

**Walworth County Board of Supervisors  
Lakeland Health Care Center Board of Trustees Meeting Minutes  
Wednesday April 29, 2020  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, WI**

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Superintendent of County Institutions Elizabeth Aldred called the meeting to order at 1:00 p.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Supervisors Ken Monroe, Kathy Ingersoll, Joseph Schaefer, Brian Holt, and Ryan Simons. A quorum was declared.

County staff present, either in person or by remote attendance:

County Administrator Mark Luberd; Superintendent of County Institutions Elizabeth Aldred; Nursing Home Administrator Denise Johnson; HR Director Kate Bishop; Corporation Counsel/Director of Land Use Resource Management Michael Cotter

**On motion by Supervisor Kathy Ingersoll, second by Supervisor Ken Monroe, the agenda was approved with no withdrawals.**

**On motion by Supervisor Monroe, second by Supervisor Brian Holt, the March 18, 2020 Lakeland Health Care Center Board of Trustees meeting minutes were approved.**

**Public Comment** – There was none.

**Special Order of Business**

a) Nominations/Election of Chair of Lakeland Health Care Center Board of Trustees

Aldred accepted nominations for chair. **Supervisor Ingersoll made a motion, second by Supervisor Joseph Schaefer, to nominate Supervisor Monroe for Chair.** Aldred asked three times for other nominations. **Supervisor Holt made a motion, second by Supervisor Ingersoll, to close nominations. Motion carried 5-0. Supervisor Monroe made a motion, second by Supervisor Ingersoll, to cast a unanimous ballot for Supervisor Monroe as Chair. Motion carried 5-0.** Chair Monroe presided over the remainder of the meeting.

b) Nominations/Election of Vice Chair of Lakeland Health Care Center Board of Trustees

**Chair Monroe made a motion, second by Supervisor Holt, to nominate Supervisor Ingersoll for Vice Chair.** Chair Monroe asked three times for other nominations. **Supervisor Schaefer made a motion, second by Supervisor Holt, to close the nominations. Motion carried 5-0. Supervisor Holt made a motion, second by Supervisor Schaefer, to cast a unanimous ballot for Supervisor Ingersoll as Vice Chair. Motion carried 5-0.**

c) Role of the Lakeland Health Care Center Board of Trustees

Chair Monroe noted details were included in the meeting packet.

**New Business**

- Resolution Authorizing the Reclassification of the Assistant Nurse Manager Position to a Nurse Manager Position, the Reclassification of a CNA Position to a Nurse Manager Position and the Elimination of a CNA Position at the Lakeland Health Care Center

Aldred said there are currently two vacant CNA positions and another that will become vacant in June. During the process of downsizing to a 90-bed facility, staff had looked at eliminating Nurse Manager Positions. Aldred said she believes by changing the vacant CNA positions into Nurse Manager Positions, they will provide additional supervision on units and the cost would be covered by the elimination of the

vacant CNA positions. The current Assistant Nurse Manager started in December and has been performing excellently, and she has actually been performing the duties of a Nurse Manager, rather than an Assistant Nurse Manager. This change would also allow for the Assistant Director of Nursing to have more time to assist with infection control. A large number of the staff at LHCC are new and in order to keep them up to date, they need to free up the Assistant Director or Nursing's time so they can ensure wound care and infection control are prioritized. Aldred noted this item will also be presented to the Human Resources Committee later today. **Vice Chair Ingersoll made a motion, second by Supervisor Holt, to approve the resolution authorizing the reclassification of the Assistant Nurse Manager position to a Nurse Manager position, the reclassification of a CNA position to a Nurse Manager position, and the elimination of a CNA position at the Lakeland Health Care Center. Motion carried 5-0.**

