

PARK VIEW HEALTH CENTER COMMITTEE MINUTES

Date/Time: Tuesday, May 5, 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 Larry Lautenschlager, Secretary
Supervisor Shiloh Ramos
Supervisor Bill Wingren

Administration

Marleah Keuler Grahek, Administrator
Tom Geske, Financial Services Manager
Kathy Glander, Admin. Coordinator

1. **Call to Order**

The meeting was called to order at 3:45 p.m. by Supervisor Tom Ellis, Chair. It was verified the meeting was properly noticed.

2. **Approval of PVHC Minutes**

Supervisor Bill Wingren moved for approval of the March 3, 2020 PVHC Committee Meeting Minutes. Supervisor Larry Lautenschlager seconded the motion.

Resolved: Motion carried unanimously by voice vote, 5-0.

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

Supervisor Wingren thanked Chair Tom Ellis for allowing the meeting to be conducted at the Coughlin Center.

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

Administrator Marleah Keuler Grahek shared the ancillary building project planning continues. The design details were formulated and narrowed down to a final design. The estimated cost will be \$750,000, which would be taken from PVHC reserves. The design would aesthetically match the PVHC building. Kontex is the architect on the project. The building would be approximately 3,000 square feet.

The committee was in agreement to continue on with the project. Next step is to discuss with the Facilities and Property Management Committee.

5. **Discussion and Possible Action: CNA Coordinator Position**

There was discussion only at this time regarding a possible change in the PVHC Table of Organization. The change discussed was exchanging one full-time CNA position to a full-time CNA Coordinator position. This new position (no additional FTE) would report to the Director of Nursing.

There will be further discussion and possible action at the next PVHC Committee meeting.

6. Discussion: Neighborhood Range Hood Project Update

The range hood project is moving along. Plans were sent to the State and the State has given their approval. The architect is scheduling a bid conference. Tom Geske, Financial Services Manager, Cathy Ransom, Food and Nutrition Services Manager and Administrator Keuler Grahek had meetings to discuss whether to have contractors in the building during the COVID-19 pandemic. They felt there isn't much of a choice but to continue with the project because of the age of current warming/cooling equipment.

The plan is to convert one kitchen at a time.

The committee will be apprised of how the project is going at future meetings.

7. Discussion: COVID-19 Update

- The Administrator's memo to the County Board of Supervisors was reviewed.
- Governor Evers' announcement of testing of all nursing homes was discussed. At this time, it is not mandatory. PVHC will consider testing if/when there is a confirmed case of COVID-19 in the building.
- PVHC has converted the Therapy Department into a COVID-19 Unit.
- CMS is offering a grant for technology to allow for virtual communication of residents with their loved ones. 6 iPads have been requested.
- Current stock of PPE was discussed. PVHC is doing okay right now, but if there is an outbreak, PPE supplies will deplete rapidly. Tom Geske, Financial Services Manager, stated orders with regular vendor McKesson is backed-up three weeks or more. He further noted that McKesson hasn't been price gouging during the pandemic.

8. Discussion: Parkside Two Transition from Locked to Secure Neighborhood

The concern with at least four beds in the Parkside Two Locked Household consistently not in use was revisited in a discussion. Administrator Keuler Grahek noted there isn't the need any longer to keep Parkside Two-South a locked household. The plan is to change it to a "secure" neighborhood. The doors to that neighborhood have already been wired for the Wanderguard secured system. The physical structure of the doors will need to be altered to accommodate the fire alarm system. The Facilities Department is considering what can be done with current doors, or whether there is a need for a new set. More information will be provided at a future meeting.

9. Financial Report

Financial Services Manager Geske presented the Financial Report through the end of April 2020.

10. Administrator's Report

- Administrator Keuler Grahek, presented the Census Reports for March and April, 2020.

11. Suggested Topics for the Next Meeting

- Ancillary Building Project
- CNA Coordinator Position

- Neighborhood Range Hood Project
- COVID-19 Update
- Parkside Two Transition from Locked to Secure Neighborhood

12. Future Meeting Date(s)

The next PVHC Committee meeting is scheduled for June 2, 2020, at 3:45 p.m., at the Coughlin Center, Conference Room A.

13. Adjournment

Supervisor Larry Lautenschlager moved for adjournment and Supervisor Shiloh Ramos seconded the motion.

Resolved: Motion carried unanimously by voice vote, 5-0.

Meeting adjourned at 4:25 p.m.

Respectfully submitted by:

Kathy Glander, Administrative Coordinator

Supervisor Tom Ellis, Chair – PVHC Committee

Date