

**Walworth County Board of Supervisors
Lakeland Health Care Center Board of Trustees Meeting Minutes
Wednesday, November 18, 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 Kenneth Monroe; Vice Chair Kathy Ingersoll (arrived at 1:01 p.m.); and Supervisors Brian Holt, Joseph H. Schaefer, and Ryan G. Simons. A quorum was declared.

Others in Attendance:

County Staff: County Administrator Mark W. Luberda; Superintendent of County Institutions Elizabeth Aldred; Nursing Home Administrator Denise Johnson; Therapeutic Recreation Director Lynette Kasper; Human Resources Director Kate Bishop; and Recruitment Specialist Brittany Pollari. Corporation Counsel Michael Cotter was present remotely.

Supervisor Holt offered a motion, second by Supervisor Simons, to make one amendment to the agenda: 1) to move New Business, Item 8a, Recreation Division Presentation to immediately follow Public Comment. The agenda as amended was approved with no withdrawals.

Vice Chair Ingersoll announced she was in attendance.

On motion by Supervisor Holt, second by Supervisor Simons, the October 21, 2020 meeting minutes were approved.

Public Comment – There was none.

New Business

8a) Recreation Division Presentation

Therapeutic Recreation Director Lynette Kasper gave a brief presentation entitled Therapeutic Recreation highlighting the Recreation Department within the Lakeland Health Care Center (LHCC) (Pages 26-34.) Discussion then focused on how individuals are able to schedule and visit with family members during COVID-19.

Unfinished Business

7a) Food and Nutrition Program Presentation

Superintendent of County Institutions Elizabeth Aldred referred to the Food and Nutrition Program – Skilled Nursing Facility and Senior Meal Program presentation slides found on Pages 5-18. Aldred distributed and briefly summarized two spreadsheets related to the presentation entitled Food Nutrition Services Tracking and Resident Fed Meals. Nursing Home Administrator Denise Johnson explained how the meals are being served within the two wings and stated there is a 15 minute delay in service between the two wings. She also explained how the meals are stored and kept hot within the steam table until they are delivered to the individual. Johnson stated LHCC has collected recipes and menus from Martin Brothers, Sustainable Kitchens, and Reinhardt. Each vendor has a dietician and LHCC has a contracted dietician that reviews the recipes to make certain the resident's nutritional value/requirements are met.

7b) Vacancy and Hiring Statistics

Aldred gave a brief overview of the October 2020 Vacancy/Hiring Statistics found on Pages 19-25. Aldred distributed a corrected copy of (Page 23) AM and PM Shift Call-Ins & FMLA and (Page 24) NOC Shift Call-Ins & FMLA, which updated the legends for further clarification. Discussion then focused on whether or not additional history from prior months could be provided; potentially staffing a bit differently to get ahead of the hiring curve; and continuing to provide strategies and ideas coming out of the department.

New Business

8a) Recreation Division Presentation

This item was acted upon earlier in the meeting.

8b) Resolution Accepting CARES Act Funding for Health and Human Services and Lakeland Health Care Center Aldred gave a brief overview and explained the purpose for the proposed resolution. County Administrator Mark W. Luberda provided further information relative to the creation of the resolution. LHCC has an opportunity to obtain an additional \$94,972.32 in CARES funding, as part of the “Targeted Infection Control” incentive payments for nursing homes, plus potentially four more opportunities to receive additional incentive payments, which would exceed the current internal authority levels. Aldred requested permission to accept the funds and subsequent CARES funding from the State of Wisconsin Department of Health Services that may become available to WCDHHS and LHCC. **Supervisor Holt offered a motion, second by Supervisor Scheafer, to accept the proposed resolution Accepting CARES Act Funding for Health and Human Services and Lakeland Health Care Center in the amount of \$94,972.32 and any subsequent funding. Motion carried 5-0.**

8c) Discussion of the Creation of Temporary Positions for 2020 and 2021 at Lakeland Health Care Center Aldred distributed and briefly summarized an updated Memorandum regarding the Creation of Temporary Positions for 2020 and 2021 at LHCC (Pages 38-39), which includes a list of individuals LHCC would like to bring on board. Costs incurred through the course of the year for all positions requested would be approximately \$600,000. Aldred stated these positions would be funded with either the available CARES funding received by the health care center and/or by allocating money from the overtime (\$245,000) and pool staff (\$364,000) budget. These positions would be managed through attrition, funding currently in the budget, anticipated support money through CARES, and whether or not there continues to be a need for the position(s). Discussion then focused on volunteers not being allowed in the building due to COVID, compassionate care visits, and the anticipation of the hiring process to begin after the December County Board meeting. Luberda encouraged the Board of Trustees to consider Aldred’s proposal with the expectation that the positions will be managed through attrition. **Supervisor Holt offered a motion, second by Supervisor Simons, to approve the Creation of Temporary Positions for 2020 and 2021 at Lakeland Health Care Center. Motion carried 5-0.**

8d) Life Safety Audit

Johnson noted for the annual recertification there are two components. The nursing component was completed just prior to the COVID-19 pandemic. The life safety component was conducted on October 14, 2020. Johnson referred to Page 43 and spoke briefly regarding the three citations that were issued and rectified. LHCC is currently in compliance. **Vice Chair Ingersoll offered a motion, second by Supervisor Holt, to accept the Life Safety Audit. Motion carried 5-0.**

Reports

9a) Business Activities Report

Johnson gave a brief overview of the Business Activities Report through September 2020 (Pages 50-53.) Discussion ensued with Corporation Counsel Michael Cotter reporting that Deputy Corporation Counsel Estee Scholtz has been aggressively working to collect on the outstanding balances.

Correspondence – There was none.

Announcements – There were none.

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

On motion by Supervisor Simons, second by Supervisor Holt, Chair Monroe adjourned the meeting at 2:09 p.m. Motion carried 5-0.