

MARSH COUNTRY HEALTH ALLIANCE
MINUTES OF THE ANNUAL MEETING OF THE
MEMBERS AND COMMISSION BOARD

August 27, 2018 ~ 10:00 a.m.

1. **CALL TO ORDER:** The meeting was called to order by Marsh Country Health Alliance (“MCHA”) Chair Russell Kottke at 10:00 a.m.
2. **ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:**

Members Present (in person):

- Russell Kottke, Dodge County Board Chairman
- Mark Stead, Grant County Board Supervisor
- Robert Kenney, Grant County Board Chairman
- Herbert Hanson, Green County Board Supervisor
- James Griffiths, Iowa County Board Supervisor
- James Mode, Jefferson County Board Supervisor
- Valerie McAuliffe, Sauk County Board Supervisor
- Kristine Deiss, Washington County Board Supervisor
- Duane Paulson, Waukesha County Board Supervisor

Members Present (via teleconference):

- Jack Allen, Adams County Board Supervisor
- Kathy Geracie, Ozaukee County Board Supervisor
- Terry Thomas, Rock County Board Supervisor

Members Absent:

- James Foley, Columbia County Board Supervisor
- Michael Norton, Winnebago County Board Supervisor

Human Services Staff Present (in person):

- Dawn Woodard, Columbia County Human Services Director
- Brian Bellford, Jefferson County Human Services Administrative Division Manager
- Randy Setzer, Waukesha County Manager of Fiscal Administrative Support Division of Health and Human Services
- Mary Smith, Waukesha County ADRC Coordinator

Human Services Via Teleconference:

- Kelly Oleson, Adams County Human Services Director
- Diane Osborn, Adams County Long Term Support Manager
- Liza Drake, Ozaukee County Human Services Director
- Kate Luster, Rock County Human Services Director
- Dan Brattset, Sauk County Human Services Director
- Renee Soroko, Winnebago County Behavioral Health Services Division Manager

Also Present:

- Attorney Andrew Phillips
- Jane E. Hooper, Clearview Administrator / Executive Director
- Lori Kurutz, Clearview Assistant Administrator
- Bill Wiley, Marsh Country Health Alliance Deputy Treasurer/Clearview Director of Finance
- Jill Soldner, Marsh Country Health Alliance Deputy Secretary/Clearview Administrative Secretary

3. **PUBLIC COMMENT:** None.

4. **ELECTION OF OFFICERS: VICE CHAIR AND SECRETARY (1-year term, August 2018 to August 2019):**

Nominations were taken from the Commission Board to elect officers for a one-year term, from August 2018 to August 2019.

Vice Chair: Duane Paulson (Waukesha County)

Secretary: Herbert Hanson (Green County)

Motion by Grant County to close the nominations for Vice Chair; seconded by Iowa County. Motion carried. Motion by Grant County; seconded by Iowa County, to re-elect Duane Paulson as Vice Chair for a one-year term (August 2018 to August 2019). Motion carried.

Motion by Grant County to close the nominations for Secretary; seconded by Iowa County. Motion by Grant County; seconded by Iowa County, to elect Herbert Hanson (Green County) as Secretary for a one-year term (August 2018 to August 2019). Motion carried.

5. **APPROVAL OF THE MINUTES OF THE JUNE 25, 2018 MEETING:**

Motion by Jefferson County; seconded by Washington County, to approve the June 25, 2018 Meeting. Motion carried.

6. **CENSUS UPDATE (as of 8/27/18):**

Clearview:	109 of 120
ICF-IID (formerly FDD):	45 of 46

Not Part of MCHA:

Clearview Brain Injury Center:	22 of 30
Clearview Behavioral Health 1/2/3/4:	35 of 40
Trailview	3 of 4
Clearview Community Group Home:	3 of 4
Northview Heights (CBRF):	17 of 20

7. UPDATE: ADMINISTRATIVE CHANGES TO MARSH COUNTRY HEALTH ALLIANCE:

Administrator / Executive Director: Jane Hooper, Administrator / Executive Director, has announced her retirement, effective the beginning of January 2019. Active recruitment is underway to fill the position.

Director of Nursing: Ann Schulz, Director of Nursing, retired on August 2, 2018. Clearview's Assistant Director of Nursing, Erin Blank, had been acting as Interim Director of Nursing until August 22, 2018, when it was announced that she accepted the position of Director of Nursing. Recruitment is underway to fill the Assistant Director of Nursing's position.

Medical Director and Staff Physician: Dr. Charles Frinak, Clearview's Medical Director, announced his retirement, effective December 31, 2018. Dr. Victor Caceres, has also announced his retirement, effective November 30, 2018. Recruitment is actively in place to fill both positions.

8. UPDATE: PREFERRED PROVIDER: Optum / United HealthCare went live on July 1, 2018, with an increased amount of referrals coming in.

