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 Russell
County staff: County Administrator David Bretl; Lakeland Health Care Center (LHCC) Administrator Timothy Peek; Human Resources Director Kate Bishop; Finance Director Jessica Conley; Senior Accountant Alicia VanDyke; LHCC Social Worker Mel Davis; LHCC Social Services Assistant Emily Leasure; Health and Human Services Director Elizabeth Aldred
Members of the public: Gary Wagner; Karen Voss; Lynette Dybowski; Mary Burpee

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

On motion by Vice Chair Brellenthin, seconded by Supervisor Ingersoll, the minutes of the October 16, 2019 Board of Trustees special meeting were approved by voice vote.

Public Comment
Mary Burpee, Elkhorn Wisconsin stated she worked within the nursing home industry throughout her career, where she had interaction with employees, administrators and state officials. She claimed administration at LHCC, this Board of Trustees and the County Board are responsible for having to downsize beds at Lakeland Health Care Center (LHCC). She said front-line staff should have been consulted on solutions to the current problems. She alleged because of mismanagement of LHCC, the facility’s stellar reputation has been damaged. Burpee added Supervisor Staples addressed some existing problems at the facility and was criticized for speaking up. She feels the plan to eliminate nursing staff and social worker positions at LHCC is contrary to the well-being of residents.

New Business
- Facility Transition Plan
Social Worker Mel Davis and Social Services Assistant Emily Leasure presented the plan for transitioning from 120 to 90 beds, which was developed by the LHCC Interdisciplinary Team. The team is comprised of nursing, dietary, social services, therapeutic recreation and scheduling staff, and solicited input from other staff members. Unit C will close, and 27 residents will be relocated. The west wing of Unit D will remain a short term medical rehabilitation wing; the east wing of Unit D will remain a long term medical rehabilitation wing. Unit A will remain a secured memory care wing. Unit B will become a long term care unit, not specifically a memory care unit. The closed double doors leading to Units A and B will be opened, which plays a key role in assigning resident rooms. None of the residents will be discharged to another facility as a result of the transition. Criteria considered in the moves included residents’ peers, tablemates and friends, with emphasis on promoting social interaction. Diagnoses and acuity of care were also important factors in determining room assignments. The moves and schedule were finalized on November 15. All management and staff will be involved in assisting with the relocations. Moves will begin on December 2 and are projected to be complete on December 18. Family members and decision makers were contacted this week to inform them of the moving dates and room assignments. Dietary staff will coordinate with the team to ensure the meals and dietary needs of
residents are not interrupted. Staff will monitor the residents for changes in behavior after the moves, and Therapeutic Recreation staff will join residents in their new households for meals and welcome meetings. Honoring staff time off during the holidays was considered when planning the schedule. LHCC Administrator Timothy Peek said three meetings concerning the transition will be held for residents and family members, who were all informed about the change in writing. Supervisor Staples questioned the timetable for moving so close to the holidays. Peek said the team made the decision to move ahead and complete the moves to avoid prolonging resident anxiety and uncertainty about moving. Peek commented that the moves will be traumatic for residents and their families, and every attempt will be made to complete the moves as smoothly as possible. Staff talked with residents and family members, and most are eager to complete the move.

- **Point Click Care, Omnicare and Clearpath Connections Implementation**
  Peek said Point Click Care (PCC), the new Electronic Health Records (EHR) software, went live in October, and staff has been learning the new charting system. PCC can integrate with other systems; medications can be refilled through the automated system with pharmacies, which expedites the process and protects residents from ordering incorrect dosages/medication. Omnicare is the new pharmacy, which has an auto-renewal system and integrates with PCC. PCC also provides real-time data and reports on residents. Clearpath Connections is the new call light system. It works through WiFi and a handheld phone type device. When a call light is activated, a signal automatically registers on the phone to the room number and resident needing assistance. The new system allows caregivers to speak to each other in real time, which allows one caregiver to stay with the resident while summoning extra assistance. Lights above rooms have also been installed, showing from which room a call originates. Residents who travel outside or to other areas within the facility will have pendants which tie into the new system to call for assistance. Gary Wagner, Lake Geneva, stated he received a bill from Omnicare last week. He said if he had not been attending the Board meetings he would not have known the facility changed its pharmacy services. He encouraged improved communication with residents and families.

