

**Walworth County Board of Supervisors  
Lakeland Health Care Center Board of Trustees Meeting Minutes  
Wednesday, June 19, 2019  
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. All members were present: Chair Ken Monroe, Vice Chair Tim Brellenthin, and Supervisors Kathy Ingersoll, William Norem and Charlene Staples.

**Others in attendance:**

County staff: County Administrator David Bretl; Lakeland Health Care Center (LHCC) Administrator Timothy Peek; LHCC Assistant Administrator Taya Walk; Human Resources Director Kate Bishop;

Members of the public: Gary Wagner, Lake Geneva, WI; Veronica VanAntwerp, Delavan, WI; Judy Adkins, Elkhorn, WI; Tammy Fonseca, Genoa City, WI; Roger Engelhardt, Elkhorn WI; Chris (no last name given), LHCC employee

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

**On motion by Vice Chair Brellenthin, seconded by Supervisor Norem, the minutes of the May 22, 2019 Board of Trustees meeting were approved by voice vote.**

**Public Comment**

Gary Wagner, Lake Geneva, said he sent an email to County Administrator David Bretl, which was distributed to the Committee before the meeting. He expressed his concern about lack of adequate staffing at the nursing home. Mr. Wagner's wife has been a resident in the Memory Care Unit for over five years and he said present conditions there are the worst in his memory. Existing staff is hardworking and dedicated, but understaffing is creating the potential for accidents. Wagner said he agreed with Supervisor Norem's comment last month that \$14/hour is not enough to recruit qualified staff.

Veronica VanAntwerp, Delavan, Wisconsin, said her concern is the staffing shortage on the Secure Memory Unit. Her husband is in the unit, which currently houses 24 residents with severe cognitive, physical, emotional and behavioral issues. At times, there have been only two CNAs on the unit during a shift. She commended the efforts of the CNAs, but the shortage in staffing has caused unsafe conditions, putting residents and staff at risk. She stated she feels Administration at LHCC is not putting forth enough effort to resolve the staffing crisis.

Chris (no last name given) is an LHCC employee. She stated she saw the agenda item regarding the Assistant Director of Nursing contract buyout, and expressed concern about the candidate's experience and qualifications. She added that temporary staff are not given enough training in the facility.

**New Business**

- LHCC Budget Amendment – LH004 – Projected Budgetary Shortfall of \$150,000

LHCC Administrator Timothy Peek said the budget amendment is to address the anticipated budget shortfall of \$150,000, which he discussed at the last meeting. He said he hopes to address the issue by taking more Medicare and Medicare Advantage residents. County Administrator David Bretl said staff is being proactive to identify the shortfall early and try to address it. He noted the number of recent nursing home closings throughout the State are evidence that the problems are universal. **Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to recommend approval of budget amendment LH004. Motion carried 5-0.**

- LHCC Budget Amendment – LH005 – Increased agency nursing services and Assistant Director of Nursing contract buyout

Peek said LHCC has been using Premier Staffing for temporary services. The purpose of the budget amendment is to increase the temporary staffing account to buy out an Assistant Director of Nursing recruitment contract of \$10,000, and for additional LPN and CNA coverage for the facility for the next several months while staff recruiting efforts continue. The total amount of the increase is \$35,000. Peek said Premier Staffing is the only contract they have for temporary help services. Supervisor Norem asked about the quality of staffing from the agency. Peek said that agency nurses are not as familiar with the County system and may not be as dedicated as full-time county employees; however, many of them have the right experience and qualifications. If an individual from the agency does not fit with the position, LHCC has the right to cancel the contract immediately. Bretl said one option is to solicit other agencies and approve a pool of qualified vendors to have a broader selection of temporary candidates. Supervisor Staples commented that in the past, LHCC contracted with multiple agencies for licenses and non-licensed nursing staff. Supervisor Ingersoll asked if temporary staff are given training and orientation. Peek said at minimum, they receive on the floor training on their first shift. Tammy Fonseca, a pool nurse at LHCC, stated that she trained two individuals from Premier Staffing. One temporary employee informed her she receives \$16/hour plus an \$800/week stipend from the staffing service. She questioned the economic impact of using the agency vs. pool staff. Fonseca added that the pool staff has been reduced significantly, and residents suffer the most from lack of staffing. Chair Monroe said the issue would be discussed at the next meeting. Peek said the contract buyout for the Assistant Director will cost 12-13% of the salary the County offers for the position, which has been negotiated down from 20%. The Director of Nursing, who recruits for nursing positions, recommended this individual and has confidence that she can perform well. **Supervisor Norem made a motion to approve the budget amendment as recommended. Motion failed for lack of a second.** Supervisor Staples said she has great concern about the hiring of the Assistant Director of Nursing; this individual will be the second in command of the licensed staff. Bretl stated he was concerned about talking about the individual's qualifications when she was not there to defend herself. Further, if the budget amendment is not approved, there will be no funds to pay for the other staffing the agency is supplying. **Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to approve LHCC budget amendment LH005. Motion carried 5-0.**

- Electronic Health Record System Replacement Proposal

Peek reported LHCC's current Electronic Health Record (EHR) software is not providing the needed level of productivity required with the new regulations required of skilled nursing facilities. With assistance from Purchasing, Requests for Proposals (RFPs) were issued, and a budget amendment is required to transfer funds to pay for one-time additional costs for implementation and training from the vendor. Peek noted the system includes financial and clinical capabilities, which will assist in efficiency and timely billing to proper accounts. It is cloud-based, which means staff will be able to log on anywhere on their own PCs and use the system. There are budgeted funds for the project. **Supervisor Ingersoll made a motion, seconded by Staples, to recommend approval of the electronic system replacement proposal recommended by staff. Motion carried 5-0.**

- LHCC Budget Amendment – LH006 – EHR Software

**Supervisor Ingersoll made a motion, seconded by Supervisor Norem, to recommend approval of budget amendment LH006. Motion carried 5-0.**

## **Reports**

- **Report of Department Head concerning May 2019 Business Activities**

Peek reported the census is increasing. May's daily average was 107; June thus far is averaging 108-109. Overtime costs and hours still remain high. Supervisor Staples said May mandatory hours for CNAs were 98, but overtime costs decreased in May. Assistant Administrator Taya Walk said it could be the result of mandatory additional hours, rather than the former practice of mandatory overtime. If CNAs do not meet the threshold for overtime and work extra hours, that could explain the difference. Walk said most of the larger aging balances have been turned over to the County's collection attorney, who is working to collect the balances.

**Correspondence** – There was none.

**Announcements** – Peek said this is CNA week LHCC is sponsoring some activities to honor them.

**Upcoming Events** – The list of events was included in the agenda packet.

**Confirmation of next meeting:** The next regular business meeting was confirmed for Wednesday, July 17, 2019 at 1:00 p.m.

## **Adjournment**

**On motion by Vice Chair Brellenthin, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 1:45 p.m.**