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**WASHINGTON COUNTY
SAMARITAN COMMITTEE**

Samaritan Health Center
West Bend, WI

February 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 Board Chairperson Herbert Tennes, County Attorney Kim Nass, County Manager Joshua Schoemann, County Clerk Brenda Jaszewski, Accountant Jeff Werner, and Supervisor Dennis Myers.

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

MINUTES

Moved by Mr. Weston, seconded by Mr. Geib to approve the January 9, 2014, minutes as presented. Motion carried.

ACCOUNTS RECEIVABLE MONTHLY REPORT

Mr. Werner presented and reviewed the accounts payables through December, 2013, for the RCAC, the CBRF, and the Nursing Home.

REQUEST TO NON-LAPSE 2013 FUNDS TO 2014

Moved by Ms. Eyre, seconded by Mr. Geib to approve the request to non-lapse the balances in the Samaritan Non-Specified Donations and Specified Donations accounts from 2013 to 2014. Motion carried.

REQUEST TO ELIMINATE SEPARATE PRIVATE ROOM CHARGE

Mr. Furno indicated that after analyzing this topic further, he will not be requesting any changes to the separate private room charge for 2014 and will review this again for 2015.

COUNTY POLICY RE: ENTERPRISE FUND SERVICE CONTRACTS

Ms. Nass stated that she has met with Mr. Furno and Mr. Stoffel to discuss a policy for Samaritan contracts, and explained that contract procedures are covered in the County Code, as well as State Statutes. In general, most contracts in the County are generated by department heads, forwarded to the County Attorney for review, and entered into a contract database. Some contracts; however, do not require County Attorney review or County Board Chairperson and County Clerk signatures. Examples of these would include internal operating agreements, and admissions agreements.

Mr. Furno stated that he will be working with the County Attorney's office to develop a system of tracking all Samaritan contracts and will provide this information to this Committee once it is finalized. Mr. Schoemann indicated that he will draft a policy for all departments to follow in order to maintain consistency throughout the County for contracts. Mr. Furno stated that he will provide this Committee with information on expiring contracts well in advance of the expiration

1 dates and additional information regarding a county-wide policy will be presented at a future
2 meeting.

3 4 **NOROVIRUS UPDATE**

5 Mr. Furno reported that admissions were closed from January 2, through 30, 2014, and reopened
6 on January 31, 2014, due to cases of Norovirus. There have been no additional cases with either
7 residents or employees.

8 9 **CAMPUS ADMINISTRATOR'S REPORT**

10 Activity Supervisor Replacement

11 Mr. Furno stated that the current Activity Therapy Supervisor's last day of work will be March
12 26, 2014, and he is re-posting the position for recruitment of a successor.

13 14 County Human Resources Projects

15 Agents of the County's Third Party Administrator for Worker's Compensation will be touring
16 the Samaritan campus and reviewing our processes and procedures to determine if there are ways
17 to reduce the incidents of Worker's Compensation claims.

18 19 Weather Damage Update

20 Mr. Furno reported that two of the three weather related damage claims are closed. The third
21 item, which is damage from the broken water pipe that flooded the lobby and first floor laundry
22 room, is waiting for the Architect's report. There is a section in the attic where the pipe is
23 located where there is no insulation and Mr. Furno recommends adding insulation to this portion
24 of the attic to prevent future problems with this pipe freezing. It was noted that the cost of the
25 additional insulation will not be covered by insurance. Mr. Furno will work with Purchasing to
26 secure bids for the insulation and will include an action item on the next agenda for this
27 Committee to consider the additional insulation, which is considered an Outlay item. In
28 addition, the Outlay request will be required to be presented to the Finance Committee for
29 consideration.

30 31 Pre-Employment Physicals

32 Mr. Furno is recommending an enhanced pre-employment screening, which would include drug
33 screening, medical history, communicable disease screening, and a 50 pound lifting requirement
34 (for positions with this requirement). This would add between \$100 and \$200 per employee to
35 the pre-employment screening; however, Mr. Furno believes it may provide significant savings
36 in Worker's Compensation claims and other areas by identifying potential problems prior to
37 hiring. The consensus of the Committee is to request Mr. Furno pursue the options for this
38 additional enhanced pre-employment screening and present a recommendation for consideration
39 at the next meeting.

40 41 Position Descriptions

42 As a result of a meeting with Human Resources and the County Attorney, Mr. Furno will be
43 working closely with Human Resources to develop new job descriptions for employees of the
44 entire Samaritan Campus. These new job descriptions will correspond to the position
45 descriptions in the new pay plan that was implemented in March of last year.

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1 Develop Samaritan Campus Work Rules

2 Mr. Furno stated that this year, he will work with Human Resources to develop a new Samaritan
3 Campus Work Rules Booklet (SCWRB), which will be in addition to the County handbook.

4 This new SCWRB will be for all Samaritan Campus employees and will replace the current
5 Samaritan Campus Employee Handbook. A SCWRB is required because of the unique working
6 environment at the Samaritan Campus with it being a 24/7 operation.

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8 **NEXT TENTATIVE MEETING DATE**

9 The Samaritan Committee will tentatively meet on Thursday, March 6, 2014, at 7:00 a.m. in the
10 Samaritan second floor conference room.

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12 **ADJOURNMENT**

13 Moved by Mr. Geib, seconded by Ms. Eyre to adjourn the meeting at 8:31 a.m. Motion carried.

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Brenda J. Jaszewski, County Clerk