



COUNTY BOARD STAFF/FINANCE COMMITTEES
Minutes – July 23, 2018

Call to Order. County Board Staff Committee Chair Podzilni called the joint meeting of the County Board Staff Committee and Finance Committee to order at 8:00 A.M. in the Conference Rooms N-1/N-2.

Committee Members Present: County Board Staff Committee - Supervisors Podzilni, Brill, Bussie, Thomas, Peer and Yeomans. Finance Committee – Supervisors Beaver, Fox, Podzilni and Yeomans.

Committee Members Absent: Supervisors Bostwick, Mawhinney and Sweeney (County Board Staff Committee), and Supervisor Mawhinney (Finance Committee).

Staff Members Present: Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Marie-Noel Sandoval, Public Health Officer; Clayton Kalmon, Nursing Home Administrator; Donna Clark, Director of Nursing – Rock Haven, and Joanne Foss, Controller – Rock Haven.

Others Present: Supervisor Vicki Brown.

Approval of Agenda. Supervisor Brill moved approval of the agenda, second by Supervisor Beaver. ADOPTED.

Citizen Participation, Communications and Announcements. None.

Approval of Minutes – June 18, 2018, June 25, 2018 and July 16, 2018. Supervisor Bussie moved approval of the minutes of June 18, 2018, June 25, 2018 and July 16, 2018 as presented, second by Supervisor Peer. ADOPTED.

Review and Discussion of Preliminary 2019 Budget Projections and Program Information-Public Health Department. Ms. Sandoval said the Public Health Department has 38 employees, the equivalent of 35 FTE.

Ms. Sandoval said the Public Health Department is responsible for improving the health and well-being of the community by: 1) preventing disease and injury 2) promoting healthy lifestyles and 3) protecting the public from health threats.

Ms. Sandoval said they are a Level III Health Department and provide or arrange for 6 basic services, at least 14 programs, and address at least 7 health priorities in the Wisconsin State Plan.

Ms. Sandoval said that some of the things the Health Department staff do are: immunizations, investigate disease, test water, seek grants, provide information to the community, and look for community partnerships.

Ms. Sandoval said some of the 2017 highlights have been, 1) the mosquito research they partnered with UW Madison Entomology Department, 2) Community Health, 3) Trails Partnership Grant they partnered with the Rock Trail Coalition and received a \$5,000 grant, 4) Environmental Tracking Grant to evaluate the potential for lead in 17 elementary schools, and head start, water, and 5) Nitrate Risk Tool partnering with UW Whitewater to develop a predictive tool to estimate areas in the county susceptible to elevated nitrates.

Ms. Sandoval said that reducing obesity and increasing physical activity are some of the greatest public health challenges for the 21st century. She said they received a grant from SSM Health partnering with the Rock Trail Coalition and created and printed maps in English and Spanish to be distributed throughout Rock County.

Ms. Sandoval said the Public Health Department did over 1,200 inspections at licensed facilities, had over 200 health hazard complaints, and administered 25 different types of vaccines for over 2,500 immunizations. They track down causes of disease outbreaks such as pertussis, mumps, salmonella, cryptosporidium, campylobacter, and hanta virus and stop them.

Ms. Sandoval said they did a Community Health Assessment & Improvement Plan survey and had 1,466 responses, did 13 key informant interviews, had 130 focus group participants, and had over 90 participants at the community breakfast. The survey had questions on health equity, behavioral health, obesity and oral health.

Ms. Sandoval said they budgeted for \$1,192,600 in revenue in 2018 and are estimating they will have \$1,123,784 in revenue in 2019, a decrease of \$68,816, or down 6%, which they are attributing to phasing out the school nurse, the "medical home" initiative and some of their grants will be ending. They budgeted \$3,669,721 in expenses in 2018 and are forecasting \$3,696,726 in expenses in 2019, an increase of \$27,005, which is the addition of Workman's Comp and the cost of living increase. This would then increase the tax levy by \$95,821 or 4%.

Ms. Sandoval said they are requesting a reclassification of Clerk II to Accountant as the role has evolved and this would help in competitive recruitment. The change of this reclassification would cost about \$7,242.

Ms. Sandoval said the options she came up with to reduce the increase to the tax levy would be: salary savings of 2.5% or \$80,353; to postpone the replacement of some printers at a savings of \$1,650; to eliminate seasonal student interns for a cost savings of \$4,000; and to find other grants and increase revenue by \$9,818. She added that they did apply for a CDC Chronic Disease grant for \$40,000.

