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

March 3, 2021

MINUTES

1. **CALL TO ORDER**: Meeting was called to order by Chairman Bischoff at 8:00 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 (via Teams meeting)
Karen Kuehl

NON-COMMITTEE MEMBERS PRESENT
None

ALSO PRESENT: Dave Ehlinger, Dodge County Finance Director; Kim Nass, Dodge County Corporation Counsel; Ed Somers, Clearview Executive Director/Administrator; Nicole Grossman, Clearview Finance Director; Megan Firari, Clearview Human Resource Specialist; and Jill Soldner, Clearview Administrative Secretary.

3. **PUBLIC COMMENT:** None.

4. **APPROVAL OF MINUTES OF THE FEBRUARY 2, 2021 MEETING**: Motion made by Derr to approve the February 2, 2021 Health Facilities Minutes, ***as amended***; seconded by Kuehl. Motion carried.

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

6. **CENSUS REPORTS (February 2021 average census)**:

Clearview Brain Injury Center:	15.6 (30 bed capacity)
Clearview:	91 (120 bed capacity)
Clearview Behavioral Health 1/2/3/4:	31.1 (40 bed capacity)
ICF-IID (formerly FDD):	34.2 (46 bed capacity)
Trailview	3.9 (4 bed capacity)
Clearview Community Group Home:	3.9 (4 bed capacity)
Northview Heights (CBRF):	16.6 (20 bed capacity)

7. **Consider, Discuss, and Take Action on Resolution to Create the Position of Receptionist:** A Resolution was reviewed by the Committee to create the position of one new, part-time, benefited position of Receptionist, effective March 24, 2021. Motion by Kuehl to approve the Resolution as drafted; seconded by Derr. Motion carried. The Resolution will be submitted to the County Board of Supervisors at its March 16, 2021 meeting.

8. **2020 Employee Turnover Report ~ Megan Firari, Human Resource Specialist:** Firari updated the Committee with comparisons between the 2019 vs. 2020 terminations (retirements, involuntary, voluntary with a two-week notice, and voluntary without a two-week notice, as well as the breakdown by positions, and years of service at time of termination). Firari also reported on exit survey results (years of service, age generation, job satisfaction, and reasons for leaving).

9. **Night Shift Coverage Incentive Plan ~ Megan Firari, Human Resource Specialist:** Firari presented and discussed a draft policy regarding temporary night shift coverage at Clearview. The policy has been created to assist in filling the open shifts on the night shift, with incentives if eligible. The coverage would run for three months (March through May). At the end of the three-month period, any employee who wishes to permanently stay in the chosen night shift rotation will also be eligible for a sign-on bonus. Nine current employees expressed interest. The current C.N.A. class ends in June, with the hopes of students being hired to help fill additional open shifts. Human Resources approved the policy on March 1, 2021. Motion by Kuehl to approve the Temporary Night Shift Incentive policy as drafted; seconded by Derr. Motion carried.

10. **ADMINISTRATOR'S REPORT:** PowerPoint presentations were given by Executive Director Ed Somers and Finance Director Nicole Grossman.

    - **IID Survey Results:** The Department of Health Services ("DHS") conducted their annual survey on the IID household on February 22 and 23, 2021, as well as its Focused Infection Control Survey. This was the first annual survey the facility has had in over a year due to COVID-19. Two citations were issued: (1) W268 – promoting the growth, development, and independence of residents regarding meal times and allowing residents to serve themselves and the opportunity to do tasks on their own; and (2) W460 – not following the Functional Maintenance Program ("FMP") / physician's order regarding a resident receiving thin liquids as opposed to thickened liquids. The IID team is working on the citations. There were two "for your information" notices to be aware of and changes for the future. Three low-level citations were given, with a Plan of Correction to be put in place. The surveyors exited stating the at the residents are all very happy to be here and they could visibly see that they are well taken care of and that Clearview is a great facility.

    - **Governor's Biennial State Budget Proposal:** Governor Evers' 2021-2023 State Biennial Budget was announced on February 16, 2021. Somers went over the Budget Proposal with the Committee, highlighting several of the points that relate to nursing homes. Somers and Dodge County Human Services Director Becky Bell will be meeting with Representative Mark Born on March 4, 2021 to advocate for Clearview.

    - **Therapy Services Contract Follow-Up:** Somers updated the Committee regarding the Dun & Bradstreet report; a new report will be provided to Dodge County once it has been updated. The Business Associates Agreement has been fully executed, effective as of March 1, 2021. All therapy staff members were offered and accepted positions and completed onboarding before the March 1 start date. Dodge County Information Technology Department worked

with HealthPRO to ensure a smooth transition. Dodge County e-mail will be used through the transition period. Megan McCullough, Regional Vice President of HealthPRO Heritage, Clearview Director of Nursing Erin Blank, and Brain Injury Center Coordinator Jackie Kuhl will attend the June 5, 2021 Health Facilities meeting to give a status update.

- **Laundry Services Request for Proposal ("RFP") Results:** Requests for Proposals went out; three (3) bids were submitted for laundry services: (1) Superior Linen Service; (2) Band Box Cleaners; and (3) BSG Maintenance, Inc. Superior Linen Service is Clearview's current provider. After comparing the three services and what they had to offer, the winning bid went to BSG Maintenance, Inc., of West Bend. Jim Hill, Clearview's Director of Environmental Services, is working with Superior Linen and BSG to coordinate the switch-over.

- **Financial Update ~ Nicole Grossman**: Finance Director Grossman updated the Committee on the following:

  - Budget

  - 2020 – provided an update on where year-end tasks were associated to 2020, working in Tyler to get all fixed assets as well as depreciation entered.

  - 2021 – reported on a service patch to Tyler Munis to be installed on March 9, 2021, which should fix the processing issue effective January 1, 2021. Also reported that Clearview's Department Heads are getting weekly budget status reports and that quarterly financial reviews have been set up for April 2021. Looking to begin 2022 budget discussion at the quarterly financial review.

  - **Write-Offs**: Uncollectible account balances in the amount of $97,936.77 were reviewed and discussed with the Committee. Grossman requested that write-offs be presented quarterly. Motion by Derr to approve the requested write-offs; seconded by Kuehl. Motion carried. The same information will be shared with the Finance Committee at its March 8, 2021 meeting.

  - An additional $18,481.14 in COVID funding was received on February 24, 2021. The total COVID funding received since April 17, 2020, is $2,089,523.37.

- **Update: COVID-19:** Executive Director Somers presented the Committee with the following updates on COVID-19:

  - **Testing:** Dodge County's positivity rate is at 3%. The last positive test at Clearview was on February 11, 2021. If this week's testing all comes back negative, we can switch to testing once a month.

  - **Household COVID Status:** There are currently no households under quarantine or on isolation.

  - **Personal Protective Equipment Inventory:** An update on Clearview's Personal Protective Equipment ("PPE") inventory as of February 25, 2021, was provided.

  - **COVID Vaccine:** The third and last COVID vaccine clinic at Clearview was on February 22 and 23, 2021. A total of 92% of residents have been vaccinated with 40% of

staff being vaccinated. It was noted that many staff work very limited hours or are seasonal, so they were unable to come in. Clearview received the Moderna vaccine, which has been approved for those over 18 years old. It has not been approved for those under 18; Clearview currently has 20 staff under 18.

11. **NEXT MEETING DATE AND TIME:** ***Wednesday, April 7, 2021, at 8:00 a.m.***, in Rooms 1H and 1I, 127 East Oak Street, Juneau, Wisconsin.

12. **ADJOURN**: There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Hilbert. Motion carried. Meeting adjourned at 10:03 a.m.

Dated this 7th day of April, 2021.

Respectfully submitted,

Karen A. Kuehl

Karen Kuehl, Secretary