

**Walworth County Board of Supervisors
Lakeland Health Care Center Board of Trustees Meeting Minutes
Wednesday, January 22, 2020
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, with the following members present: 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 Russell

County staff: County Administrator Mark Luberdia; Advisor to the County Administrator David Bretl; Superintendent of County Institutions Elizabeth Aldred; Human Resources Director Kate Bishop; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Finance Director Jessica Conley

Members of the public: Gary Wagner, Lake Geneva; Pauline Malsch, Lake Geneva; Eleanor Montell [speaker did not sign in]

On motion by Supervisor William Norem, second by Supervisor Charlene Staples, the agenda was approved with no withdrawals.

On motion by Supervisor Norem, second by Supervisor Staples, the December 19, 2019 Special Joint Lakeland Health Care Center Board of Trustees and Human Resources Committee meeting minutes were approved.

Public Comment – Lake Geneva resident Pauline Malsch spoke in favor of using the vacant wing of the LHCC as an adult daycare facility and asked the Board to consider.

Eleanor Montell expressed concern regarding homelessness in Walworth County.

Unfinished Business

• Staffing Update

Superintendent of County Institutions Elizabeth Aldred stated the new staffing schedule went into effect on January 12th to accommodate for the downsizing to a 90 bed facility. There were eighteen change requests made by employees after the schedule was made: thirteen were accommodated, three were put on hold, one was partially accommodated, and one was denied due to the lack of an available FTE position for the desired shift. As expected, there were resignations, including: four full time CNAs, one part time CNA, and one part time relief cook. Staff also received the resignation of the Assistant Nursing Home Administrator. Overall, there were fewer resignations than originally anticipated, and Aldred stated she will bring further staffing changes to the February meeting in order to maintain a reasonable budget. She believes they have been able to stabilize the positions to ensure proper coverage, and announced there will be a job fair for the pool staff to apply for regular shifts. She wants to give them priority before moving on to the regular hiring process. Supervisor Staples inquired as to the caregiver to resident ratio and Aldred said the goal is to have 4 CNAs on each wing per shift. She added some shifts are higher, but that is the minimum goal. Gary Wagner of Lake Geneva asked Aldred about the elimination of 5.5 FTE positions and expressed concern over the lack of float positions with the new staffing schedule. Aldred explained the intent is to have the positions fully staffed without vacancies or a need for float positions. Wagner noted he has heard complaints from some residents at LHCC as to staffing shortages and Aldred replied they are still working to get to the desired staffing levels.

- Resident Relocation

Aldred said all individuals from C unit have been moved as of January 15th and residents are settled into their new rooms. She has heard feedback from family members that the move went smoothly.

New Business

- Update on hiring process for the Nursing Home Administrator

Aldred said two rounds of interviews have been held and they are currently looking to make an offer with hopes of a February start date.

- Budget changes associated with the downsizing to a 90 bed facility

Aldred said costs will go down with the 90 bed facility being in place, and staff is already working with the Finance Department to ensure reasonable targets are set. She estimated there are only 4 open beds currently.

- Ordinance **-02/20 Amending Sec. 15-359 of the Walworth County Code of Ordinances Related to Special Pay Premiums

Aldred explained there is a charge nurse during each shift who is either a registered nurse (RN) or a licensed practical nurse (LPN). Currently, RNs receive a pay premium for this, but LPNs do not. This ordinance would expand the pay category to include LPNs. **Supervisor Staples made a motion, second by Supervisor Norem, to recommend approval of the ordinance amending Sec. 15-359 of the Walworth County Code of Ordinances Related to Special Pay Premiums. Motion carried 4-0.**

Reports

- Facility Maintenance Update

Aldred gave the Board an update on a January 6th valve break that resulted in a water leak and she noted it was a positive joint effort in response to a negative incident.

- Report of Department Head concerning December 2019 Business Activities

Aldred presented the report. **Supervisor Norem made a motion, second by Supervisor Staples, to approve the report as presented. Motion carried 4-0.**

- December News Articles

Aldred included two articles from December related to nursing homes in the meeting packet.

Correspondence – There was none.

Announcements – There were none.

Upcoming Events – Information on upcoming events was included in the meeting packet.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, February 19, 2020 at 1:00 p.m.

On motion and second by Supervisor Staples and Vice Chair Brellenthin, Chair Monroe adjourned the meeting at 1:33 p.m.