

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

Others present, either in person or by remote attendance:

County Staff: County Administrator Mark Luberd; Superintendent of County Institutions Elizabeth Aldred; Nursing Home Administrator Denise Johnson; Human Resources Director Kate Bishop; Social Worker, Rehab and Long Term Care Andrea Jacobs; Admissions Coordinator Mary Stenzel; and Social Worker, Memory Care and Long Term Care Mel Davis

Members of the Public: Gary Wagner, Lake Geneva; Veronica Van Antwerp; Delavan, Mary Ann Karas, and Duane Warrenburg

On motion by Supervisor Simons, second by Supervisor Ingersoll, the agenda was approved with no withdrawals.

On motion by Supervisor Holt, second by Supervisor Schaefer, the June 17, 2020 meeting minutes were approved.

Public Comment

Gary Wagner of Lake Geneva expressed concern about the COVID-19 situation at Lakeland Health Care Center. He asked that all residents and staff be tested for COVID-19. He inquired about the possible use of C wing and said he thought the wing had previously been designated for use in situations like this.

Mary Ann Karas expressed concern regarding the impact of COVID-19 and only being able to have contact with her husband by telephone for an extended period of time. She expressed concern regarding the rules and regulations at the facility and requested a room be designated where residents can meet with their families.

Veronica Van Antwerp of Delavan also expressed concern about only being able to have telephone contact with her husband due to COVID-19. She also expressed concern about the movement of residents between the A and B units and the spread of COVID-19.

New Business

• **Infectious Disease Audit**

Superintendent of County Institutions Elizabeth Aldred reported, on June 23rd an infectious disease audit was conducted by the state. She said, staff were observed providing care, protocols were reviewed, and the facility passed the audit with no deficiencies.

• **Social Services Presentation**

Social Worker, Memory Care and Long Term Mel Davis, Social Worker, Rehab and Long Term Care Andrea Jacobs and Admissions Coordinator, Mary Stenzel appeared at the meeting to provide the division presentation regarding Social Services. The presentation was provided via PowerPoint and was included in the committee materials. Discussion ensued.

Aldred said, they were working to identify additional ways to allow family to have contact with residents. She said, they are currently in outbreak status and families are not allowed to have direct contact with residents and noted this is difficult for both families and residents. She said, they are focused on increased cleaning, additional training on the proper use of PPE and trying to set up additional technology visitation with family. Staff is also trying to set up window visits but it is understood this is not ideal. Aldred said, they have finally received guidance from the State permitting outside visits once they are no longer in outbreak status.

Aldred said, staff is required to wear face and eye masks when working with residents. All staff were tested during a previous outbreak. She added, C wing was available for use if they had people from multiple units testing positive. She said, the Department of Health Services (DHS) recommended against testing all residents, but tests are available if requested. She added all staff is screened with temperature checks each shift upon entering the building.

Supervisor Ingersoll inquired about the 28 day isolation requirement. Aldred said, if one individual is identified as positive, then they are required to isolate people for the next 28 days and the facility is considered to be in outbreak status.

Supervisors Holt asked for clarification as to what would trigger the use of the C wing. Aldred said, if there were residents from both the A and B wings at the same time, then they may be brought to the C wing.

Chair Monroe recognized Gary Wagner to speak. He said, it was his understanding staff was not permitted to cross from unit to unit, but he says this is occurring. Aldred said, although they do try to limit crossover, it does happen due to staffing requirements. She added full PPE is required if staff moves from unit to unit. Wagner expressed concern about co-mingling staff and concerns regarding communication with residents' families.

- **Billing System Procedural Change**

Aldred reported, when residents are applying for Medicaid for billing purposes they are placed in a Medicaid pending status. Currently, residents are considered private pay, while they are waiting for the Medicaid application process. Aldred is suggesting a change in the billing process so they are billed at the Medicaid rate, while waiting for the application to process instead of the private pay rate.

On motion by Supervisor Simons, second by Supervisor Holt, the billing system procedural change was approved. Motion carried 5-0.

- **Aging Balance Update and 2nd Quarter Write-offs**

Aldred gave an overview of aging balance. She said, the aging balance was reduced by \$939,000 from June 2019 to June 2020. She added \$567,000 of this decrease was related to write-offs approved by the Board and the balance was as a result of an increased collection effort on outstanding balances. She said the number of residents who owe more than \$30,000, is down from 12 to 7 people and the amount owed in this category was down approximately \$400,000.

On motion by Supervisor Holt, second by Supervisor Schaefer, the 2nd quarter write-offs were approved. Motion carried 5-0.

- **Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Pool Staff Evaluations and Title Updates at the Lakeland Health Care Center**

Aldred provided an overview of the intent of the ordinance and said it would also be going before the Human Resources Committee.

Vice Chair Ingersoll made a motion, second by Supervisor Holt, to recommend approval of the proposed Ordinance Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Pool Staff Evaluations and Title Updates at the Lakeland Health Care Center. Motion carried 5-0.

Reports

- COVID-19 Update

Aldred reported they were in outbreak status. She said all staff has been tested and they are working with Public Health to monitor the safety of residents. Admissions are permitted to the other units, but testing and isolation is required upon admission. Currently, they have a census of 81 residents. One unit had a positive test and is currently in isolation for 28 days, while in outbreak status. Supervisor Holt asked for an update, while the committee was off in August.

- Parking Lot Closure

Aldred said, construction on the parking lot will occur over a 30 day period once it begins. Once construction starts families will not have access to the parking lot and will not be able to use the front entrance. They are developing a plan to accommodate visits during this period.

- Strategies to Address Recruitment

Aldred gave an overview of the Power Point presentation which was included in the committee packet. Aldred said, they are working with Human Resources to be proactive in filling these positions, but she acknowledged there is a nursing staff shortage. She reviewed the vacancies including 16 in nursing department. She said the leadership team is on the floor to provide back up and reviewed their efforts to address the staffing shortages.

- Business Activities Report

Nursing Home Administrator Denise Johnson gave an overview of the report included in the meeting packet.

Correspondence

- Correspondence from Gary Wagner regarding CNA float position

Chair Monroe referred to the correspondence included in the meeting packet. Aldred said they are working through the budget and are exploring the proper staffing levels. She said, previously, consideration had been given to the removal of two positions and they are not recommending this at this time.

Announcements – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, September 16, 2020 at 1:00 p.m.

On motion by Supervisor Holt, second by Vice Chair Ingersoll, Chair Monroe adjourned the meeting at 2:18 p.m. Motion carried 5-0.