the class will be waived if the student signs and agreement to commit to working at Clearview for one year. The article discusses the opportunity to work your way up the ladder, by becoming an LPN or RN.
- **Recruitment for Nursing Home Administrator:** Recruitment advertisements have been listed with LeadingAge Wisconsin, Indeed, and Wisconsin Counties' Association. It was suggested by the Committee to advertise with Linked In. As of last week, six applications have been received. The deadline for applications is February 13, 2020.

FINANCIAL REPORT ~ Nicole Grossman:

- **2019 Financial Update:** An update was given through November 30, 2019. There is money left in the budget to be used through December 31, 2019. A 2019 year-end report will be given at the March 4, 2020 meeting. Johnson Block & Company will be at Clearview on January 27, 2020 for field work. Dave Ehlinger, Dodge County Finance Director, will also be in attendance.
- **Staffing:** Amanda Meier, Accounting Specialist, will be leaving Clearview to take a job closer to home. Her last day is Friday, January 10, 2020. Jessica Holtz, Staffing Services Supervisor, will be going out on maternity leave in early February 2020.

- **Write-Offs:** The remaining 2019 write-off request is approximately \$142,874.12. Year-end write-off requests will go before the Finance Committee on Monday, January 13, 2020.
 - **Tyler Munis Update:** The “go live” date for Tyler Munis was January 1, 2020. Clearview staff are working as a team with assistance from the ERP Help Desk. Two Tyler consultants will be on hand for two weeks to further assist.
8. **NEXT MEETING DATE AND TIME:** *Wednesday, February 5, 2020, 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 Derr. Motion carried. Meeting adjourned at 9:17 a.m.

Dated this 5th day of February, 2020.

Respectfully submitted,

Thomas Schaefer, Secretary



CLEARVIEW

Lori Kurutz, Interim Administrator/Executive Director
198 County DF, Juneau, WI 53039
(920) 386-3400 telephone / (920) 386-3405 facsimile

MEMORANDUM

DATE: January 27, 2020

TO: Dodge County Human Resources & Labor Negotiations Committee
Larry Bischoff, Chairman of Health Facilities Committee
Russell Kottke, County Board Chair
Jim Mielke, County Administrator

FROM: Lori Kurutz

RE: Proposed Payroll Stipend: Jacqueline Kuhl and Alyssa Gahlman, for
Assuming Responsibilities of Assistant Administrator Position

Jacqueline Kuhl, Rehabilitation Coordinator, has accepted the responsibilities of overseeing the Clearview nursing home admission process, consisting of analyzing information for nursing home admission and supervising the nursing home admissions process. She will also assume the duties of the Interim Administrator when absent or responsibilities require the Interim Administrator/Executive Director to be out of the facility.

Alyssa Gahlman, Director of Support Services, will assume the responsibilities of internal analyses of ethic and compliance, including quality of care audits. These responsibilities are essential to provide detailed reports to the State of Wisconsin and the Clearview compliance program.

During the interim period, Jacqueline Kuhl, Rehabilitation Coordinator, and Alyssa Gahlman, Director of Support Services, will be assuming some duties of the Assistant Administrator. Jim Mielke, County Administrator, Sarah Hinze, and I have discussed an appropriate stipend per pay period.

In recognition of the additional responsibilities and workload, a per pay period stipend is proposed.

- The interim appointment would start on February 13, 2020
- Propose stipend will be \$100 per/pay period

This proposed stipend has been discussed with Jacqueline Kuhl and Alyssa Gahlman.

Thank you.

HOSPICE- NURSING FACILITY SERVICES ADDENDUM

THIS HOSPICE-NURSING FACILITY SERVICES AGREEMENT ("Agreement") is effective on the 1st day of January, 2020 (the "Effective Date" by and between Marquardt Hospice ("Hospice") and Dodge County, Wisconsin d/b/a Clearview. ("Facility").

RECITALS

- A. WHEREAS, Hospice operates a licensed hospice program.
- B. WHEREAS, Facility is a duly licensed nursing facility that is certified to participate in the Medicare and/ or Medicaid programs.
- C. WHEREAS, the parties contemplate that from time to time Hospice patients may require General Inpatient Care or Respite Care in a facility setting.

AGREEMENTS

In considerations of the Recitals and mutual agreements of this contract, the parties agree to the following terms and conditions:

- 1. Definitions.
 - a. "General Inpatient Care" means care that a Hospice patient receives in an inpatient facility such as a hospital or skilled nursing facility for pain control or acute or chronic symptom management which cannot be managed in other settings. Services by Facility include 24- hours Registered Nursing services that meet the nursing needs of all patients and which are furnished in accordance with each patient's plan of care.
 - b. "Respite Care" means daily nursing care furnished to a Hospice patient in an inpatient facility in order to provide a short period of relief to family members or other persons caring for Hospice patient at home. Respite Care may only be provided on an occasional basis and not for more than five (5) consecutive nights at a time.
- 2. Provisions related to General Inpatient Care For Symptom Management and Inpatient Care for Respite Purposes.
 - a. General Inpatient Care and Respite Care in the Facility. General Inpatient Care and Respite Care can only be provided in a facility if facility is Medicare-certified as required by 42 C.F.R 418.108 and meets all other applicable requirements of 42 C.F.R. 418.108 and C.F.R. 418.110, including the requirement that nursing services are available which are sufficient to meet total nursing needs of Hospice patients and which are in accordance with the Hospice Plan of Care. Each patient must receive all nursing services as prescribed including treatments, medications and

diet, and must keep the patient comfortable, clean, well-groomed, and protected from accident, injury, and infection.

- b. Admission and Discharge of Hospice Patients for Inpatient Care. In the event that Hospice is providing care to Hospice patients who do not reside at the facility, but who require inpatient care for pain control, symptoms management or respite purposes, facility agrees to admit such Hospice patients on the same priority basis as other potential residents. Hospice shall collaborate with facility to initiate discharge planning for such Hospice patients promptly upon such Hospice patient's admission to facility. A copy of the discharge summary shall be provided to Hospice at the time of discharge.
- c. Hospice Personnel. Facility shall permit qualified Hospice personnel to attend, counsel and service each Hospice patient receiving inpatient care in accordance with physician's orders, the Hospice patient's Plan of Care and facility/ hospice policies and procedures, and to exercise professional management responsibility for the provision of inpatient care to each Hospice patient.
- d. Rates. For each Hospice patient who receives General Inpatient Care at the Facility, Hospice shall pay Facility a per diem rate equal to seventy-five percent (75 %) of the current Medicare Hospice Per Diem rate for General Inpatient Care. For each Hospice patient who receives Respite Care at the Facility, Hospice shall pay Facility a per diem rate equal to fifty percent (50%) of the current Medicare Hospice Per Diem rate for Respite Care. Facility shall include charges for inpatient care on the monthly invoices it provides to Hospice in accordance with Section 4 Billing and Payment of this Agreement.

The parties have executed this Addendum as of the day, month and year written above.

HOSPICE

By: 

Name: MATTHEW R MAATHE

Title: CEO

FACILITY

By: 

Name: Deanna Wilson

Title: Executive Director