

PARK VIEW HEALTH CENTER COMMITTEE MINUTES

Date/Time: Tuesday, March 3, 2020, 3:45 p.m.

Location: Park View Health Center Board Room

Present: PV Committee Members

Supervisor Tom Ellis, Chair
Supervisor Maribeth Gabert, Vice-Chair
Supervisor Bill Wingren

Administration

Marleah Keuler Grahek, Administrator
Kathy Glander, Administrative Coordinator

Excused: Supervisor Larry Lautenschlager

Absent: Secretary Supervisor Shiloh Ramos

1. **Call to Order**

The meeting was called to order at 3:47 p.m. by Supervisor Tom Ellis, Chair. It was verified the meeting was properly noticed.

2. **Approval of PVHC Minutes**

Supervisor Maribeth Gabert moved for approval of the February 4, 2020 PVHC Committee Meeting Minutes. Supervisor Bill Wingren seconded the motion.

Resolved: Motion carried unanimously by voice vote, 3-0.

3. **Public Forum** – No one from the public was in attendance.

4. **Discussion: The Ancillary Building Project**

The request of design funding approval for the ancillary building will be on the March 2020 County Board of Supervisors' meeting agenda. This was moved ahead one month due to the February County Board meeting schedule in relation to the Facilities and Property Management Committee meeting schedule.

5. **Discussion and Possible Action: Approve change in the PVHC Table of Organization to replace .8 Housekeeping Supervisor with 1.0 Environmental Services Supervisor**

Park View's Purchasing Associate will be retiring soon. The plan is for the current Housekeeping Supervisor to move into the open Purchasing Associate role. To make the open Housekeeping Supervisor position more of a working role, which includes a daily floor assignment, the request is to convert the .8 position to a 1.0 "Environmental Services Supervisor." In addition to the usual Housekeeping Supervisor duties, the position would become a point of contact for facilities-related issues, and involvement in employee safety. No budget transfer would be needed as both individuals in their current positions are at the high end of the wage scale. The two new individuals would be at the low end of the wage scale.

Supervisor Bill Wingren moved for approval of the change in the PVHC Table of Organization to replace the .8 Housekeeping Supervisor with a 1.0 Environmental

Supervisor position. Supervisor Maribeth Gabert seconded the motion. More discussion followed.

Resolved: Motion carried unanimously by voice vote, 3-0.

6. Discussion and Action: Budget Transfer for Category Overages

The committee was provided copies of the Budget Transfer request which noted line items for transfer. They were also provided copies of the carryover requests from 2019-2020.

Supervisor Bill Wingren moved to approve the budget transfer for category overages. Supervisor Maribeth Gabert seconded the motion. Discussion followed.

Resolved: Motion carried unanimously by voice vote, 3-0.

7. Financial Report

Marleah Keuler Grahek, Administrator, presented the Financial Report through the end of February 2020.

8. Administrator's Report

- Marleah Keuler Grahek, Administrator, presented the Census Report through the end of February, 2020.
- In a neighborhood kitchen range hoods update, the project architect is finalizing plans for submission to the State, as well as the bid for the project.
- Marleah attended the LeadingAge WI Day at the State Capitol building and met with the Senate and Assembly to discuss the continued nursing home funding issues and staffing crisis. Most in attendance were legislative staffers, as the Legislators were in session at the time.
- Marleah distributed copies of the Long-Term Care Workforce Crisis Report for 2020, provided by *Wisconsin Health Care Association*, the *Wisconsin Center of Assisted Living*, *LeadingAge Wisconsin*, and the *Disability Service Provider Network*. She pointed out to the committee that the Wisconsin Department of Workforce Development noted an estimated 9,700 caregivers left their jobs in the healthcare industry in the past year in Wisconsin. Also – since 2012, there are 17,736 fewer nursing assistants on the Wisconsin Nurse Aide Registry, a decline of more than 25%.
- The Coronavirus issue was discussed. Marleah noted that all outbreak procedures currently in place at Park View would pertain in the event of a coronavirus outbreak, and additional direction would be provided by the Public Health Department.

9. Suggested Topics for the Next Meeting

- CNA Coordinator Position
- Introduction of "Fig"

10. Future Meeting Date(s)

The next PVHC Committee meeting is scheduled for April 7, 2020, at 3:45 p.m., in the PVHC Board Room.

11. Adjournment

Supervisor Maribeth Gabert moved for adjournment and Supervisor Bill Wingren seconded the motion.

Resolved: Motion carried unanimously by voice vote, 3-0.

Meeting adjourned at 4:35 p.m.

Respectfully submitted by:

Kathy Glander, Administrative Coordinator

Supervisor Tom Ellis, Chair – PVHC Committee

Date