Ms. Sandoval said some things the department has been doing to help reduce costs is putting more things online to reduce postage, use skype instead of traveling.

Supervisor Brown asked if every department will have a cost for Workman's Comp. Mr. Smith said a standard formula was used based on risk assessment, so departments with a higher risk factor will have a higher Workman's Comp expense.

Ms. Sandoval thanked the Committees for their time.

Review and Discussion of Preliminary 2019 Budget Projections and Program Information-Rock Haven. Mr. Kalmon handed out copies of his PowerPoint presentation. He went over organizational chart for Rock Haven and the proposed changes he would like to make in 2019.

Mr. Kalmon said an overview of the 2018 source of funds for Rock Haven is 40% (\$6,770,489) from federal funding sources, 25% (\$4,086,672) from tax levy, 20% (\$3,396,425) from private funding sources, and 14% (\$2,394,000) from state funding sources.

Mr. Kalmon said the opportunities to increase revenue are to improve on Medicare and Medicare Advantage census, grow the overall census, improve the payer mix, increase private pay, open outpatient therapy to Medicare part B clients, and improve the Medicaid daily rate. Mr. Kalmon said they are working to become a preferred provider with Aetna.

Mr. Kalmon said the areas he sees as opportunities to reduce expenses are to reduce overtime, reduce turnover, and increase efficiency and effectiveness with the suggested changes to staff organization.

Mr. Kalmon said they are currently a 3-star facility, and about 48% of the residents currently have a dementia diagnosis. He said CMS has money and is partnering with communities to train in dementia, and Relias LMS has an online training program his staff are using. Mr. Kalmon said some of the 2018/2019 initiatives he sees are to reorganize the facility by aligning the organization structure for effectiveness, establishing relationships with Medicare Advantage Plans, continue to improve our rating, establish Sandstone as a dementia unit, continue the Relias LMS training, work on staff competencies, work on the three R's (Recruitment, Retention, Recognition), and enhancing Rock Haven's image and visibility.

Mr. Kalmon said some of the challenges he sees are the fragmented performance/results of the current organizational structure, the high nursing turnover and nurse/CNA staff shortage, effective communication, a decreasing length of stay, shrinking reimbursement, and the new regulations of Phase 3 coming November 2019.

Mr. Kalmon said the new requests he is making for 2019 are to reclassify 3 0.8 Supervisors to 3.0 FTE Supervisors, and add 1 new FTE Assistant Director of Nursing.

He said this will make management more consistent with other facilities, improve quality of care, quality of life, increase resident safety, improve communication, improve the education and competency of staff, increase our monitoring for potential deficiencies, decrease staff turnover by addressing staff concerns/issues more quickly, and facilitate resident admissions. Mr. Kalmon said the next request is 1 new 0.6 FTE RN Sup-Infection Preventionist as new regulations require an Infection Preventionist and expanded infection control process, more closely manage infection control – we were cited twice on the most recent State survey, and will help day shift and weekend Supervisor coverage. The next request is for 1 new 0.6 FTE for a RN Sup-Education Director as the new regulations require nursing and CNA competencies, to more closely manage training, and help with day shift weekend Supervisor coverage. Another request is for a CNA Team Leader to facilitate training and orientation for new and existing CNA's, support newly hired CNAs' with individually tailored orientation plans, and assist with regulatory required competencies. The next request is for a new 0.4 FTE Activity Assistant to offset workload related to offering more activities, offset workload due to increased resident attendance, and give an extra pair of hands at large group activities. Another request is to reclassify 2.0 FTE Account Clerk III to 2.0 FTE Financial Specialists to align pay with current and additional responsibilities, perform complex financial tasks, and to backup/cross-train on other business office tasks. He said he would also like to eliminate an Admissions Administrative Secretary and the LPN Relief Pool position.

Mr. Kalmon said he is estimating an increase in tax levy for 2019 of \$226,469. To bring this to a 0% levy increase he feels the options would be to eliminate the reclassifications of the 7 FTE to Lead CNA for \$63,839, which he would be comfortable backing off on for a year; to eliminate the 1 FTE Assistant Director of Nursing at a savings of \$109,137, which could have an effect on a dementia unit structure, reduce the quality of care for the residents, and put us at compliance risk; eliminate overtime due to the Supervisor reclassification to save \$26,278; and reduce overall overtime by 4.5% for a savings of \$27,215.

Mr. Kalmon thanked the committees for their time.

Adjournment. Supervisor Brill moved adjournment at 9:24 A.M., second by Supervisor Beaver. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEES.