

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

**March 3, 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  
Thomas Schaefer

**NON-COMMITTEE MEMBERS PRESENT**

None

**ABSENT:** None.

**ALSO PRESENT:** Jim Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Sarah Hinze, Dodge County Human Resource Director; Edward Somers, Executive Director Candidate; Lori Kurutz, Interim Administrator / Executive Director; Erin Blank, Director of Nursing; Nicole Grossman, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Heather Hearley, Director of Dietary; Jim Hill, Director of Environmental Services; Alyssa Gahlman, Director of Support Services; Heather Ninmann, IID Unit Coordinator; Jessica Streaan, Assisted Living Supervisor; Megan Firari, Human Resource Specialist; Ashley Kuhn, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **PUBLIC COMMENT:** None to report.
4. **APPEARANCE BEFORE THE COMMITTEE ~ EXECUTIVE DIRECTOR CANDIDATE:** Edward Somers, Executive Director candidate, was introduced to the Health Facilities Committee and to Clearview administrative personnel. Somers shared his professional experiences and qualifications with the Committee and answered their questions.
5. **APPROVAL OF MINUTES OF THE FEBRUARY 5, 2020, MEETING:** Motion made by Hoekstra to approve the February 5, 2020 Health Facilities Minutes; seconded by Hilbert. Motion carried.
6. **VOLUNTARY AND INVOLUNTARY DISCHARGES:** There were two voluntary discharges and no involuntary discharges to report.

7. **CENSUS REPORTS:**

CBIC:	17 of 30
Clearview:	103 of 120, with 1 bedhold
Clearview Behavioral Health 1/2/3/4:	33 of 40
ICF-IID (formerly FDD):	40 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	18 of 20

Statistics were reviewed with the Committee, comparing the February 2019 average monthly census, and then the August 2019 and the February 2020 average monthly census.

8. **ADMINISTRATOR'S REPORT:**

- **Siding Project ~ Jim Hill:** Kurutz, Hill, and Adam Kikkert (Clearview Maintenance Lead) met with Glenn Erickson from Homepath Financial, the siding bid winner on January 29. Hardie Plank siding (the same product used for the skylight project) has been ordered and will be here in early April; the entire building will be re-sided. A pre-construction meeting will be held on March 17. Two crews will be on-site: Monday through Wednesday will be the siding removal crew. Wednesday through Friday will be the installation crew. Both crews will work from 7 a.m. to 6 p.m. Hydraulic lifts will be used instead of scaffolding. Representatives from Hardie Plank will periodically come out to check on the progress of the project. The project is to be completed in August.
- **Lockdown Drill In-Service/Changes to Policy ~ Jim Hill and Lori Kurutz:** Clearview had its first live lockdown drill on February 5 and 6 with Dodge County Emergency Management (Amy Nehls and Joe Meagher), City of Juneau Police Chief Dave Beal, Police Sergeant Brittany Borchardt, and Detective Mike Reissmann from the Dodge County Sheriff's Department participating. Clearview's Lockdown Policy was updated after the drill. Two policies were requested and created after the State Department of Health Services was at Clearview for a recent survey: the Volunteer Labor Pool and the Administrative Hold policy.
- **Quality Assurance Report ~ Erin Blank:** Erin Blank updated the Committee on various Quality Assurance subjects: falls, infections, flu vaccinations, wounds, and medical waste. Blank also mentioned that she is in the process of writing a policy regarding the Coronavirus and new admits to Clearview.
- **Day at the Capitol: 2020 Long-Term Care Workforce Crisis:** Lori Kurutz, Alyssa Gahlman, and Megan Firari attended a Day at the Capitol on February 20, 2020, regarding "The Challenge of Long-Term Care Funding in Wisconsin" and "The Long-Term Care Workforce Crisis." They met with staff members from Representative Mark Born's office and from Senator Scott Fitzgerald's office. Marquardt Manor and Shorehaven were also in attendance.
- **5-Star Analytics for Nursing Home and Clearview Brain Injury Center:** Due to a problem with Payroll Base Transfers ("PBJs") reported in November 2019, the Centers for Medicare and Medicaid Services ("CMS") rejected the submission. The rejection, and cites issued in 2019, brought Clearview's rating down to two stars (out of five). Clearview staff are currently conducting mock surveys in preparation for the next State survey. The PBJs that were reported in February 2020 should bring Clearview back up to at least a four (4) star rating in April.

- **Status of Recruitment of Administrator/Executive Director:** County Administrator Mielke provided a summary of the recruitment process. He noted that second interviews were held for the Administrator/Executive Director position on February 26 and 27, as well as meet and greets with Clearview's Administrative Team. Edward Somers has been selected and accepted the position. There will be a special meeting of the Health Facilities Committee on March 10, 2020, with a Resolution presented for signature. The Resolution will go before the Dodge County Board of Supervisors meeting on March 17, 2020. Somers' start date will be Monday, April 20, 2020.

**FINANCIAL REPORT ~ Nicole Grossman:**

- **Update: Marsh Country Health Alliance Quarterly Meeting:** The quarterly meeting was held on February 26, 2020. Grossman reported on the 2019 Income Statement as it stood to date. There were several year-end entries that had not yet taken place. As of the current data, total revenue was over the 2019 budget with direct expenses being under budget, resulting in the net income being over the budgeted amount. At the time of the current data, total overhead was reflected as over budget. A few line items to decipher include the hiring of two medical directors at a higher rate than budgeted as well as the hiring of an Administrator at a higher rate than budgeted. Finally, the county overhead that was allocated was also over budget. At the time of the report, there were year-end entries that still need to be finalized.
  - **2019 Budget Status:** Grossman presented the Budget Status Report for 2019 to date. The Budget Status Report presented: (1) the budget status reflecting the Other Post-Employment Benefits ("OPEB") entries; and (2) the budget status not reflecting the OPEB entries. She reported to the board that there were still several year-end entries that needed to be made for 2019. Grossman will continue to work with the Finance Department to get the 2019 entries finalized.
9. **NEXT MEETING DATES AND TIMES:** To be determined at a later date.
10. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Hilbert. Motion carried. Meeting adjourned at 10:21 a.m.

Dated this 6<sup>th</sup> day of May, 2020.

Respectfully submitted,



\_\_\_\_\_, Secretary