

**Walworth County Board of Supervisors
Lakeland Health Care Center Board of Trustees Meeting Minutes
Wednesday, January 16, 2019
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Ken Monroe called the meeting to order at 1:00 p.m.

Roll call was conducted. Members present included Chair Ken Monroe, Vice Chair Tim Brellenthin, and Supervisors William Norem and Charlene Staples. Supervisor Kathy Ingersoll was absent. A quorum was declared.

Others in attendance:

County Board Members: County Board Chair Nancy Russell

County staff: County Administrator David Bretl; Lakeland Health Care Center (LHCC) Administrator Timothy Peek; LHCC Assistant Administrator Taya Walk; Human Resources Director Dale Wilson; LHCC Administrative Clerk III Tiffany Rice; and Deputy County Administrator-Finance Nicki Andersen

Members of the public: Gary Wagner, Lake Geneva

Supervisor Norem made a motion, seconded by Supervisor Staples, to approve the agenda as presented. Motion carried by voice vote.

On motion by Supervisor Norem, seconded by Supervisor Staples, the minutes of the December 12, 2018 Board of Trustees meeting were approved by voice vote.

Public Comment – There was none.

New Business

- LH001 – Increased cost for the Outdoor Egress Lighting-Project C1903
- Approval of summary specifications for Outdoor Egress Lighting for Lakeland Health Care Center-Project C1903 (pending Finance Committee budget amendment)

LHCC Administrator Timothy Peek said during the 2017 life safety survey, the federal surveyors noted that illumination around the facility needed to be increased to meet the current code for outdoor egress lighting. A placeholder was put into the Capital Improvement Plan (CIP) for the project, but the scope of the project is larger than originally anticipated, with the installation of 21 light poles around the facility. Supervisor Staples said she talked to Senior Project Manager John Miller and did her own investigation as to why the project cost is so high. She has a copy of the Life Safety Code which mandates a minimum of 1' candle-lighting, whereas the bid specifications call for a minimum of 10'. She wondered if the specification for the 10' candle-lighting was an error. She added that National Fire Protection Association (NFPA) standards also call for a minimum 1' candle-lighting for egress. The project design was signed off on by Venture Architecture-Harwood Engineering and had staff input.

Supervisor Norem made a motion to approve moving forward with the project, seconded by Vice Chair Brellenthin. Discussion ensued. Supervisor Norem moved to amend his original motion, seconded by Vice Chair Brellenthin, to include that approval is contingent upon confirmation that the bid specifications are correct. Motion carried 4-0.

- Annual Survey update

Peek said the federal survey team came early this month and were at LHCC inspecting everything inside the building, including all resident cares, staffing levels, wounds, falls, incidents, patient files, etc. There were no deficiencies cited. The state life safety survey team also toured the building for an entire day and two low-level deficiencies were identified, which have been resolved: a double egress door on the connector side of household A was not opening; and the fourth quarter sprinkler system inspection was

not done timely. The door was not opening because there was vertical weather stripping down the doors where the double doors met, and that was removed. The sprinkler inspection was conducted the first week in January, but was cited because of the end of December due date.

Reports

- **Report of Department Head Concerning December 2018 Business Activities**

Peek summarized the report. There was one worker's compensation incident in December, but no claims were filed and no work time lost by the employee. Overtime for CNAs and licensed staff was reduced in December. The average daily census is 104.94, approximately 4 short of last year. Patient mix remains almost static from last year: 64.8% Medicaid, 7.4% Medicare and 27.8% private pay. December revenues have not been entered into the system for year-end because Medicare pays a month behind, which will change the final numbers. Supervisor Staples expressed concern about the decrease in the resident census from previous years.

- **Medicare Billing Presentation**

Peek introduced Tiffany Rice, who is the Medicare expert at LHCC. She gave a presentation on the definition of Medicare, the four types of Medicare and what they cover; how Medicare determines skilled nursing facility (SNF) care payment; Resource Utilization Group (RUG) scores, classifications and reimbursements; MDS assessments; communications with nursing and therapy staff, weekly Medicare meetings and monthly triple check meetings to ensure the billing is complete and accurate. Rice also gave an overview of Medicare advantage plans and "no pay" billing. She gave some examples of challenges with billing, such as not getting all the information prior to admission, relying on other facilities to bill accurately, and the requirement that claims must be processed and paid in order. Chair Monroe thanked Ms. Rice for her in-depth presentation.

Correspondence – There was none.

Announcements – There were none.

Upcoming Events – The list of upcoming events at LHCC was included with the agenda packet.

Confirmation of next meeting: The next regular business meeting was confirmed for Wednesday, February 20, 2019 at 1:00 p.m.

Adjournment

On motion by Vice Chair Brellenthin, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 1:30 p.m.