



PORTAGE COUNTY

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

MEETING MINUTES

HEALTH CARE CENTER COMMITTEE

Wednesday, June 16, 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: 603 829 702, 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

Meeting called to order at 5:04 p.m.

Members attending in-person: M. Johnson, M. Neville, R. Reser
Members absent: N. Moua, D. Raabe

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

1. May 19, 2021 Minutes

A motion was made by M. Neville, seconded by R. Reser to approve the minutes from May 19, 2021. Motion carried on a voice vote with no negative votes.

CORRESPONDENCE

None

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

None

3. Discussion/Possible Action Re: Regarding issuing a Request for Proposals to conduct a referendum study with an emphasis on a public information campaign, site plan and concept development, and cost opinions for a future facility.

Executive Chris Holman presented information about the four responses to the request for information (RFI) from the firms interested in

assisting with a public information campaign, site plan, concept and cost development and referendum study. Executive C. Holman said the RFI provided a global view of things we are trying to do and will help us to structure the request for proposal (RFP). Some are responses to the RFI were broader in scope. He believes that we are closer to the narrower scope. Executive C. Holman suggested issuing a sealed RFP. The four firms that responded to the RFI would be able to respond to the RFP along with others who are interested. The RFP would be on vendor net.

Executive C. Holman said the RFP quality is based on the questions that we ask in the RFP. The RFP would be focused on the pre-referendum phase. The public information campaign and the site analysis and cost of the building would share equal points scoring in the RFP. This would be explained in the RFP so respondents are aware. The RFI would be included as an appendix. The dates for election deadlines, county board meetings, and referendum deadlines would be included in the RFI. We could write the RFP to require the respondents to explain who would work on the public information campaign.

Chair M. Johnson said she is concerned about an engineering firm doing the public campaign but said with the RFP we can rank and score their credentials. Chair M. Johnson said she is confident staff can put together those requirements in the RFP. R. Reser felt the site assessment and building design would be the easy part but the public campaign will be more difficult. R. Reser agreed that a sealed RFP is the correct approach. He said we need to put enough money into this RFP to get the best result. This is not a place to pinch pennies. M. Neville said we need to be careful how we present, information vs. advocacy. Executive C. Holman said the RFP cost range will probably be \$20,000-\$60,000. The RFP allows us to choose what is in the best interest of the County. Procurement Director, C. Schultz, said he is familiar with this type of RFP because he is currently working on a similar project. The cost can be a rated factor in the RFP. The cost must be less than 50% of the scoring points. C. Schultz said it is typically in the 15-25% range of points.

A motion was made by R. Reser, seconded by M. Neville to move forward with the request for sealed proposal as discussed and outlined in the agenda. Motion carried by a voice vote, with no negative votes.

4. Discussion/Possible Action Re: Regarding the pros and cons of whether there should be two separate referendum questions or a single question to address ongoing operations and a new building.

Executive C. Holman has contacted the Department of Revenue (DOR) for information. There are some cons for placing two questions on the ballot. It is very complicated for setting the tax levy amounts and because of that the DOR probably would not approve two questions.

The Health Care Center operates as an enterprise fund. Posing one referendum question simplifies the process with the DOR and internally. The one question could ask for a dollar amount to support the ongoing operations of the Health Care Center. The debt service portion for a new building would be part of the ongoing support. The County can borrow funds on behalf of the Health Care Center for a new facility, possibly a 20-year bond.

Chair M. Johnson agrees with placing only one question on the ballot. R. Reser likes the idea of simplifying the process. A. Haga said it makes sense to have only one question but asked what is Plan B if the referendum fails. Our current referendum funding will run out. We need to talk about other routes if this fails.

A motion was made by M. Neville, seconded by R. Reser to place one referendum question for ongoing operations to include a new building. Motion carried by a voice vote, with no negative votes.

5. Discussion/Possible Action Re: Regarding determining timing for referendum or referendums- April and November or just November.

Executive C. Holman explained there could be some strategy as to which Election Day is chosen for the referendum placement. Voter turnout varies by election. He said we know what our deadlines are for the Health Care Center Committee, County Board and County Clerk for submitting the referendum question. Executive C. Holman said do we want to allow more time for drafting the RFP. He said it will take less time to draft the RFP for the pre-referendum phase only. If the April referendum fails, then we need time to transition or make a new plan. Executive C. Holman said we can learn a lot from a failure and could pose another referendum on the November Election Day.

M. Neville asked if we run into problems, can we push off the April question until November. Chair M. Johnson said we are on a tight timeline. Executive C. Holman said we could include in the RFP a question asking what the respondent's strategy is if the referendum fails.

A motion was made by M. Neville, seconded by R. Reser to place the one referendum question on the April 2022 Election Day. Motion carried by a voice vote, with no negative votes.

REPORTS

6. Chairperson Report

Administrator Report

Business Manager Report

1. Vendor Invoice List

- Ability Builders- inside window visitation area
- Rasmussen Plumbing- leaking
- Ron's Refrigeration- fix walk-in cooler compressor
- Clear Path- call light repair
- Horak Refrigeration- 3 door refrigerator
- State of Wisconsin- refund duplicate NH Cares Act funds
- Weatherproofing Technologies- repair roof leak

2. Financial Reports

County Executive Report

Chairperson Report

None

Administrator Report

M. McDonald stated the Health Care Center remains 151 days resident COVID free! She commended the team for their great care provision. The new outdoor visitation is planned to be completed July 4th, pending the delivery date of the siding. The census for May was 33.3. The lower census allows us to staff more appropriately. Our referral base is strong. Many of the recent referrals are younger in age with multiple comorbidities. M. McDonald said that we are in our state survey window. We continue to do the appropriate level of COVID testing for residents and staff. M. McDonald said that we are celebrating June dairy month at the Health Care Center. The residents have enjoyed this celebration.

Business Manager Report

L. Lingford said the deadline to spend the COVID relief funds has been extended for some of the dollars. The original deadline was June 30, 2021. She stated we have been conservative in our spending due to not knowing how long the pandemic would be. The Health Care Center is using the COVID funding to purchase several items such as a chest compression unit, refrigerator, thermal scanning units and ice machines. A. Haga asked if the Health Care Center was planning on purchasing black lights for sanitizing, like the sheriff's department is using. L. Lingford will research this item.

County Executive Report

Executive C. Holman said the June 30, 2021 COVID funding deadline was difficult to meet. The funds had to be spent by that date, but we also had to have received the goods by that date. Some of the suppliers could not meet that deadline for delivery. Executive C. Holman said that he continues to communicate with the Community and Leading Age to gather ideas and strategies. Executive C. Holman would like to speak with Security Health and other entities as well. He will be contacting Aspirus and other referral sources. He is trying to gather information as to who are the referrals and what type of referral is hard to place. Behavioral needs are high. Dementia needs are high. There are organizations in the Community to address these areas. Executive C. Holman will be speaking with organizations in the County to share our future vision.

NEXT MEETING DATE: July 21, 2021 at 5:00 P.M. in Annex Conference Room 1 & 2

ADJOURNMENT

Motion by R. Reser, seconded by M. Neville to adjourn at 6:04 p.m. Motion carried with a voice vote, with no negative notes.

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.

DRAFT