- **Budget Amendment LH010 – Rekey Lakeland Health Care Center**
  Peek reported the Public Works Committee approved the new Capital Improvement Plan project to rekey the building. The misplacement of keys occurred during shift change between charge nurses. Apparently the keys were placed on a keyboard and an hour later they were discovered missing. Unfortunately, the key ring contained master keys to all rooms in the facility. Fortunately there were no keys to the outside doors of the building or medication carts. The estimated cost of $30,000 to rekey the entire facility is the worst case projection. Human Resources Director Kate Bishop is investigating the situation. **Supervisor Norem made a motion, seconded by Vice Chair Brellenthin, to recommend approval of Budget Amendment LH010.** County Bretl said the loss of keys is an unacceptable situation; however, the building needs to be secured. He added Public Works is working on a countywide improved key control system. **Motion carried 5-0.**

- **Quarterly Write-Offs – 3rd Quarter**
  Peek reported third quarter write-offs were $133,156. Supervisor Staples questioned the write-off for $112.55 for a vaccine that was “not in system.” Peek replied it may not have been correctly charted in the system and could not be billed. **Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to approve the report.** **Motion carried 5-0.**

- **Reorganization of LHCC and HHS departments to appoint Elizabeth Aldred as Superintendent of County Institutions and to place the LHCC under the direction of said Superintendent**
  County Administrator Bretl included a memo in the amended agenda packet on this item. Peek has announced his retirement. Under the reorganization, the LHCC Administrator would report to the
Superintendent of County Institutions. Director of Health and Human Services Elizabeth Aldred has been recommended for Superintendent to review LHCC management and ensure continuity after Peek’s retirement. From 2007-2013, this same structure was implemented to collaborate more closely with Health and Human Services. The level of integration of services was not achieved at that time, but Bretl feels with Aldred’s experience and leadership, the goal can be achieved. Aldred thanked the Board of Trustees for the opportunity. A number of her staff spend time working in LHCC and she feels the transition will be beneficial for both departments. Vice Chair Staples made a motion, seconded by Supervisor Norem, to recommend approval of the reorganization and appointment of Elizabeth Aldred as Superintendent of County Institutions. Motion carried 5-0.

- Resolution No. **-12/19 Authorizing the Elimination of Certain Positions at LHCC
  County Administrator David Bretl said management is requesting the elimination of 7.50 FTE positions at LHCC as a result of the transition to 90 beds. Only one employee will be affected by the position elimination, as some positions are vacant and two incumbents are retiring. Bretl suggested that the Trustees postpone a decision on the resolution to allow Elizabeth Aldred the opportunity to review the proposal to confirm she agrees with the position eliminations. If Aldred is ready to make a recommendation, possibly the Board of Trustees could hold a special meeting before the December County Board meeting. Supervisor Norem made a motion, seconded by Supervisor Ingersoll, to postpone action on this item to allow Elizabeth Aldred time to consider the proposal. Motion carried 5-0.

Reports
- Report of Department Head concerning October 2019 Business Activities
  Peek gave a brief overview of overtime costs, admissions, current census and percentage of payer mix. Open senior management positions have been adjusted. Peek emphasized that LHCC continues to have a 4-star rating, and as such is ranked in the top 20% of facilities within the state. Staff at LHCC have received many thanks for the superior care given to residents from families. Supervisor Norem made a motion, seconded by Vice Chair Brellenthin, to approve the report. The motion carried 5-0.

Correspondence – There was none.

Announcements – There were none.

Upcoming Events – Information on upcoming special events was included in the agenda packet.

Confirmation of next meeting: The next regular business meeting was confirmed for Wednesday, December 11, 2019 at 1:00 p.m.

On motion and second by Supervisors Staples and Ingersoll, Chair Monroe adjourned the meeting at 2:03 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes were approved by the Board at the December 11, 2019 meeting.