

**Walworth County Board of Supervisors  
Lakeland Health Care Center Board of Trustees Meeting Minutes  
Wednesday, May 20, 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 and the following members were present, either in person or by remote attendance: Chair Ken Monroe, Vice Chair Kathy Ingersoll, and Supervisors Joseph Schaefer, Brian Holt, and Ryan Simons. A quorum was declared.

Others present, either in person or by remote attendance:

County Board Supervisors: Chair Nancy Russell

County Staff: County Administrator Mark Luberda; Superintendent of County Institutions Elizabeth Aldred; Nursing Home Administrator Denise Johnson; HR Director Kate Bishop

Member of the Public: Michael Peer, CliftonLarsonAllen Wealth Advisors, LLC (CLA)

**Supervisor Brian Holt made a motion, second by Vice Chair Kathy Ingersoll, to amend the agenda by moving Item 8.b. after Item 6, and to approve the agenda as amended. Motion carried 5-0.**

**On motion by Vice Chair Ingersoll, second by Supervisor Holt, the April 29, 2020 Lakeland Health Care Center Board of Trustees meeting minutes were approved.**

**Public Comment** – There was none.

- Market Study related to the future of the Vacant C-Wing  
Superintendent of County Institutions Elizabeth Aldred introduced Michael Peer, CLA, who attended the meeting remotely. She explained this market study looked into what the best option was to utilize the vacant wing left by the downsizing to 90 beds. Peer presented the report from the market study and said they wanted to meet the needs of Walworth County residents in a fiscally responsible fashion. He noted the region is a large area and includes 9 zip codes and much time was spent understanding the market. He said the demographic analysis of population showed that seniors aged 75+ are projected to increase by 616 persons or 8.3% from 2020 to 2025. He said the largest projected growth is in the 65-74 cohort which is projected to increase by 2311 people from 2020 to 2025, and noted this shows the potential for future demand. He provided an overview of the competitors LHCC has in the market area, including Residential Care Apartment Complex (RCAC) and Community-Based Residential Facility (CBRF) options. He said the unmet demand for an RCAC facility is much higher than a CBRF facility and noted adult day care is something to be looked into in the future. He added the demand for skilled nursing facilities is estimated to decrease by around 4.6% by 2025, and as such, did not recommend increasing skilled nursing facilities, but instead recommended remaining at the level of beds we currently have. Aldred said we are currently planning 90 beds to be our steady state, even though we hold a license for 120 beds. Peer said Wisconsin skilled nursing facilities are in a dire situation and some current organizations may not survive the COVID-19 environment, and if any were to close, that could impact LHCC. He recommended keeping the 120 bed license and looking at the possibility of changing to fewer beds after seeing how COVID-19 affects the market. Aldred noted the cost of keeping the licenses for the additional 30 beds is \$61,200 for a calendar year. Discussion ensued regarding making a change with the 30 beds or keeping them as they are for the time being. Supervisor Schaefer asked if the issue of nurse shortages is still as big of a deal and Aldred said staffing levels are limited due to COVID-19. Chair Monroe suggested not making any changes for 6 months and Supervisor Holt agreed. Administrator Mark Luberda noted the budget process is coming up and this item could come back sooner than 6 months.

### **Unfinished Business**

- Update on 2020-2021 Use of Fund Balance

Aldred spoke to the memo included in the meeting packet, which detailed changes that have been made. She noted that when the number of beds was reduced to 90, staff was conservative and she is bringing an update to the Board. She noted COVID-19 has affected the number of residents so they are not as they were budgeted, however the CARES Act funds should offset some of those losses. She said she believes some of the identified cost savings will be able to be used to cover a portion of the depreciation costs.

### **New Business**

- Market Study related to the future of the Vacant C-Wing

This item was discussed earlier in the meeting per the agenda amendment.

- Authorization to Alter FTE for Certain Lakeland Health Care Center Positions

**Supervisor Holt made a motion, second by Vice Chair Ingersoll, to approve the authorization to alter FTE for certain Lakeland Health Care Center positions. Motion carried 5-0.**

- Establish 2021 Private Pay Fees

Aldred reminded the Committee this is part of the budget process and spoke to the costs of other facilities in the area listed in the meeting memo. She noted we are at a lower fee level than many of the facilities in our community and recommended increasing the private pay rate starting January 1, 2021 to \$330 from \$320. **Vice Chair Ingersoll made a motion, second by Supervisor Holt, to approve the increase in private pay fees to \$330 beginning January 1, 2021. Motion carried 5-0.**

- Discuss Licenses for the Vacant C-Wing

Aldred confirmed the Board would like to continue paying for licenses for 120 beds at this time.

### **Reports**

- Business Activities Report

Aldred presented the report that was included in the meeting packet. There was an updated report distributed at the meeting, as well. She noted the report includes March 2020 so the write-off approved at the April meeting is not reflected. Chair Monroe asked if COVID-19 is impacting overtime and Nursing Home Administrator Denise Johnson said overtime has increased due to the current situation. She noted referrals have decreased, as well. She said the staff is doing a phenomenal job and morale is high, and they are working hard to keep residents safe. She added that resident's families have been very supportive, as well. Aldred noted they tested all residents and staff last week and had a great response to that.

**Correspondence** – There was none.

**Announcements** – There were none.

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, June 17, 2020 at 1:00 p.m.

**On motion and second by Supervisor Holt and Vice Chair Ingersoll, Chair Monroe adjourned the meeting at 1:58 p.m.**