DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
ADMINISTRATION BUILDING
127 EAST OAK STREET, ROOMS 1H & 1I, JUNEAU, WI 53039

May 6, 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 (via conference call)
Dan Hilbert
Karen Kuehl
Mary Ann Miller

NON-COMMITTEE MEMBERS PRESENT
None

ABSENT: None.

ALSO PRESENT: Jim Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Edward Somers, Clearview Executive Director/Administrator; Lori Kurutz, Assistant Administrator; Jim Hill, Director of Environmental Services; Nicole Grossman, Director of Finance; and Jill Soldner, Administrative Secretary.

3. **INTRODUCTION OF STAFF AND COMMITTEE MEMBERS:** The Health Facilities Committee, Administrator Jim Mielke, County Board Chairman Russell Kottke, and staff from Clearview went around and introduced themselves. New attendees at the meeting included Clearview Executive Director, Ed Somers, Supervisor Mary Ann Miller, and Supervisor Karen Kuehl. Clearview Assistant Administrator Kurutz also gave a historical presentation about the Clearview Campus, the services provided, and the individual households.

4. **ELECT CHAIRMAN, VICE CHAIRMAN, AND SECRETARY OF THE HEALTH FACILITIES COMMITTEE:**

- **Chairman**: Chairman Bischoff called for nominations for the office of Chairman of the Health Facilities Committee. Motion by Hilbert to nominate Larry Bischoff as Chairman of the Health Facilities Committee; seconded by

Kuehl. Motion by Hilbert; seconded by Miller. to close nominations and cast a unanimous ballot for Bischoff as Chair. Motion carried.

- **Vice Chairman**: Chairman Bischoff called for nominations for the office of Vice Chairman of the Health Facilities Committee. Motion by Miller to nominate Dan Hilbert as Vice Chairman of the Health Facilities Committee; seconded by Kuehl. Motion by Kuehl; seconded by Miller, to close nominations and cast a unanimous ballot for Hilbert as Vice Chairman. Motion carried.

- **Secretary**: Chairman Bischoff called for nominations for the office of Secretary of the Health Facilities Committee. Motion by Hilbert to nominate Mary Ann Miller as Secretary of the Health Facilities Committee; seconded by Kuehl. Motion by Hilbert; seconded by Kuehl, to close nominations and cast a unanimous ballot for Miller as Secretary. Motion carried.

5. **SET REGULAR MEETING DATE, PLACE, AND TIME:** The Health Facilities Committee will continue to meet on the first Wednesday of each month, at 8:00 a.m., in Rooms 1H and 1I at the Administration Building, 127 East Oak Street. The date may vary, depending on members' availability.

6. **DISCUSS OPTIONS FOR DISTRIBUTION OF AGENDA AND PACKET:** Distribution of Agendas and packets will be mailed to Mary Ann Miller and electronically sent to the other Committee members on the Wednesday before the meeting date.

7. **APPROVAL OF MINUTES OF THE MARCH 3, 2020 AND MARCH 10, 2020 MEETINGS**: Motion made by Hilbert to approve the March 3, 2020 and March 10, 2020 Health Facilities Minutes; seconded by Kuehl. Motion carried.

8. **VOLUNTARY AND INVOLUNTARY DISCHARGES**: There were seven voluntary discharges and zero involuntary discharges to report.

9. **CENSUS REPORTS**:

CBIC:	18 of 30
Clearview:	87 of 120
Clearview Behavioral Health 1/2/3/4:	30 of 40
ICF-IID (formerly FDD):	39 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 April 2019 average monthly census, and then the November 2019 and the April 2020 average monthly census.

10. **ADMINISTRATOR'S REPORT:**

- **Reallocation of Funds to Cover Cost of Work Order Change for Siding and Soffit Project:** Administrator Mielke and Jim Hill updated the Committee on the project and the reallocation of funds to cover the cost of the proposed work order for changes regarding the siding and soffit project. The siding was initially found to be defective in 2014. Clearview joined a class action suit regarding Certainteed and filed a claim. A partial payment of $60,614.38 was received on March 10, 2017. In 2019, a request for bids for siding and soffit replacement was issued. Home Path Financial submitted the low bid of $319,050.00. On-site work for the project began on April 6, 2020. Home Path Financial brought to the attention of Clearview staff that in removing the old siding there was not an air gap behind the siding as shown on the RFB drawings.

  Boldt Construction, the original siding contractor, was contacted regarding the air gap; there is an ongoing discussion regarding the issue. It was determined that vertical Z furring needed to be added to create the air gap. Hardie Plank will not allow the new siding to be put on without an air gap. Home Path Financial presented a Change Order for $42,000.00 to add the Z furring to create the air gap for expansion and moisture. Corporation Counsel Kim Nass suggested in order to keep the project moving forward an option would be to divide the change order into two orders, one for $25,000.00 and a second one for $17,000.00. In the interim, additional research will continue regarding the lack of the Z furring during the original installation.

  A resolution sponsored by the Health Facilities Committee will be brought forward and presented to the County Board to authorize an adjustment to the original project budget. The $25,000.00 Change Order has already been signed; the Z furring has been ordered. The completion deadline is the end of August 2020. An update will be provided to the Health Facilities Committee in conjunction with the June 3, 2020 meeting.

