PORTAGE COUNTY

PORTAGE COUNTY ANNEX
CONFERENCE ROOMS 1 & 2
1462 STRONGS AVENUE
STEVENS POINT, WI 54481

MEETING MINUTES

HEALTH CARE CENTER COMMITTEE

Wednesday, March 17, 2021 **5:00 PM**

REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial 1-608-338-1399, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number:789 592 986, then press #

To attend this meeting by video: Click here to join the meeting

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to lingforl@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

CALL TO ORDER

PUBLIC NOTICE

Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

APPROVAL OF MINUTES

M. Neville asked if the PCHCC Committee members will have access to the SharePoint site being used to share information with North Central Health Care Center (NCHC) staff. Executive C. Holman said that there are concerns that a quorum could occur. Executive C. Holman said that the SharePoint was not used much, instead, information was exchanged between PCHCC and NCHC staff members. Executive C. Holman said that he would share some of the information with PCHCC Committee members if they contact him to request this information.

1. February 3, 2021 Meeting Minutes

A motion was made by Mildred Neville, seconded by Ray Reser, to Approve. Motion to Approve by unanimous voice vote.

DISCUSSION/POSSIBLE ACTION

2. Discussion/Possible Action Re: Regarding Special Meeting Attendance (Portage County Ordinance 3.1.47 & 3.1.48)

- Request for special meeting attendance
- Approval of attendance of special meetings
- Special meeting attendance reports

No action.

3. Discussion/Possible Action Re: Retaining Qualified Architect To Develop A Master Site Plan

A Motion Was Made by Member R. Reser, Seconded By Member D. Raabe to look at the development of a site plan. R. Reser had several questions. Who has the County used in the past for this type of service? Have we done a request for proposal (RFP) for a master site plan? Do we have a firm with a solid track record? What does this process look like? What is the cost? Executive C. Holman said that the County had a master site plan created for the County courthouse. Priorities must be set to get a targeted response RFP. The funding for the master site plan would come from the HCC reserves. C. Schultz, Procurement Director, said you could put mandatory requirements into the RFP, such as having 5 years' experience in designing health care facilities. The RFP parameters could be narrow or broad. Executive C. Holman said the RFP could help guide the language for a referendum question. R. Reser asked what the process is for the RFP? Does the RFP come back to the HCC Committee for review? Executive C. Holman said that an RFP review team is created. It might include the procurement director, a member of the community, a member of the HCC Committee, staff members. The HCC would need to provide the priorities of the HCC to aid in creating the RFP. D. Raabe asked if we have enough clarity on the range of services that the HCC should provide. Executive C. Holman said the CLA analysis may provide information on the profitability of various options. This information could be used to provide specific details for the RPF. Chair M. Johnson said that North Central Health Care Center recently created an RFP. Could we get examples from their RFP? Chair M. Johnson asked if C. Schultz could start creating an RFP and the HCC Committee could fill in specifics as they become available. M. Neville said we need to have clarity on the services we want to provide. We haven't focused on specifics. M. Neville asked if we need to decide on a physical site for a facility. N. Roppe said that mandatory RFP requirements, such as having 5 years' experience, may preclude some local architects and it's important to keep tax dollars local. She said it should be a green building with renewable energy and a therapy pool. Chair M. Johnson called for a vote. All members voted aye. Motion carried.

4. Discussion/Possible Action Re: Timeline For Referendum in 2022

Chair M. Johnson said it is likely that the HCC will need to go with another referendum for financial assistance. A perpetual referendum will be needed. Chair M. Johnson received information from Clerk K. Filen with the 2022 referendum deadline information. There are four possible elections in 2022. The spring primary is February 15, 2022. The referendum question deadline would be due December 7, 2021. The County Board deadline is November 2021. The spring election is April 5, 2022. The question deadline is January 25, 2022. The County Board deadline is December 2021. The partisan primary election is August 9, 2022. The question deadline is May 31, 2022. The County Board deadline is May 2022. The general election is November 8, 2022. The question deadline is August 30, 2022. The County Board deadline is August 2022. R. Reser asked to have this calendar information shared with the Committee. L. Lingford will send to the Committee. D. Raabe said we should go with an early election. If the referendum is defeated, then we have time to make the next decision. Executive C. Holman said the length of time it takes to complete the RFP process may provide a timeline for the referendum date.

5. Discussion/Possible Action Re: Resolution Authorization To Enter Into A Contract With Healthcare Services Group, Inc. For Housekeeping and Laundry Services

A Motion Was Made by Member M. Neville, Seconded By Member D. Raabe to approve the resolution. M. McDonald explained the need for the emergency contract change for housekeeping and laundry services. The new contract is with Healthcare Services Group, Inc. The contract term is one year or after the COVID-19 pandemic ends, whichever is later. An RFP will be needed in the future. Chair M. Johnson called for a vote. All members voted aye. Motion carried.

CORRESPONDENCE

None

REPORTS

<u>Administrator</u>
M. McDonald said on March 13, 2021, it was one year of COVID-19 restrictions. The HCC had only one resident that tested positive for COVID-19, with no outbreak in the facility. M. McDonald said that scheduled in-person visitation will begin on March 22, 2021. We are in the planning stages for a new outdoor visitation area on the property. Census has remained around 35 for the month of February. M. McDonald said that we continue to collaborate with both Ascension and Aspirus for referrals. Staff has been providing information to North Central Health Care. The new housekeeping/laundry company has completed their company required staff training. The transition to the new company has gone well.

<u>Business Manager</u>
L. Lingford answered questions on the vendor invoice list.

<u>County Executive</u>
Executive C. Holman stated that he meets weekly with the HCC leadership team to discuss operations. Finances and staffing have been challenged by COVID-19. Joint meetings were held with Executive C. Holman, Finance Director, HR Director and HCC leadership team to discuss these challenges. The financial impact and staffing needs were reviewed bases on varying census population from 35-50, in increments of three. There are significant changes to the current budget with the changes in census. At a census of 35 the deficit is $1.95M, at 38 the deficit is $2.09M, at 41 the deficit is $2.03M, at 44 the deficit is $2.14M, at 47 the deficit is $1.75M at 50 the deficit is $1.5M. In trying to mitigate the losses and maintain appropriate staffing levels, the census will be maintained around 35. R. Reser thanked Executive C. Holman for this information. D. Raabe asked what happens if someone needs services and we don't accept them. Executive C. Holman said that each referral is evaluated for acuity and whether the HCC can meet their individual care needs.

6.

- Chairperson
- Administrator
- Business Manager
  - Financial Report
  - Vendor Invoice List
    - Evac & Chair North America- rescue chair
    - Hurckman Mechanical- steam heater and air conditioner units
    - Mid WI Flooring- window visit flooring
    - Precision Glass and Door- storm windows
    - Ron's Refrigeration- repair wire on compressor
- County Executive

NEXT MEETING DATE: April 21, 2021 at 5:00 p.m. in Annex Conference Room 1 & 2.

A special meeting will be held on April 7, 2021 at 5:00 P.M. in Annex Conference Room 1 & 2.

ADJOURNMENT

Meeting adjourned by Chair M. Johnson at 6:12 p.m.

NOTICES

Notice: Any person who has special needs and plans on attending this meeting in-person or remotely should contact the Facilities Office at 715-346-1598 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.