PORTAGE COUNTY

MEETING MINUTES

HEALTH CARE CENTER COMMITTEE

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

Wednesday, December 21, 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: 836 416 510, 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 5:00 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.

V. Miresse, Chair, said there is a new County ordinance allowing for public comments at the beginning of the meeting, subject to the reasonable control of the committee chair.

APPROVAL OF MINUTES

1. December 7, 2022

A motion was made by S. Przybylski, seconded by G. Hakala to approve the minutes from December 7, 2022. The motion carried on a voice vote with no negative votes.

REPORTS

2. Chairperson

None.

3. Administrator

M. McDonald, NHA, said that we continue to collaborate with the Department of Health Services on ways to keep our residents well. We have been working internally to find ways to operate more efficiently, reviewing staffing levels, reviewing the admission process, combining the role of MDS coordinator with another position, and looking at current contracts that could possibly be rebid. We continue to see more resources being available for home care services. This has a large impact on the types of referrals we have received in previous years. M.McDonald said thank you to the Annex departments for their assistance to PCHCC. Human Resources has been receiving some applications for the Certified Nursing Assistant (CNA) openings. Two CNA's have been hired and an offer letter is pending for another position.

4. Business Manager

- Vendor Invoice List
- Financial Reports

L. Lingford, Business Manager, said the daily cost per day is increasing. The cost is currently $606 per day. There has been a large decrease in revenues from operations due to the decreased census. The current census today is 22. That is the maximum census while operating in one unit.

5. County Executive

J. Pavelski, County Executive, said the Committee will be discussing operational costs tonight. He asked the Committee for directions on how to proceed with the $5,000 cost of the mock-up room and the $15,000 cost of the soil borings. There was confusion regarding which County Committee has the responsibility to move this forward. Does the Space & Properties Committee or PCHCC Committee have the responsibility?

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
  - V. Miresse for 11/29/22, 12/2/22, 12/5/22, 12/8/22, 12/20/22
- Special meeting attendance reports

A motion was made by L. Weaver, seconded by S. Przybylski to approve the special meeting attendance by V. Miresse on 11/29/22, 12/2/22, 12/5/22, 12/8/22 and 12/20/22. The motion carried on a voice vote with no negative votes.

7. Discussion Only: New HCC Project Update by Tegra/Portage County Team

Nate Pearson, Owner's Representative from Tegra Group, provided an update on the new facility. The schematic design phase has been completed. The next phase is design development. N. Pearson said the costs have increased. The current design for a new building is 53,180 square feet. The estimated cost is $26.4 million. The estimated cost to construct a 50,000 square foot building is $24.4 million. There were comments that the building and operational costs would exceed the $4.5 million approved in the referendum. Value engineering ideas are being shared with staff to determine if the square footage could be reduced. A question was asked about how comfortable Tegra is with the new cost estimate. N. Pearson said prices are starting to stabilize but some areas, such as electrical, mechanical and Portland cement are still unstable. We have actual drawings now and the estimates are becoming more accurate. The margin of error is usually within 2-3% of the cost without any changes being made to the design.

8. Update: Regarding Recruitment and Retention for PCHCC

L. Belanger-Tess, Human Resource Director, provided an update on the recruitment and retention plan for PCHCC. There have been some CNA positions filled, an 8-hour position and a 24-hour position. There is an offer letter currently pending for a 32-hour position. The Register Nurse and Register Nurse Manager positions remain unfilled. The option for direct hire would cost $20,000 in fees if a candidate is found for the RN manager position. L. Belanger-Tess asked for feedback from the Committee. M. McDonald also shared some pros and cons with a direct hire company. HR is reviewing a referral bonus program.

9. Discussion/Possible Action: Regarding Budget Amendment/Transfer Request

L. Lingford, Business Manager, provided information on the amended budget amendment/transfer request. There were changes to the justification for budget amendment/transfer and one fund name/account description/account number. The amended version is included in the minutes. A motion was made by D. Jankowski, seconded by L. Weaver to approve the budget amendment/transfer request form. A motion was made by D. Jankowski, seconded by L. Weaver to remove the original motion. A motion was made by L. Weaver, seconded by S. Przybylski to approve the amended budget amendment/transfer request form. The motion carried on a voice vote with no negative votes.

10. Discussion/Possible Action: Regarding Financial Planning Model

L. Lingford, Business Manager, provided an update on the financial planning model. L. Lingford explained the four pages of the financial planning model included in the packet. PCHCC staff have been discussing ways to operate more efficiently. There were two scenarios presented in the agenda packet, one for minimum staffing and one for preferred staffing levels. L. Lingford said there are concerns about staffing at the minimum level. She said that PCHCC staffs higher than many other facilities but that has helped to maintain a 5 star rating and to provide great care. M. McDonald also shared concerns about the minimum staffing level.