9. FINANCIAL PRESENTATION ~ BILL WILEY:

Current Financial Status: Wiley reviewed the current status of the 2018 MCHA budget with the Commission members. Wiley explained that the MCHA facilities were performing at budget overall. Medicaid revenues were slightly higher than budget due to the daily Medicaid rates being better than what was budgeted. Medicare revenues are at budget whereas private pay and commercial revenue was slightly below budget. Direct expenses are lower than budget expectations. The overhead expenses for MCHA are lower than what is budgeted. Overall the 2018 MCHA actuals are slightly ahead of budget projections.

2019 Proposed Budget: Wiley reviewed the proposed 2019 Clearview budget with the members. He noted that while there are less beds in the Nursing Home than in previous years, revenue is estimated to remain steady. The main reasons were because the daily Medicaid rate has been trending upwards. Also, the Medicaid supplemental payments have also been steadily climbing. He also mentioned that direct expenses were expected to increase due to personnel costs, consulting physicians, and the expected increase in costs to replace facility items.

Long Range Capital Plans: Wiley reviewed the capital plans for the upcoming five years. All years reflect facility and resident equipment replacement as well as a vehicle replacement in each year. This is to continually replace a portion of the facility's aging fleet and

equipment every year. In 2019, Wiley also mentioned that the siding on the facility is anticipated to begin being replaced. This will be a yearly project spanning the next five years.

10. **ANNUAL INDEPENDENT AUDIT – REPORT ON FILE:** The annual independent audit may be found on the Dodge County website at:

<http://www.co.dodge.wi.gov/home/showdocument?id=28838>

11. **FUTURE AGENDA ITEMS.** None requested.

12. **NEXT MEETING DATE:** **Quarterly Board Meeting (Chair, Vice Chair, and Secretary) (conference call or attendance in person) on Monday, November 26, 2018, at 9:30 a.m.,** in Room A1, at the Dodge County Administration Building, located at 127 East Oak Street, Juneau, Wisconsin. **The call-in number is (920) 386-4172.**

13. **2019 MEETING DATES:**

- a. **Monday, February 25, 2019, at 9:30 a.m.:** Quarterly Board (Chair, Vice Chair, and Secretary) meeting/conference call (financials)
- b. **Monday, June 24, 2019, at 10:00 a.m.:** Set assessment rate for 2020 – full Commission
- c. **Monday, August 26, 2019, at 10:00 a.m.:** Annual Meeting – full Commission
- d. **Monday, November 25, 2019, at 9:30 a.m.:** Quarterly Board (Chair, Vice Chair, and Secretary) meeting/conference call (financials)

14. **ADJOURN:** Motion by the Grant County to adjourn; seconded by Waukesha County, at 10:26 a.m. Motion carried.

Respectfully submitted this 24th day of June, 2019.

MARSH COUNTRY HEALTH ALLIANCE

By: _____
Herbert Hanson, Secretary

**MARSH COUNTRY HEALTH ALLIANCE
MEETING OF COMMISSION BOARD HELD VIA TELECONFERENCE**

**MINUTES OF BOARD MEMBERS MEETING
November 26, 2018**

1. **CALL TO ORDER:** The meeting was called to order by Marsh Country Health Alliance President Russell Kottke at 9:30 a.m.

2. **ROLL CALL:**

Board Members Present in Person:

- Russell Kottke, Dodge County (MCHA Chair)

Board Members Present Via Teleconference:

- Herbert Hanson, Green County (MCHA Secretary)
- Duane Paulson, Waukesha County (MCHA Vice Chair)

Also Present, Via Teleconference

- Mary Smith, Waukesha County ADRC Manager

Also Present, in Person:

- Jane Hooper, Clearview Administrator / Executive Director
- Lori Kurutz, Clearview Assistant Administrator
- Bill Wiley, Clearview Director of Finance /MCHA Deputy Treasurer
- Jill Soldner, Clearview Administrative Secretary / MCHA Deputy Secretary

3. **PUBLIC COMMENT:** None.

4. **CENSUS (as of November 26, 2018):**

Clearview:	110 of 120 with 1 in the hospital, 1 admit today
IID:	44 of 46

Not part of MCHA:

Clearview Brain Injury Center:	21 of 30
Clearview Behavioral Health:	36 of 40, with 1 admit this week
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	17 of 20

5. **QUARTERLY FINANCIAL REPORT:** Wiley presented to the Board members the MCHA Income Statement through September 30, 2018. He mentioned that Medicaid revenues were above budget even though the nursing home census was below budget. The reason for the positive revenue numbers was due to MCHA receiving a substantial Medicaid daily rate increase last year. Wiley also stated that Medicare census and revenue were down slightly however the private pay and Medicare Advantage revenues were up enough to offset them.

