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**WASHINGTON COUNTY  
SAMARITAN COMMITTEE**

Samaritan Health Center  
West Bend, WI

March 6, 2014  
7:00 a.m.

Present: Michael Bassill, Dawn Eyre, Jeffrey Geib, Daniel Stoffel, and Michael Weston.

Also Present: Campus Administrator Matt Furno, County Manager Joshua Schoemann, County Clerk Brenda Jaszewski, and Accountant Jeff Werner.

Chairperson Stoffel called the meeting to order at 7:00 a.m. and read the Affidavit of Posting.

**MINUTES**

Moved by Mr. Geib, seconded by Mr. Weston to approve the February 6, 2014, minutes as presented.  
Motion carried.

**ACCOUNTS RECEIVABLE MONTHLY REPORT**

Mr. Werner presented and reviewed the accounts receivables through January, 2014, for the Skilled Nursing Facility, RCAC, and the CBRF. Mr. Werner stated the County is now utilizing a State agency through the Department of Revenue that will act as a collection service for counties and cities. Mr. Furno indicated the goal is to reduce the Nursing Home receivables that are 90 days and older to approximately \$500,000.

**UNITED HEALTHCARE OPTUM PROGRAM**

Mr. Werner stated that at the end of January, Samaritan's contract with United Healthcare ended. The prior contract provided payments to Samaritan as a supplement to Medicare. Currently, there are approximately 30 residents who have a United Healthcare policy. United Healthcare does offer an Optum program, which is an in-house program for individuals in the nursing home. This program provides for a Nurse Practitioner to follow these individuals in order to provide early intervention to try to reduce the need for hospital admissions. Mr. Furno is working with United Healthcare and is hopeful that by the end of this month, the County has a firm answer regarding the Optum program.

**CAMPUS ADMINISTRATOR'S REPORT**

Pre-Employment Screening & Physicals

Mr. Furno presented and reviewed the proposed additional pre-employment drug screening and physical requirements. He estimates that it may cost the County \$4,625 in additional up-front pre-employment costs; however, he believes the savings will be greater than this through fewer work related injuries. At the next meeting, Mr. Furno will request the Committee take action on this item.

Discussion Regarding Chapter 55 Placements at the Samaritan Campus

Mr. Furno stated that in 2013, there were 13 chapter 55 placements and the cost to Samaritan was approximately \$34,000. Mr. Furno has met with the ADRC Director and the Samaritan will begin receiving \$150 per day, for the first three days, for individuals at the Samaritan due to Chapter 55 placements. During these three days, it is expected that the ADRC determine if these individuals are truly Chapter 55 placements. Mr. Schoemann stated that Washington County needs to address this issue and feels the cost for Chapter 55 placements should not be borne solely by the Samaritan.

1 Dementia Certification and Leading Age Workshop

2 Mr. Furno stated that the State is developing a new certification for dementia care and he will be  
3 attending a workshop in Madison to learn more about this new certification. Currently, Samaritan  
4 does not have adequate staffing or the ability to provide adequate safety measures to take some  
5 specialized dementia residents with specific behavioral problems. Mr. Furno is recommending a  
6 joint meeting with the ADRC Board at some point in the future to discuss this issue.

7  
8 Activity Therapy Supervisor

9 Mr. Furno stated that an Activity Therapy Supervisor has been hired to take the place of Mary  
10 Thiemer, who will be retiring. There will be a retirement party for Ms. Thiemer on March 25, 2014,  
11 and the Samaritan Committee members are invited to attend.

12  
13 Charter Contract Update

14 Mr. Furno stated that he is waiting for a written proposal from Charter for additional equipment and  
15 does not yet have final cost estimates. Additional information on this item will be provided next  
16 month.

17  
18 Contract Status:

19 Mr. Furno is waiting for one additional signature for the BSG contract, and once received, it will be  
20 completed. The Loaves & Fishes and Dietician contracts are completed.

21  
22 Mr. Furno informed the Committee that Stericycle is the vendor that removes the Samaritan medical  
23 waste and currently, we do not have a contract. We are paying \$660.57 per trip, and last year there  
24 were 13 trips, for a total of \$8,587.41 for this service. Mr. Furno has signed a service agreement for  
25 the next 12 months with a reduction in the fee to approximately \$327.00 per trip. He is working with  
26 Purchasing to determine if we can work toward a regional bid for this service in the future.

