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 Kathy Ingersoll, William Norem and Charlene Staples. A quorum was declared.

Others in attendance:
County Board members: County Board Chair Nancy Russell
County staff: County Administrator David Bretl; Lakeland Health Care Center (LHCC) Administrator Timothy Peek; LHCC Assistant Administrator Taya Walk; Human Resources Director Kate Bishop Finance Director Jessica Conley; Senior Accountant Alicia VanDyke
Members of the public: Gary Wagner, Lake Geneva; Veronica Van Antwerp, Delavan; Christine Eichman, Darien, WI

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

On motion by Supervisor Norem, seconded by Vice Chair Brellenthin, the minutes of the October 7, 2019 Board of Trustees special meeting were approved by voice vote.

Public Comment
Gary Wagner, Lake Geneva, WI, urged the Board to move forward to make a decision on future operations of Lakeland Health Care Center (LHCC), whether it be to maintain 120 beds or downsize to 90. Residents and families need to be able to plan and adjust to what will happen at LHCC so they can return to a state of normalcy.

New Business
• 2019 and 2020 Lakeland Health Care Center (LHCC) Budget
County Administrator David Bretl said he wants the Board to thoroughly examine the options for continued operation of the Health Care Center, and to recognize the value in being decisive and moving forward to provide certainty for residents, families and staff. He gave an overview of the options included in his 2020 budget letter, which include: using fund balances to fund 2020 and keeping 120 beds and a referendum in 2020 to exceed the levy cap, which would entail cutting $1.14 million from other departmental budgets; downsize to 90 beds in 2020 and close a wing of the facility and pay the bed cap to keep the 30 vacant beds; downsize to 90 beds and use the vacated wing to reutilize the space for other functions, i.e., a CBRF or respite care. The nursing home has downsized in the past from 180 to 120 beds. The census at LHCC is 96 today. The facility is struggling with lack of certified staff, and downsizing beds would result in transferring staff to other wings and perhaps different shifts. Bretl reported that a recalculation of the personal property aids related to the County’s overall levy cap by the Wisconsin of Revenue (WDR) resulted in a positive $244,929 change to the 2020 budget. Bretl suggested that an amendment could be introduced at the November Board meeting to use the majority of those funds for continued operation and the transition at LHCC in 2020, which he feels is the County’s top priority.
• Analysis of prospective operational changes
LHCC Administrator Timothy Peek said staff is seeking proposals from consultants and architects to perform a feasibility study on the options for facility. Supervisor Staples said it is difficult to make a decision when there are not firm estimates on the financial impact of future options. Peek replied if the decision is to stay at 120 beds and run at an average daily census of 105, three-fourths of the million dollar fund balance will be exhausted. If the beds are downsized to 90, a determination needs to be made on optimal use of the facility. Supervisor Norem said from the information provided, he feels the 90-bed option sounds like the best alternative, and the extra $244,929 would help provide some cushion during the transition. Discussed ensued. Supervisor Staples expressed concern about moving three shifts of staffing and the possibility of losing more qualified personnel. Bretl said if there were layoffs, there are ordinances in place to determine how they would be done. Director of Human Resources Kate Bishop explained the current ordinance addresses the layoff steps, performance, seniority, etc. Supervisor Staples stated she does not feel that layoffs will occur as a result of downsizing because of the current staff shortage. Peek said that he and management staff are working on a schedule to determine how many full and part-time employees would be needed, and will meet with Human Resources next week. Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to recommend downsizing the number of beds at LHCC to 90, and to put the $244,929 remaining under the levy limit in the LHCC budget. Supervisor Ingersoll asked if downsizing will adversely affect funding. Peek said there may be some lost revenue based upon supplemental payments, but that amount would not be a significant factor in the decision to downsize. Peek said they have a 90-day window to notify residents and families about the transition. No residents will have to relocate to another facility. A letter would be sent to all affected as soon as the plan is approved and it is determined which wing would close. Staff will also hold an informational meeting at the Health Care Center. Bretl suggested additional language be added to the original motion. Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to amend the original motion to direct the LHCC Administrator to take the necessary steps to transition to a 90-bed facility; to retain licenses for the 30 vacated beds, and to approve a budget amendment to put the $244,929 funds into the LHCC 2020 budget. A voice vote was conducted, and all members voted “Aye.” Bretl expressed his appreciation for all the work done by the Board of Trustees and staff in formulating solutions to continue serving the community.

• Finance Committee Budget Amendment LHC008
Supervisor Norem made a motion, seconded by Supervisor Staples, to recommend approval of Budget Amendment LHC008. Motion carried 5-0.

• CMS – Nursing home comparative website
Peek distributed an updated page for Lakeland Health Care Center from the CMS nursing home comparative website. The website assists families in selecting suitable nursing homes in their areas. The site gives the overall rating of the facility, how many certified beds there are, lists the facility’s certifications, and shows star ratings for individual factors such as health inspections, number of health citations, complaints received resulting in citations, staffing ratios and an overall rating. In January 2019, LHCC’s state inspection resulted in no citations; the average citations per facility in Wisconsin is six and eight nationwide. Even with the slightly below average staffing ratio, LHCC has a 4-star rating overall. Changes to the website reflect federal requirements that if a facility receives a citation for abuse, neglect or exploitation, the website will affix a bright red “stop” hand icon on that facility’s page. Peek emphasized the critical need to continue quality care provision by increasing recruiting efforts to hire staff who have the skill sets and education to achieve that goal.
Reports
- Report of Department Head concerning September 2019 Business Activities
The report was included in the agenda packet. The average daily census was 90 for September. Overtime hours have been reduced.

Correspondence – Chair Monroe read a statement from the U.S. Census Bureau regarding universal hiring challenges. Since 2011, the working population has declined, as has the number of youth under the age of 18. The State birth rate is at its lowest point in a generation. There has been an increase of 2,000 jobs in Wisconsin. Walworth County has lost 3% of its working age population, and there are 950,000 residents in the State who are aged 65 or older.

Announcements – There were none.

Upcoming Events – Peek reminded the Board that the LHCC fundraiser and spaghetti dinner is on October 23, beginning at 4:00 p.m. There will a number of baskets filled with a variety of items to bid on. He encouraged Trustees to attend. LHCC is also hosting a taco salad luncheon tomorrow to raise funds.

Confirmation of next meeting: The next regular business meeting was confirmed for Wednesday, November 20, 2019 at 1:00 p.m.

Adjournment
On motion by Vice Chair Brellenthin, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 1:50 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Board of Trustees on November 20, 2019.