- **Corporate Compliance Attestation: Kurutz gave a PowerPoint presentation.** Corporate Compliance is federally mandated; Clearview has been holding Corporate Compliance meetings since 2012. Clearview staff were required to review the resident rights in-service on Relias Learning by April 30, 2020. The next meeting for Corporate Compliance will be risk analysis for psychotropic medications. The Health Facilities Committee signed an in-service training sign-in sheet, attesting that they were educated on the yearly Corporate Compliance Plan / Risk Analysis. The Corporate Compliance Plan will be sent out to the Committee after the meeting, via e-mail.

- **COVID-19 Update**: To date there are no positive cases of COVID-19 for residents or staff. The State of Wisconsin has a goal to test all nursing home residents and staff by the end of May 2020. Currently temperatures of staff are being taken twice a day (when arriving at work and about halfway through their shift), as well as filling out a Screening Questionnaire about any symptoms staff may have or not have. Masks are worn by all and when necessary, gloves and gowns are worn. Clearview has enough surgical masks for about 70 days for staff to use. Visitors are not able to visit (per DHS guidelines). Hospice (one R.N. and one C.N.A.) is able to come in for end of life care.

- **Staffing Updates and Vacation Incentives:** Kurutz reported that 48 staff members were able to have off using vacation time in the month of April. There were 21 new hires in April, consisting of Certified Nursing Assistants (C.N.A.), Hospitality Service Aides, and food service workers. There will be a C.N.A. class in June.

- **Daily Dodge Market Analysis:** Kurutz reported on Daily Dodge's analytics for marketing purposes. Rehabilitation and admissions advertising airs on WBEV; 95X advertising is geared towards the younger population and job opportunities. Executive Director Somers may make an on-air appearance in the next month and introduce himself to the community.

- **Approval of Friends of Clearview Expenditures:** Motion by Hilbert to approve the requested expenditures in the amount of $1,497.00; seconded by Miller. Motion carried.

FINANCE REPORT ~ Nicole Grossman:

- **Preliminary Change to 2020 Budget and 2021; Revenue and Expenditures:** Clearview's Capital Budget was reviewed by Clearview and submitted to Administrator Mielke. Clearview anticipates to put on hold approximately $217,000 in capital expenditures for 2020.

- **COVID-19 Stimulus Checks and COVID Specific Expenses:** On April 17, 2020, Clearview received $98,821.38 from the CARES Act. On April 24, 2020, Clearview received an additional $467,059.30. To date, a total of $565,880.68. Clearview is tracking all expenses directly related to COVID.

- **Marsh Country Health Alliance 2021 Assessment Rate Meeting**: The setting of the 2021 assessment rate for Marsh Country Health Alliance is scheduled for June 22, 2020.

- **Marsh Country Health Alliance Invoices**: Invoices for the counties in the Alliance were sent for January 1, 2020 through June 30, 2021. The total assessment amount for the year 2020 is $36,510.00. The counties in the Alliance were invoiced accordingly per their utilization, resulting in $18,255 being invoiced at this time.

- **Medicaid Rate letters Received Setting the Daily Reimbursement Rate for the Skilled Nursing Facility and the Individuals with Intellectual Disabilities ("IID") Household:**
    - The nursing home/skilled nursing facility ("SNF") received letters for July 1, 2019, October 1, 2019, January 1, 2020, and April 1, 2020. The current daily Medicaid reimbursable rate for the nursing home is $184.90 as a result of receiving these notifications. Effective July 1, 2019, the rate increased to $196.55. Effective October 1, 2019, $195.11. Effective January 1, 2020, $199.06. Effective April 1, 2020, $201.33. As a result of the State of Wisconsin setting these daily Medicaid rates, it was estimated that $232,046.27 would be collected in retroactive revenue.

- The Medicaid rate was received for IID. The current daily reimbursable rate is $278.95. Effective July 1, 2019, the rate increased to $297.33. It was estimated that $173,985.50 would be obtained in retro revenue.
- Estimated a total of $406,031.79 would be collected in retro revenue.

- **Supplemental Payment**
  - SNF supplemental payment received for $334,750.00
  - IID supplemental payment received for $595,150.00

- **Financial Report:**
  - Year to date ("YTD") actual summary presented:
    - YTD revenue total: $6,040,351.89
    - YTD expenses total: $7,099,996.41
  - Outlined, Clearview was anticipated to receive the following payments in May:
    - $334,750 IID supplemental payment
    - $595,150 SNF supplemental payment
    - $177,107 Medicare payment
    - $232,046 estimated SNF retro
    - $173,986 estimated IID retro
    - $1,513,039 total

11. **LETTER OF COMMENDATION:** Administrator Mielke presented Interim Executive Director Lori Kurutz for her exemplary performance from January 16, 2020 to April 23, 2020.

12. **NEXT MEETING DATE AND TIME:** ***Wednesday, June 3, 2020, at 8:00 a.m.***, in Rooms 1H and 1I, 127 East Oak Street, Juneau, Wisconsin.

13. **ADJOURN**: There being no further business to come before the Committee, Motion by Hilbert to adjourn; seconded by Miller. Motion carried. Meeting adjourned at 9:41 a.m.

Dated this 3rd day of June, 2020.

Respectfully submitted,

Mary Ann Miller, Secretary