

Clark County Rehabilitation & Living Center Sub-Committee Meeting Minutes

Meeting held Friday, September 20, 2019 at 11:00 AM at the Clark County Rehabilitation & Living Center

Call to Order

Chair Kodl called the meeting of the CCRLC Sub-Committee to order at 11:24 AM.

Roll Call

Members Present: Arlene Kodl, Scott Jalling, Gary Leichtman, Frieda Rollins, Fred Schindler

Members Absent: none

Others Present: Jane Schmitz, Brandon Heglund, Dominic Haupt, Jenna Thieme, Michael Edwin – Wipfli via phone, Patrick Carroll – Wipfli via phone

Minutes of August 2, 2019

The minutes of the August 2nd meeting were approved on a motion made by Gary Leichtman, seconded by Scott Jalling, all yes, motion carried.

Minutes of August 23, 2019

The minutes of the August 23rd meeting were approved on a motion made by Frieda Rollins, seconded by Scott Jalling, all yes, motion carried.

New Hires

Jane Schmitz reported on new hires and position transfers.

Strategic Planning

Michael Edwin and Patrick Carroll arrived via phone at 12:30 PM

Jenna Thieme arrive at 12:39 PM

Jane Schmitz and Wipfli discussed the scope of the proposed strategic plan. The plan will include a review of bed licenses, review of area market data for assisted living development, a cost analysis, a review of our Medical Assistance Property Allowance concerning the 2023 depreciation of our 1982 addition, with a final presentation available in 2-3 months.

A motion to approve contracting with Wipfli to perform a strategic plan was made by Gary Leichtman, seconded by Fred Schindler, 4 yes, 1 no (Rollins), motion carried.

Michael Edwin and Patrick Carroll departed via phone at 1:02 PM.

Movement of Population

Jenna Thieme reported on the August month end census:

Nursing Home 147; FDD 14; CBRF 8; Total 169

Jenna Thieme departed at 1:25 PM

Building Project – 1 West remodeling

Jane Schmitz discussed the 1West remodeling. A breakdown on the available budget was presented showing the available funding in the 2019 year along with the 2020 budgeted funding.

The consensus of the committee is to complete 1West using excess revenues from the 2019 budget.

Vouchers and Cash Bills

The August vouchers and monthly cash bills were reviewed and approved on a motion by Frieda Rollins, seconded by Gary Leichtman, all yes, motion carried.

Dominic Haupt departed at 1:40 pm

Cash Receipts Report

Brandon Heglund reported the August cash receipts report.

Wage Rate Adjustments

none

2019 Budget

Brandon Heglund provided an update of the 2019 budget was presented thru August showing the facility on track and receiving an additional Certified Public Expenditure payment for Public Providers in August.

2020 Budget

Jane Schmitz indicated the 2020 CCRLC budget has been approved by the Finance Committee with no changes required at this time. It will now be presented to the full county board in November for approval.

Shift Differential

Jane Schmitz indicated at this time a few positions remain open therefore we will wait to review the shift differential changes.

Personnel

Jane Schmitz discussed the difficulties with health insurance deductions being calculated over 26 payroll periods vs the 24 payroll periods of prior years.

Also discussed was the finance/personnel office's decision to eliminate paper check stubs starting January 1, 2020. Due to limited ability and access to technology available at CCRLC it is being recommended to continue to provide paper check stubs to those employees whom request paper check stubs.

A motion to work with finance/payroll to continue printing payroll stubs for CCRLC employees with the option to print at CCRLC was made by Fred Schindler, seconded by Gary Leichtman, all yes, motion carried.

Jane Schmitz discussed a workers compensation claim in which our insurance advisor advised payment of the claim.

Quality Assurance Report

Jane Schmitz presented the Quality Assurance report for August.

Administrator's Report

Jane Schmitz reviewed a recent visit by the State along with an update on unemployment hearings.

Adjourn

Motion to adjourn at 2:26 PM was made by Gary Leichtman, seconded by Frieda Rollins, all yes, motion carried.

The October meeting of the Clark County Rehabilitation & Living Center Sub-Committee is scheduled for Friday, October 11, 2019 at the Clark County Rehabilitation and Living Center in the classroom beginning at 11:00 AM (or immediately following the conclusion of the Community Service meeting).