Wiley also mentioned that the Other Revenues were above budget because of higher than expected Medicaid Supplement payments. In addition, MCHA received an additional Medicaid Supplemental payment in July.

MCHA direct expenses were below budget. Along with that, Wiley stated that overhead expenses charged to the MCHA facilities were also below budget. He stated the reason for this was because of the addition of the new Behavioral Health facility which began in April. Wiley concluded that since the Behavioral Health facilities now make up 40 beds in the facility, more overhead expenses are allocated to those facilities and therefore reduces the amounts being charged to the MCHA facilities.

Wiley stated that the new Medicaid daily rates for were just received and signed off on recently. The new rates saw increases in the daily rates for all three Clearview Medicaid facilities.

6. **FUTURE AGENDA ITEMS:** None.
7. **NEXT MEETING DATE:** **Monday, February 25, 2019, at 9:30 a.m.**, at the Dodge County Administration Building, Room A1, 127 East Oak Street, Juneau, WI 53039 (quarterly financial meeting – MCHA Board: Dodge, Green, and Waukesha).
8. **ADJOURN:** There being no further business to come before the Commission Board, motion by the Chair, to adjourn. Meeting adjourned at 9:39 a.m. Motion carried.

Respectfully submitted this 24th of June, 2019.

MARSH COUNTRY HEALTH ALLIANCE

By: _____
Herbert Hanson, Secretary

**MARSH COUNTRY HEALTH ALLIANCE
MEETING OF COMMISSION BOARD HELD VIA TELECONFERENCE**

**MINUTES OF BOARD MEMBERS MEETING
February 25, 2019**

1. **CALL TO ORDER:** The meeting was called to order by Marsh Country Health Alliance (“MCHA”) Chair Russell Kottke at 9:30 a.m.

2. **ROLL CALL:**

Board Members Present in Person:

- Russell Kottke, Dodge County (Chair)

Board Members Present Via Teleconference:

- Herbert Hanson, Green County (Secretary)
- Duane Paulson, Waukesha County (Vice Chair)

Also Present, via Teleconference:

- Randy Setzer, Waukesha County Fiscal Administrative Manager – Support Division of HHS
- Mary Smith, Waukesha County ADRC Coordinator

Also Present, in Person:

- Deanna Wilson, Clearview Administrator / Executive Director
- Lori Kurutz, Clearview Assistant Administrator
- Bill Wiley, Clearview Director of Finance /MCHA Deputy Treasurer
- Jill Soldner, Clearview Administrative Secretary / MCHA Deputy Secretary

3. **PUBLIC COMMENT:** None.

4. **CENSUS (as of February 25, 2019):**

Clearview:	103 of 120
IID (formerly FDD):	41 of 46

Not part of MCHA:

Clearview Brain Injury Center:	19 of 30
Clearview Behavioral Health 1, 2, 3, 4:	34 of 40, with 1 returning today
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	17 of 20

5. **QUARTERLY FINANCIAL REPORT:** Wiley updated the group on the 2018 MCHA financial status. He explained that year-end adjustments have not been made and would impact the final year-end reports.

Wiley reviewed the revenues with the members and stated that Medicaid revenue was higher than what was budgeted due to several reasons. The daily Medicaid rates for both MCHA facilities increased significantly. In addition, MCHA received an extra Medicaid supplemental payment in 2018 in the amount of \$347,000. Medicare revenues were down whereas Medicare Advantage revenues exceeded budget. Overall MCHA revenues were above budget estimates.

Direct expenses for MCHA were down mainly in personnel expenses. With a staffing shortage, Clearview has seen overtime costs higher than budget, however, there were less expenses in benefits costs.

Overhead expenses were also lower than budget. He stated that more overhead costs will shift to other areas of Clearview since there are fewer MCHA beds and more beds in non-MCHA areas of the facility.

Motion by Waukesha County accepting the financial reported as presented; seconded by Green County. Motion carried.

6. **FUTURE AGENDA ITEMS:** None.
7. **NEXT MEETING DATE:** **Monday, June 24, 2019, at 10:00 a.m.**, at the Dodge County Administration Building, 127 East Oak Street, Rooms 1F and 1G, Juneau, Wisconsin (2018 assessment rate).
8. **ANNUAL MEETING DATE:** **Monday, August 26, 2019, at 10:00 a.m.**, at the Dodge County Administration Building, 127 East Oak Street, Rooms FH and 1G, Juneau, Wisconsin.
9. **ADJOURN:** There being no further business to come before the Commission Board, motion by the Chair, to adjourn. Meeting adjourned at 9:40 a.m. Motion carried.

Respectfully submitted this 24th of June, 2019.

MARSH COUNTRY HEALTH ALLIANCE

By: _____
Herbert Hanson, Secretary