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**WASHINGTON COUNTY  
SAMARITAN COMMITTEE**

Samaritan Health Center  
West Bend, WI

December 5, 2013  
7:00 a.m.

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

Also Present: Campus Administrator Matt Furno, Chairperson Herbert Tennes, Accountant Jeff Werner, Supervisor Dennis Myers, and Joshua Schoemann.

Chairperson Stoffel called the meeting to order at 7:21 a.m. and read the Affidavit of Posting.

**MINUTES**

Moved by Mr. Geib, seconded by Mr. Weston to approve the November 7, 2013, minutes as presented. Motion carried.

**ACCOUNTS RECEIVABLE REPORT**

Mr. Werner reported on a two page handout presenting a break-out of payer sources, collection amounts due, and aging of accounts. Mr. Werner answered questions regarding the information on each chart.

**CAMPUS ADMINISTRATOR REPORT**

Casual Employee More Than/Less Than 30 Hours Per Week Issues

Mr. Furno reported that he has been working with Nursing Director Kathie Braun to develop a staffing matrix that includes regular full-time, regular part-time, casual full-time, casual part-time and pool staff for both the nursing and certified nursing assistance staffing positions, due to a major concern requiring an employer to provide health insurance for part-time staff working 30 or more hours per week. Once the Human Resource Director position is filled, they will work with that person to finalize the Samaritan staffing schedule.

Employee Time Record Issues

Mr. Furno reported the Samaritan time clocks are activated and recorded by the individual employee finger print. Currently, there are three time clocks located in a central location; however, employees are required to travel some distance and often use an elevator to access these time clocks. Mr. Furno reported they are exploring the cost and benefit of purchasing two or three additional time clocks to reduce the distance an employee must travel for access to a time clock.

Charter TV Update

Mr. Furno reported the residents of the Samaritan Health Center and the Fields have lost 28 television channels and the cable provider, Charter TV, has indicated it will take approximately four to six months to resolve this issue. Charter TV has been informed that this issue needs to be resolved sooner and we are requesting a 50% reduction on our monthly bill, and have given notice that we are also in the process of searching for another Cable provider.

United Health Care Contract Issues

Mr. Furno reported that they are working with United Health Care to secure a 2014 contract for resident services; however, United Health Care is in the process of reducing the number of

1 contracts with health care facilities in Wisconsin. United Health Care is currently developing a  
2 selection criteria that will be utilized.

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4 Eviction Notice Status

5 Mr. Furno reported there is a resident whose family has refused to reimburse Samaritan for  
6 expenses incurred. All approaches have been exhausted to collect the funds owed to the  
7 Samaritan, so an eviction notice has been issued and the process is being handled by the County  
8 Attorney's office.

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10 Employee Lounge Update

11 Mr. Furno reported an employee ad-hoc committee has been established to explore alternatives  
12 for improving the Employee Lounge. There appears to be a strong consensus to move the  
13 Employee Lounge from the basement to the ground floor and utilize Conference Room 62 for  
14 this purpose. The Ad-Hoc committee hopes to make a final decision in January 2014.

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16 Adjustment of Staff Hours Regarding Admissions, Collections and Data Coordinator

17 Mr. Furno reported there appears to be a mismatch of workloads versus an approved allocation  
18 of employee hours. The second data coordinator, who is scheduled to 30 hours per week in that  
19 function, could be better utilized assisting Admissions and Collections. For a three-month trial  
20 period, this person will allocate 19 hours to Data Coordination, five hours to Admissions, and  
21 five hours to Collections.

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23 **NEXT TENTATIVE MEETING DATE**

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

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27 **ADJOURNMENT**

28 Moved by Mr. Geib, seconded by Ms. Eyre to adjourn the meeting at 8:26 a.m. Motion carried.  
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34 Daniel Stoffel, Chairperson

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34 Michael Weston, Secretary

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40 Mark Furno, Administrator  
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