

**Walworth County Board of Supervisors**  
**Lakeland Health Care Center Board of Trustees Meeting Minutes**  
**Wednesday, February 19, 2020**  
**Walworth County Government Center, County Board Room 114**  
**100 West Walworth Street, Elkhorn, Wisconsin**

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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; 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; Veronica Van Antwerp, Delavan, WI; Lynette Dybowski, Darien, WI; Karen A. Voss, Burlington, WI

**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 January 22, 2020 Lakeland Health Care Center Board of Trustees meeting minutes were approved.**

**Public Comment** – Veronica Van Antwerp expressed her concern that patient care is not being met with current staffing levels, and stated she would be concerned about the removal of another 4.5 FTE CNA positions. She noted that due to low staffing levels, residents are sometimes served cold food and this is unacceptable.

**Unfinished Business**

- Elimination of certain positions associated with downsizing to a 90 bed facility

Superintendent of County Institutions Elizabeth Aldred reminded the Committee of the plan presented in December that set a minimum of four CNAs per unit, per shift. This elimination would be for positions that are above that minimum. She noted this would not eliminate the possibility of a float position, but would eliminate the Assistant Nursing Home Administrator position. There are still five overfilled positions, but there is the concern of open shifts due to vacant positions and call-ins. Call-ins are being monitored on a daily basis and appear to be decreasing, but when they happen, it creates a shortage on that shift. She added with the plan to hire, staff hopes to have all shifts filled. She acknowledged weekends have been difficult with staffing due to vacant positions and call-ins. She will communicate with staff to find out more about the food issue Ms. Van Antwerp presented. Supervisor Staples noted it only takes one call-in to leave a wing understaffed, and it is almost impossible for those left working to provide the proper resident care in an efficient and safe manner. She said she would like to see the staffing numbers increased and expressed concern over the staff needing to handle shifts alone. Gary Wagner, Lake Geneva, WI spoke to the float situation as he did at last month's meeting, as well. He noted that he recently witnessed two CNAs being called to another unit, leaving no CNAs available for assistance with dinner. This has led to residents being served cold food and he requested the County take action. The Board advised Aldred to look into the cold food issue and bring her findings back to the next meeting.

**Vice Chair Tim Brellenthin made a motion, second by Supervisor Norem, to approve the discussed elimination of certain positions. Motion carried 3-1, with Supervisor Staples opposed.**

## **New Business**

- **Reclassification of a 1.0 FTE Social Work Aide to a 1.0 FTE Social Worker**

Aldred said there was a resignation of the Social Work Aide who was handling the responsibilities of a Social Worker. She would like to hire someone who is responsible for the roles of a Social Worker, and would like them classified as such. **Supervisor Norem made a motion, second by Supervisor Staples, to approve the reclassification of a 1.0 FTE Social Work Aide to a 1.0 FTE Social Worker. Motion carried 4-0.**

- **Reduction of 1.0 FTE Recreational Therapy Lead Position to a 0.6 FTE and create 0.4 FTE Recreation Therapy Lead Position**

Aldred explained the current full time Recreational Therapy Lead is going to be leaving the County in April, and splitting the position in two would allow for coverage on every weekend and the potential for extended evening hours. Supervisor Staples asked if there is concern about being able to fill part time positions, and Aldred acknowledged it may be more difficult. She believes there will be people interested in the positions, but if they are unable to fill them, she will come back to the Board with an alternate plan. **Supervisor Norem made a motion, second by Vice Chair Brellenthin, to approve the reduction of 1.0 FTE Recreational Therapy Lead Position to a 0.6 FTE and create 0.4 FTE Recreation Therapy Lead position. Motion carried 4-0.**

- **Elimination of 1.0 FTE Relief Cook**

Aldred explained this vacancy was caused by the creation of another position at a previous meeting. **Supervisor Norem made a motion, second by Vice Chair Brellenthin to approve the elimination of 1.0 FTE Relief Cook. Motion carried 4-0.**

- **2020 Revised LHCC Budget**

Aldred presented the PowerPoint presentation that was distributed at the meeting, showing the 2020 revised budget that is necessary to reflect the change to a 90 bed facility. She will be coming before the Finance Committee on Thursday with this presentation, and in March with a budget amendment to reflect all of the changes. Chair Monroe asked if staff has an idea how much overtime will decrease, and Aldred said it is dependent upon staffing levels. CNAs account for the majority of the overtime, due to the fact there are many of them and coverage is necessary. Supervisor Staples inquired if an on-call program, similar to one that has been used in the past, has been considered. Aldred said this was not addressed for this budget, but is an option for the future. She noted the revised budget is based on 87 of 90 beds being filled. She also made note of the senior meal program, which will contribute to an increase in revenue due to the joint grant funding through GWAAR (Greater Wisconsin Area on Aging Resources) and Health and Human Services. She will present an update in May. **Supervisor Norem made a motion, second by Supervisor Staples, to approve the 2020 Revised LHCC budget. Motion carried 4-0.**

- **Market Assessment**

The Board has approved a study that provided a financial strategy for what to do with the vacant C wing. The market study will look into different possibilities and funding options. The agency conducting the market study is interested in meeting with each member of the Board, either in person or by phone. Aldred said she will be in contact with each member to set up a time to meet with the agency. She added the agency will also be interviewing management staff, such as County Administrator Mark Luberda and the Finance Department. The process can last for 120 days, so she believes it should be completed prior to developing the 2021 budget.

- **Accepting a Donation for Lakeland Health Care Center from Suzanne Bucher**  
Aldred explained Suzanne Bucher is the wife of a resident at Lakeland Health Care Center (LHCC), and she made a donation that will be matched in order to purchase a Cycling Without Age two-seater Trishaw for the facility. The committee expressed their gratitude to Ms. Bucher for her generosity. **Supervisor Staples made a motion, second by Supervisor Norem, to accept the donation for Lakeland Health Care Center from Suzanne Bucher. Motion carried 4-0.**

### **Reports**

- **December 2019 CMS Star Rating Report**  
Aldred shared the quarterly report and noted Lakeland Health Care Center has an overall 5 star rating as of December 31, 2019. Details can be found in the meeting packet.
- **Business Activities Report**  
Aldred presented the report that was included in the meeting packet, along with further information distributed at the meeting.

**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, March 18, 2020 at 1:00 p.m.

**On motion and second by Vice Chair Brellenthin and Supervisor Staples, Chair Monroe adjourned the meeting at 2:00 p.m.**