27  
28 Human Resources Department Head Interview

29 Mr. Furno has agreed to participate in the group that will work with Mr. Schoemann and provide the  
30 initial round of interviews for the Human Resources Director position.

31  
32 **NEXT TENTATIVE MEETING DATE**

33 The next Samaritan Committee meeting is tentatively scheduled for Thursday, April 3, 2014, at 7:00  
34 a.m. in the Samaritan second floor conference room.

35  
36 **ADJOURNMENT**

37 Moved by Mr. Geib, seconded by Mr. Bassill to adjourn the meeting at 8:19 a.m. Motion carried.

38  
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41 Brenda J. Jaszewski, County Clerk  
42

## Drug and Alcohol Testing

Pre-employment drug testing refers to testing of all final candidates with Washington County to reasonably predict the use of illegal drugs and drug related activity for the following positions:

### Highway Department

Position	Position
Foreman	Patrol Superintendent
Laborer	Shop Superintendent
Mechanic	Traffic Signer
Mechanic Foreman	Transit Manager

### Planning and Parks Department

Position	Position
Assistant Golf Course Supervisor	Land Resource Manager
Clubhouse Attendant	Land Use Inspector
Clubhouse Supervisor	Park Maintenance Worker
County Conservationist	Park Maintenance Worker/Mechanic
Golf Course Maintenance Worker/Mechanic	Park Supervisor
Golf Course Superintendent	Project Technician/Highway
Inspector in Charge	Project Technician/Land Conservation

### Samaritan Department

Position	Position
Accountant	Licensed Practical Nurse
Accounting Assistant	LPN Non-Benefit Pool
Accounting Technician	Medication Assistant
Activity Aide	Medicare Coordinator/Registered Nurse
Activity Therapy Supervisor	Nursing Supervisor
Admissions Coordinator	Nursing Unit Manager
Assistant Activity Therapy Supervisor	Plant Operations Manager
Assistant Director of Nursing	Planter Operations Manager/Maintenance Worker
Assistant Food Service Supervisor	Registered Nurse
Campus Administrator	Registered Health Information Technician
Certified Nursing Assistant	Scheduling Assistant
Cook	Secretary/Receptionist
Dietary Aide	Social Services Supervisor
Director of Nursing	Social Worker
Electronic Health Data Systems Specialist	Store Clerk
Housing Manager	Switchboard Operator
Inservice Training Coordinator	Unit Secretary
Kitchen Manager	

## Sheriff's Department

Position:	Position
Accounting Clerk	Deputy Sheriff Sergeant
Accounting Supervisor	Information Services Technician
Administrative Secretary	Investigator I
Automobile Technician	Investigator II
Bailiff	Jail Health Coordinator
Communications Officer	Jail Nurse
Communications Supervisor	Juvenile Detention Manager
Corrections Administrator	Process Clerk
Corrections Lieutenant	Program Assistant
Corrections Officer	Radio Systems Administrator
Corrections Sergeant	Records Assistant
Deputy Sheriff	Sheriff
Deputy Sheriff Captain	Special Deputy Sheriff
Deputy Sheriff Lieutenant	Special Deputy RN

All candidates for employment, except summer workers unless deemed necessary by either the Human Resources Department or the Department Head, who are under final consideration for employment shall submit to a drug test. The drug test shall be as follows:

1. The compulsory production and submission of urine by a candidate, in accordance with departmental procedures as described in the next section, for chemical analysis to detect drug use.
2. Drug use should be defined as marijuana, cocaine, opiates, amphetamines and PCP or any other major drug of abuse or illegal drug, excluding alcohol.
3. Applicants shall be disqualified from further consideration for employment under the following circumstance:
  - a. Refusal to submit to a required drug test; or,
  - b. A confirmed positive drug test indicating drug use prohibited by this policy.
4. If an external applicant applies and is considered a candidate for another position, he or she may be required to submit to another drug test.

The testing procedures and safeguards provided in this policy are to ensure that any personnel administering drug tests shall adhere to the integrity of department drug testing. Washington County will utilize the policies and procedures set forth by the laboratory selected to perform the tests. Any laboratory selected shall be NIDA certified. The testing or processing phase shall consist of an initial screening test and a confirmation test.