- Plan for 2020 to address Aging Balances and Write Offs

Aldred presented a PowerPoint presentation included in the meeting packet. She noted that the billing process needs to be improved and said they have contracted with a billing company and the increase in drawn down amounts will be visible in next month's report. They found there were issues with incorrect payer sources and incorrect liability calculations, which resulted in the billing errors that caused high amounts. Vice Chair Ingersoll inquired why 2018 had higher amounts than previous years and Aldred said she does not know the exact cause, but said it could be due to an increase in therapy services offered, staff changes, etc. Discussion ensued regarding ways to prevent high write-off amounts in the future. Aldred stated the requested amount of write-offs is \$422,753, as she does not believe it will be possible to collect that amount. County Administrator Mark Luberdia said this shows old issues that are being resolved and why Aldred was brought on as Superintendent. He said it needs to be recognized these are old mistakes and he advises moving forward without the same mistakes. Aldred said there is a mitigation plan moving forward, which includes working with a billing consultant, and they have also hired a new Business Office Manager who will be starting Monday. Staff is planning to focus efforts on having in-house staff track and bill private pay residents. They will also be conducting training on the new system and incorporate Economic Support Staff into the program regularly, and will be working with Corporation Counsel for the larger accounts. She said another change will be to work with Finance twice a year, instead of only once, to ensure accounts are on track. Aldred added they are including benchmark goals which will keep the LHCC accountable and up to date, and also show progress on outstanding accounts, and this will be a top priority for leadership staff at the LHCC. Aldred noted the billing consultant is based on a flat-fee service and not based on a percentage of the amount billed.

- Quarterly Write Offs – 1<sup>st</sup> Quarter

Aldred discussed the report which was included in the meeting packet. **Supervisor Schaefer made a motion, second by Supervisor Holt, to approve the 1<sup>st</sup> quarter write offs. Motion carried 5-0.**

- Annual Survey Results

Nursing Home Administrator Denise Johnson gave a brief overview of the survey process and noted Lakeland Health Care Center received a deficiency-free survey. She added staff is still waiting for the maintenance portion of the survey. **Vice Chair Ingersoll made a motion, second by Supervisor Holt, to place the survey results on file. Motion carried 5-0.**

- Addition of a Special Pay Premium for Direct, On-Going COVID Resident Treatment at LHCC

Aldred discussed the information which was included in the meeting packet and noted this item will also be brought before the Human Resources Committee later today. This is related to what would happen if a resident tested positive for COVID-19, as there would need to be staff that worked only with the affected resident(s). This would create the possibility for a pay premium to accommodate for the risk taken on by

the staff member doing so. To date, there have been no residents or staff that have tested positive for COVID-19, but leadership would like to be prepared if this situation were to arise. Chair Monroe asked where the money would come from to pay for the premium and Aldred said the Nursing Home has received some additional funds that may be eligible to be used for costs related to COVID-19. She anticipates there will be money in place to accommodate this. Luberda noted there are many other premium pays currently in place in our ordinances and he wanted to clarify this is not a hazard pay that would be offered to all those working in a certain field. This premium pay would be very specific and apply only to those employees who are dealing exclusively with an infected resident. Luberda recommended a premium in the \$1.50-\$2.00 range, but suggested possibly revisiting the specifics of the issue in the future, if LHCC is to have residents who test positive for COVID-19. Supervisor Holt asked if there would be cleaning staff exclusively attending to the affected area. Aldred said the staff would likely be responsible for cleaning as additional duties related to working solely with an affected resident. Aldred added they have had two staff members volunteer if the situation arises. **Supervisor Holt made a motion, second by Vice Chair Ingersoll, to accept the addition of a special pay premium of \$2.00/hour for direct, on-going COVID resident treatment at LHCC, with the possibility to bring the matter back if the situation arises. Motion carried 5-0.**

- Acceptance of CARES Act Funds

Aldred noted a second payment has been received since this memo was written for a grand total of \$178,741.28. The money is non-refundable and is intended to help cover losses due to a decline in admissions, FMLA for employees, employee's missing work, and other costs that would not occur in a normal environment. Aldred said staff will ensure the correct reporting is done, but stated she is seeking permission to accept the funds. She added she will come back before the Board to decide how the money will be allocated. **Vice Chair Ingersoll made a motion, second by Supervisor Schaefer, to accept the total amount of the CARES Act funds. Motion carried 5-0.**

## Reports

- Business Activities Report

Aldred presented the report that was included in the meeting packet and Chair Monroe requested the information be discussed further at next month's meeting.

- Update on COVID-19

Aldred noted staff are working hard to prevent COVID-19 from spreading to the nursing home. She said LHCC is continuing to take admissions with the necessary precautions in place, and staff is preparing for the possibility of exposure.

**Correspondence** – There was none.

**Announcements** – There were none.

**Upcoming Events** – There are no events currently planned.

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, May 20, 2020 at 1:00 p.m.

**On motion and second by Supervisor Holt and Vice Chair Ingersoll, Chair Monroe adjourned the meeting at 2:09 p.m.**