L. Weaver said we have a charge from the public to build a new building, but we cannot ignore operational costs. I don't think we would continue to spend $4.5 million if we didn't build a new building. V. Miresse asked why are we building this? What is the public expecting? He said minimal staffing is not what they expect for services. V. Miresse said staff could review the square footage to determine if it is the correct size. J. Jossie, Finance Director, said we are at a point where we need to proceed with a resolution for an intent to borrow if we move forward to the next phase of design. L. Weaver asked if we paused would there be timing issues we need to be aware of. J. Jossie said the intent to borrow resolution process wouldn't be a long process.

A motion was made by L. Weaver, seconded by D. Jankowski not to move forward with the next phase of the design but to revisit it in 30 days. The motion was amended to not move forward with the next phase of the design but to revisit it in 30 days and to have staff work with the architect to get to the right size square footage and value engineering in the current phase. The motion carried on a voice vote with no negative votes.

CORRESPONDENCE

None.

NEXT MEETING DATE

11. January 18, 2023 in Annex Conference Rooms 1 & 2 at 5:00 p.m.

ADJOURNMENT

A motion was made by D. Jankowski, seconded by G. Hakala to adjourn at 7:03 p.m. The motion carried on a voice vote with no negative votes.

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.

County of Portage
Finance Department

Budget Amendment/Transfer Request Form

Policy #: TBD
Effective: TBD

Department:	Portage County Health Care Center	Fiscal Year:	2023
Submitted By:	Lynn Lingford	Date Submitted:	12-21-22
Type: *Check one*	Description: Salary Study Wage Increases for PCHCC Staff	Resolution:	
☐	Transfer within appropriation – account to account (Department Director)		
☐	Transfer due to technical correction – tracking or accounting purposes (Finance Director)		
☐	Transfer up to 10% of original appropriation (Finance Committee)		
☐	Transfer over 10% of original appropriation (County Board)		
☐	Transfer between two or more departments (County Board)		
☐	Increase in appropriation with grant revenue – new grant or increased funding (County Board)		
☐	Increase in appropriation with contingency funds (County Board)		
☒	Increase in appropriation with offsetting revenue or existing fund balance (County Board)		
☐	Increase in appropriation with General Fund (County Board)		

Justification for Budget Amendment/Transfer:	Fiscal Impact: $136,376
PCHCC increased the wages for nursing staff effective October 1, 2022. The wage increase had occurred during the budget adoption process. The 2023 PCHCC budget did not include these changes. The fiscal impact will increase the budgeted expense by $136,376 and increase fund balance applied.	
Attachments	None
Department Head	Marcia McDonald, NHA

AUTHORIZATION		
Finance Staff Recommendation	☐ Approve ☐ Deny ☐ Amend with the following changes: ______	Date:
County Executive	☐ Approve ☐ Deny ☐ Amend with the following changes: ______	Date:
Governing Committee Action:	☐ Approve ☐ Deny ☐ Amend with the following changes: ______	Date:
Finance Committee Action:	☐ Approve ☐ Deny ☐ Amend with the following changes: ______	Date:

Financial Action

Increase	Decrease	Fund Name/Account Description	Account Number	Requested Amount	Director's Initials
☒	☐	Various Salaries/Wages	63442010-various salaries/wages	49,311	
☒	☐	FICA & Medicare Tax	63442010-51305	3,772	
☒	☐	Retirement	63442010-51505	3,259	
☒	☐	Life Insurance	63442010-51515	49	
☒	☐	Disability	63442010-51520	108	
☒	☐	Work Comp	63442010-51530	1,317	
☒	☐	Various Salaries/Wages	63442015-various salaries/wages	1,078	
☒	☐	FICA & Medicare Tax	63442015-51305	82	

☒	☐	Retirement	63442015-51505	-10	
☒	☐	Work Comp	63442015-51530	29	
☒	☐	Various Salaries/Wages	63442020-various salaries/wages	66,553	
☒	☐	FICA & Medicare Tax	63442020-51305	5,091	
☒	☐	Retirement	63442020-51505	4,308	
☒	☐	Life Insurance	63442020-51515	82	
☒	☐	Disability	63442020-51520	113	
☒	☐	Work Comp	63442020-51530	1,267	
☒	☐	Fund Balance Applied	63440000-49300	136,376	
Finance Director Initials		Comments:			