

Clark County Rehabilitation & Living Center Sub-Committee Meeting Minutes

Meeting held Friday, October 12th, 2018 at 11:00 AM at the Clark County Rehabilitation & Living Center

Members Present: Arlene Kodl, Frieda Rollins, Scott Jalling, Fred Schindler, Gary Leichtman

Members Absent: none

Others Present: Jane Schmitz, Brandon Heglund, Dominic Haupt, Terry McLaughlin (CLS) via phone, Jeff Mischler (CLS) via phone and Aaron Klug (CLS) via phone

The meeting was called to order at 11:14 AM by Arlene Kodl.

The minutes of the September 14th meeting were approved on a motion made by Frieda Rollins, seconded by Scott Jalling, all yes, motion carried.

The September vouchers and monthly cash bills were reviewed and approved on a motion by Frieda Rollins, seconded by Gary Leichtman, all yes, motion carried.

Brandon Heglund presented the cash receipts report.

Brandon Heglund reported on the September month end census:
Nursing Home 138; FDD 14; CBRF 8; Total 160

Jane Schmitz reported on new hires and position transfers.

Brandon Heglund reported on the 2018 budget and building project budget which continue to meet projections.

Jane Schmitz and Brandon Heglund provided an update on the 2019 budget. Finance Committee approved the budget with the option to call back.

Dominic Haupt arrived at 11:30 AM

Terry McLaughlin, Jeff Mischler and Aaron Klug arrived via phone at 12:35 PM

Jane Schmitz and representatives from CLS presented the mock up for the Resident Dining Room.

A motion to approve the resident dining room remodel of \$150,000 from the remodeling allowance was made by Fred Schindler, seconded by Scott Jalling, 4 yes, 1 no (Rollins), motion carried.

Jane Schmitz and representative from CLS discussed the snow melt system. By relocating the boiler to the therapy room closet the additional cost for the snow melt system was reduced to \$36,199.

A motion to approve the snow melt system in the amount of \$36,199 from the remodeling budget was made by Fred Schindler, seconded by Gary Leichtman, all yes, motion carried.

Jane Schmitz and representatives from CLS discussed the blacktopping for the new addition. A binder course will be completed in 2018 allowing for parking when the new addition opens in February however the top coat will not be completed until spring due to weather delays.

Terry McLaughlin, Jeff Mischler and Aaron Klug departed via phone at 1:30 PM

Jane Schmitz and Dominic Haupt discussed the boiler room upgrade. The current site plan needs to be revised along with the piping to tie the tank into the boilers.

A motion to approve \$17,030 for the creation of a revised site plan and piping installation by US Petroleum was made by Frieda Rollins, seconded by Gary Leichtman, 4 yes, 1 no (Schindler), motion carried.

Dominic Haupt departed at 1:50 PM

Jane Schmitz and Brandon Heglund discussed the shift differentials with the committee. An option to increase the current shift differential for all departments was presented. A further cost study will be provided for the November board meeting.

Jane Schmitz presented a position request for a Staff Development position. This employee would be responsible for the onboarding process for all employees and serve as a mentor for new hires.

A motion to approve the recruitment of a Staff Development position at pay grade K and forward to the Personnel and Finance committees was made by Fred Schindler, seconded by Gary Leichtman, all yes, motion carried.

Jane Schmitz presented the personal assistant/client services position within our nursing department. This position would assist the certified nursing assistants in non-certified tasks in an effort to reduce overtime.

A motion to approve the recruitment of personal assistant/client services positions at a pay grade Q was made by Fred Schindler, seconded by Gary Leichtman, all yes, motion carried.

Jane Schmitz presented the WIC grant resolution to the committee. The resolution allows for CCRLC to apply for state/federal grant funding for 2019 with a decrease in caseload expected.

A motion to approve the WIC resolution and forward to the Board of Supervisors was made by Fred Schindler, seconded by Frieda Rollins, all yes, motion carried.

Jane Schmitz requested department heads and professionals have the option to flex their schedules within the pay period to complete their job duties.

A motion to approve flex schedules for department heads and professionals was made by Frieda Rollins, seconded by Fred Schindler, all yes, motion carried.

Jane Schmitz reported on the Administrators Report, Personnel and the Quality Assurance Report. The ICF-ID had its annual state survey since the last meeting and had one finding during the survey. An estimated cost for building security came in at \$64,560 (\$21,560 cameras/locks, \$43,000 wiring) and will be presented at a future meeting.

The November meeting of the Clark County Rehabilitation & Living Center Sub-Committee is scheduled for Wednesday, November 7, 2018 at the Clark County Rehabilitation and Living Center in the classroom beginning at 11:00 AM (or immediately following the conclusion of the Community Service meeting).

Motion to adjourn at 2:33 PM was made by Scott Jalling, seconded by Gary Leichtman, all yes, motion carried.