

## **Meeting Minutes for the Portage County Health Care Center Committee**

**Meeting Date:** Wednesday, March 20, 2019

**Meeting Time:** 5:15 P.M.

**Meeting Location:** Conference Rooms 1 & 2 of the Portage County Annex  
1462 Strongs Avenue, Stevens Point, WI, 54481

### **MINUTES OF PORTAGE COUNTY HEALTH CARE COMMITTEE MEETING Wednesday, March 20, 2019**

Members attending: Chair M. Johnson, V. Miresse, M. Neville, M. Splinter, C. Moua.

Also present: Members from the public plus Portage County personnel.

#### Call to Order

The Health Care Center Committee Meeting was called to order at 5:15 p.m. by Chair M. Johnson.

M. McDonald confirmed certification of compliance with the Open Meetings Law.

#### Public Notice

Chair M. Johnson announced: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

Alva Clymer registered to speak.

#### Review/Approval of Minutes- February 20, 2019 meeting

V. Miresse made a motion to approve the minutes of the February 20, 2019 meeting. M. Neville second. Chair M. Johnson called for a vote, followed by all ayes. The minutes for the February 20, 2019 meeting were approved.

#### Special Meeting Attendance Request

Chair M. Johnson asked permission for mileage reimbursement to travel to La Crosse. There is a County owned nursing facility that she would like to tour. Chair M. Johnson would bring a report back to the Committee. The facility has skilled, senior and assisted living services. V. Miresse made a motion to approve the special meeting attendance. M. Splinter second. Chair M. Johnson called for a vote, followed by all ayes with Chair M. Johnson abstaining. Motion carried.

#### Special Meeting Attendance Sheet

No action required.

#### Building exterior and boiler update

Todd Neuenfeldt presented cost information for a high level analysis of the existing conditions of the HCC facility. The cost information was received from Bob Karl from ICS, building owner representative. The estimate is \$11,500. The cost for a property appraisal would be an additional \$8,000-12,000. A detailed property use study would be an additional \$7,500-10,000. M. Neville said we need to be very clear in defining our scope of service. V. Miresse said this is a logical step but do we already know this

information. Chair M. Johnson said an outside perspective may be important. T. Neuenfeldt said the structure of the building is in good shape. The roofs are nearing end of life. The estimated cost to replace the three roofs would be \$502,000-596,000. The windows are in poor condition and the estimated cost to replace the windows is \$200,000-240,000. The estimated cost to remodel three wings with private rooms and baths for 60 rooms is \$5.8M. This may be a low estimate. Asbestos removal is estimated to cost \$100,000-200,000. HVAC is estimated at \$3-3.5M. The total estimated cost for these projects is \$12-13M. The 2019 budget includes \$25,000 for consultant services.

#### Building and property insurance value

J. Jossie said a fixed asset evaluation was recently completed for the HCC. The insurance appraisal would be replacement value. J. Jossie asked what information the Committee needs because different people may need to be involved. The Committee would like information on three options: raise the building and sell the land as developable property, raise the building and build new, and sell the building as is. Staff will work on gathering this information if currently available.

#### Electronic Records Management System

A. Hawker stated that an upgrade to version 10 American Data software is not required to be compliant with the October 1, 2019 changes. He said we currently pay American Data approximately \$16,000 annually for usage, licensing and support. There would be a one-time cost of \$40,000 to upgrade to version 10. This would be on premise, not cloud based. This would include implementation, training, servers, licensing and tablets. The expected life of a tablet is three years. A. Hawker stated the Wi-Fi in the building is in good condition. A. Hawker has information from an old system analysis that American Data had provided. L. Lingford said that American Data has recently completed a new system analysis that will be reviewed later this month. M. Neville said that since October 1 is not a deadline concern we should stay with version 9 and continue to look at new EMR vendors. C. Moua said we should consider upgrading to version 10 because it may be a few years until a new building is constructed and then look at new EMR vendors. V. Miresse asked if we could implement some functionalities that we are not currently utilizing but are available with the existing software. He also asked when the next deadline will be to upgrade to version 10. A. Hawker doesn't know when the next upgrade would be needed.

#### Increase to evening and night shift differential rates

M. McDonald said the increase will be effective May 1, 2019. S. Wenzler reiterated that the increase pertains to permanent staff and does not include on-call staff. This increase is for RN, LPN, AIDE and Unit Clerk positions.

#### 2019 Work Plan

Nathan Sandwick, U.W. Extension, was available to facilitate a discussion to continue defining goals for a 2019 work plan. The board gave unanimous consent to suspend Robert's Rules of Order for this discussion. N. Sandwick reviewed the prior list of main ideas the Committee had shared and prioritized them for 2019 or beyond. N. Sandwick will create a document to include in the next agenda packet showing the prioritization and timeline. The board gave unanimous consent to return to Robert's Rules of Order.

#### Department Reports

##### Administration

M. McDonald said she attended a meeting in Wausau on infection control. Our facility is doing a good job with our infection control procedures. The top 10 survey citations were presented. The financial penalties on any citation can be very expensive. We will be back under the Rhinelander team for our state survey. M. McDonald said the team is working on drafting a Legionella policy and also working on

drafting a Facility Wide Resource Assessment. These are new items subject to citations. M. McDonald said some of the criteria involved in the 5 star rating will be changing in May, such as changes to RN staffing hours. The MDS position remains open but recruitment is ongoing. M. McDonald said our average occupancy was 56 in February. The acuity of residents is changing and the community based options available affect referrals. She said we are compliant with regulatory reporting. M. McDonald said thank you to the HCC staff and to the Annex staff for sharing their resources.

#### Business Manager

L. Lingford explained the out of ordinary expenses on the vendor invoice list. The agenda packet included a new report called a dashboard. L. Lingford explained that the report is shown in a stop light depiction with red, yellow and green colors with green being the optimal goal. The budgeted census is 60.

#### County Executive

Executive C. Holman attended a session with Clifton, Larsen and Allen. CLA did a study of all the facilities in the United States that shows the trends within the industry. Executive C. Holman has access to the data but has reached out to CLA with additional questions, such as is the information available by profit, not-for-profit and government. He will summarize the data and share the information with the Committee.

#### Next Meeting Date

The next regularly scheduled meeting for the Health Care Center Committee is scheduled for Wednesday, April 17, 2019 at 5:15 p.m. in Conference Rooms 1 & 2 of the Portage County Annex, 1462 Strongs Avenue, Stevens Point, WI 54481.

#### Adjournment

Motion M. Splinter to adjourn the meeting. V. Miresse second. Meeting adjourned at 6:55 p.m.

Minutes taken by Lynn Lingford, Assistant Administrator.