DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING 198 COUNTY DF JUNEAU, WI 53039 June 5, 2013

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:

Larry Bischoff Jeff Duchac John Fabisch Tom Schaefer

ABSENT: Robert Ballweg.

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator; Jacqueline Kuhl, Brian Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; and Anthony Marchese, Clearview Director of Finance.

- 3. **APPROVAL OF MINUTES OF APRIL 30, 2013 MEETING:** Motion made by Duchac to approve the April 30, 2013 Minutes; seconded by Fabisch. Motion carried.
- 4. **APPROVAL DEVIATING FROM THE AGENDA**: Motion made by Schaefer to deviate from the Agenda if required; seconded by Fabisch. Motion carried.
- 5. **PUBLIC COMMENT**: None to report.
- 6. **COMMITTEE MEMBER REPORTS**: Friends of Clearview will be holding a brat fry on Saturday, June 8, from 10 a.m. to 2 p.m., at Rechek's Food Pride in Beaver Dam.
- 7. **INVOLUNTARY DISCHARGES**: None to report.
- 8. **CENSUS REPORTS**:

CBIC: 24 of 30
Clearview North: 121 of 140
Clearview Behavioral Health 1/2: 18 of 20
ICF-IID (formerly FDD): 42 of 46
Trailview 3 of 4
Clearview Community Group Home: 3 of 4

9. **ADMINISTRATOR'S REPORT:**

- Survey Results Clearview Brain Injury Center and Nursing Home: Administrator Hooper reported on the recent survey from the Wisconsin Department of Quality Assurance that occurred simultaneously for Clearview Nursing Home and Clearview Brain Injury Center. We received a citation-free survey under each license. Life safety survey results were also discussed.
- New Assisted Living Supervisor Position / Close-Out of Adult Family Home Manager Position:

Administrator Hooper reviewed the plan for changes related to the Adult Family Home Manager position and creating the position of Assisted Living Supervisor.

Motion by Schaefer; second by Duchac, to approve and forward to the County Board for consideration at its June 18, 2013, meeting a Resolution to abolish one funded, benefited, full-time position of *Adult Family Home Manager* at Clearview and to create one new, benefited, full-time position of *Assisted Living Supervisor* at Clearview, effective on or about August 1, 2013. Motion carried.

- Environmental Services: Administrator Hooper reported on changes with the Director of Environmental Services position. The Director has announced his retirement later this year, along with other changes anticipated this year within the department. The plan presented by Administrator Hooper is to restructure the Environmental Services Department. The Committee verbalized their support of the plan as presented.
- **HIPAA Review:** Lori Kurutz presented the Committee with the annual HIPAA inservice.
- Year-End Financials Final (Fiscal Year 2012):

MCHA

Revenue: Revenue actual \$13,119,098; budgeted \$13,465,377 **Expenses**: Expenses actual \$19,138,608; budgeted \$17,659,656

COMMUNITY GROUP HOME

Revenues actual \$387,385; budgeted \$371,839 Expenses actual \$314,570; budgeted \$334,583

TRAILVIEW

Revenues actual \$314,718; budgeted \$312,211 Expenses actual \$232,203; budgeted \$236,880

CLEARVIEW BRAIN INJURY CENTER

Revenues actual \$6,032,317; budgeted \$5,365,345 Expenses actual \$3,236,886; budgeted \$3,846,786

STATE CERTIFIED UNIT (CLEARVIEW BEHAVIORAL HEALTH FACILITY)

Revenues actual \$1,945,901; budgeted \$1,894,620 Expenses actual \$1,262,393; budgeted \$923,824

OVERALL

YTD Revenue actual \$21,799,418; budgeted \$21,409,392 YTD Expenses actual \$24,184,660; budget \$23,001,729

- 10. **NEXT MEETING DATE**: Tuesday, July 2, 2013, at 8:00 a.m. in the Towne Centre Conference Room on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.
- 11. **ADJOURN**: There being no further business to come before the Committee, Motion by Fabisch to adjourn; seconded by Schaefer. Meeting adjourned at 9:40 a.m.

Dated this 2nd day of July, 2013.

Respectfully submitted,

Thomas Jackaefer Thomas Schaefer, Secretary