



PORTAGE COUNTY

MEETING MINUTES

HEALTH CARE CENTER COMMITTEE

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

Wednesday, October 19, 2022

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: 253 005 073 , 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 5:05 p.m.

Members attending in person: V. Miresse, G. Hakala, D. Jankowski, S. Przybylski, L. Weaver

Members attending on-line: None

Members absent: None

Members excused: None

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. September 28, 2022 (Note: Agenda item 11- The Chair recognized afterwards that this was an inadvertent action on a discussion only agenda item)

A motion was made by D. Jankowski, seconded by S. Przybylski to approve the minutes from September 28, 2022. The motion carried on a voice vote with no negative votes.

CORRESPONDENCE

None.

REPORTS

2. Chairperson

Chair V. Miresse said he had attended a meeting with Wold and Pepper. There was discussion about high level design concepts for a new building. Pepper representatives toured PCHCC. We are waiting to see their proposal based on our recommendations.

3. Administrator

M. McDonald, NHA, said that PCHCC is currently in their annual State Survey. The survey team arrived yesterday and are planning a three-day survey. It is a newer team for this survey. We continue to provide them with their requested information. The PCHCC team has been doing a great job. We want to thank other county departments for their assistance during the survey process. We continue to remain COVID free for our residents! We continue our high precautions for infection prevention. Flu vaccination clinics have been

held for PCHCC residents and staff. Our medical director informed us that the hospital is seeing an increase in COVID positivity cases in the community.

We held a Teams meeting today with Wold and some of our PCHCC team members to discuss new building needs for their work areas. PCHCC Administration will be holding an internal full department meeting tomorrow to keep communication open. McDonald said she encourages the community to gather data from PCHCC and that we communicate with the media through Corporate Council.

McDonald said that we are interviewing candidates for the RN manager position. We continue to recruit for open positions with the assistance of the Human Resource department. We continue to gather data on the number and types of referrals. PCHCC has been receiving more "blanket type" referrals, meaning an email blast is sent to multiple facilities to get the information out with the goal of finding placement for the referral.

4. Business Manager

- Vendor Invoice List
 - Ron's Refrigeration- air conditioner repair

- Financial Reports

L. Lingford, Business Manager, said the vendor invoice list was included in the agenda packet. There was an invoice for air conditioner repairs. The daily cost per day continues to hover around \$600. The average occupancy census for September was 19.8 with a year-to-date of 25.3. We continue to track referrals. In September there were 38 referrals that could have possibly been admissions, if we had appropriate staffing and were able to reopen another unit. We have seen an increase in the number of referrals in September. Additional information on the 38 potential referrals would have been needed to determine if we could appropriately meet their medical needs.

5. County Executive

Executive J. Pavelski said he received a call today from Jim Mendyke. He operates some CBRFs in the community. Executive Pavelski would like to meet with him to discuss what is happening in that industry. The meeting will be held on Friday, October 21st at 10:00 a.m.

DISCUSSION/POSSIBLE ACTION

6. Discussion/Possible Action: 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

A motion was made by L. Weaver, seconded by G. Hakala for V. Miresse to participate in the tour of facilities in St. Croix and Sparta. The motion carried on a voice vote with no negative votes.

Mary Ann Laszewski recommended that the staff tour Maple Leaf in Stevens Point. She feels it is well designed and it has received awards for its design.

7. Discussion/Possible Action: Regarding Current Open Positions at the Health Care Center and Strategies for Recruitment

L. Belanger-Tess, HR Director, provided an update on the staffing strategies for PCHCC. HR and PCHCC created a draft document of staffing goals and needs. The goal is to reach a staffing level to support a consistent census of 27 residents for 3 months. We need to have further discussion on this because of the unknown construction of a new building. Will we be able to continue operations in two units during construction or will only one unit be available for residents? Does it make sense to recruit staff if in a few months the unit may be demolished? The current census is around 22. For a census of 22, we still need to fill the RN manager position and RN 24-hour PM shift. Belanger-Tess said there were four applicants for the RN manager position and two are being pursued further. For a census of 27, we need an additional 4 CNAs (about 2.5 FTE) and 5 RN or LPN positions filled. We have had one applicant for CNA, zero LPN and 3 RN with one being an internal candidate. D. Jankowski said we need to let Pepper and Wold put together information

and tell us if we can build in a non-phased approach.

We set up a timeline to meet the goal of December 31, 2022. The draft document shows action steps currently completed, such as an increase of \$2.00/hour shift differential and increasing starting wages for CNA, LPN, RN and RN Manager positions. Advertising is refreshed on a regular basis. Sponsored ads are being used on Indeed. Instant Match allows Portage County the ability to invite candidates to apply if their resume matches our needs. This has provided the most interest. Radio advertising on two local radio stations is being utilized for the month of October. PCHCC is hosting MSTC RN and CNA students for clinical classes. HR attended the Pacelli Career Fair. HR will be recruiting for an LTE HR Advisor for PCHCC. HR will be pursuing a sponsored Facebook ad. HR is reviewing the current policy for holiday pay with the possibility of proposing paid holidays for on-call and less than 20 hours per week employees for PCHCC. This would require approval of several departments, committees and boards. A question was asked if we advertise about working in a new facility. We do not include that in our advertisements, but we do advertise about our environment.

L. Weaver asked what the rationale was for the goals. M. McDonald said that we are currently able to staff one unit with 22 residents. An incremental approach is needed to increase to 27 residents. We wanted to set realistic and achievable goals and then look at the next level of 32 residents if we have solid staffing.

NEXT MEETING DATE

8. November 8, 2022- Joint meeting with PCHCC and Space & Properties, Annex Conference Room 5, Time TBD
November 16, 2022 at 5:00 p.m. in Annex Conference Room 1 & 2

There will be a joint meeting with PCHCC and Space & Properties on November 8, 2022 at 3:30 p.m. in Annex Conference Room 5. The next PCHCC Committee meeting will be on November 16, 2022 at 5:00 p.m. in Annex Conference Room 1 & 2.

ADJOURNMENT

Chair V. Miresse adjourned the meeting at 6:00 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.