Whenever there is a reason to believe that the candidate may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately under direct observation of the testing personnel. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather, it will be classified as "confirmation pending." Notification of test results to the supervisor or other departmental designee shall be held until the confirmation test results are obtained. A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test. Where a positive result is confirmed, urine specimens shall be maintained in secured, refrigerated storage for one year.

The drug screening tests selected shall be capable of identifying marijuana, cocaine, opiates, amphetamines, PCP and every major drug of abuse including heroin and MDMA (Ecstasy). Personnel utilized for testing will be certified to collect urine samples or adequately trained in collection procedures. The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise, and demonstrated proficiency in urinalysis. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain-of-custody.

All records pertaining to Department-required drug tests shall remain confidential, and will not be provided to other employers or agencies. Drug test results and records shall be sent directly to the Human Resources Department and will be maintained for one year.

Candidates having negative drug test results shall receive a copy of the test results stating that no illegal drugs were found. If the candidate tests positive, and the tests identify one or more of the following: cocaine, heroin, amphetamines, marijuana, barbiturates, or any other major drug of abuse or illegal drug, the candidate will be removed from consideration for that particular job.

Washington County reserves the right to conduct drug and alcohol testing on all employees on a reasonable suspicion basis, using the same procedures and safeguards as used for pre-employment testing as described above.

All employees who are required to possess a Commercial Driver's License to perform their job duties are governed by the rules and regulations regarding drug and alcohol testing for commercial motor vehicle drivers.

## Pre-employment Screenings

Certain prospective employees are required to submit to a post offer, pre-employment medical examination to determine whether they possess the fitness to perform the essential functions of the job for which they have been offered employment when the essential duties of the job involve substantial physical requirements.

The post offer pre-employment work screen is used to determine whether the employee can perform the essential functions of the job position. Any candidate who has been offered a job in one of the classification listed below are required to have a post offer pre-employment screen to determine if they are physically able to perform the essential functions of the job.

### Samaritan Department

Position:	Type of Test:
Activity Aide	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Activity Therapy Supervisor	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Admissions Coordinator	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Assistant Activity Therapy Supervisor	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Assistant Director of Nursing	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Assistant Food Service Supervisor	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Certified Nursing Assistant	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Cook	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Dietary Aide	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Director of Nursing	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Electronic Health Data Systems Specialist	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Housing Manager	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Inservice Training Coordinator	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Kitchen Manager	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Licensed Practical Nurse	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
LPN Non-Benefit Pool	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Medication Assistant	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Medicare Coordinator/Registered Nurse	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Nursing Supervisor	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Nursing Unit Manager	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Plant Operations Manager	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Planter Operations Manager/Maintenance Worker	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Registered Nurse	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Registered Health Information Technician	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Scheduling Assistant	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Social Services Supervisor	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Social Worker	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Store Clerk	Drug Test, Physical and Pre-Placement, Post Offer Functional Test
Unit Secretary	Drug Test, Physical and Pre-Placement, Post Offer Functional Test

## Sheriff's Department

Position:	Type of Test:
Bailiff	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Communications Officer	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Communications Supervisor	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Corrections Administrator	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Corrections Lieutenant	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Corrections Officer	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Corrections Sergeant	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Deputy Sheriff	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Deputy Sheriff Captain	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Deputy Sheriff Lieutenant	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Deputy Sheriff Sergeant	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Investigator I	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Investigator II	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
Sheriff	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test
All Special Deputy Sheriff	Drug Test, Physical, Audiogram and Pre-Placement, Post Offer Functional Test

A functional job analysis for the position will be completed detailing the amount of lifting; bending, twisting, and other physical requirements are involved in the affected positions.

Washington County will use the results of the medical examination to ensure that applicants who received employment offers can perform, with or without accommodation, the essential functions of the job. It will also allow the County to determine whether there are any accommodations which would permit the employee to perform the essential functions of the job.

All medical examinations will be performed by medical and/or physical therapy practitioners as designated by Washington County, and will be paid by the employer.

All applicants that receive a satisfactory result on the post offer, pre-employment medical examination are to be placed in the job.

Washington County is committed to compliance with the American's with Disabilities Act and similar state laws and will engage in the interactive process with an employee who requests accommodation.

Candidates which follow under the Pre-employment Drug Testing policy please see DRUG AND ALCOHOL TESTING section of the employee manual.