



Meeting Minutes

GOVERNMENTAL BODY: Waupaca County Lakeview Manor Committee
PLACE: 912 Manor Drive, Weyauwega, WI 54983
DATE: July 26, 2016
TIME: 1:10 P.M. -1:55 P.M.

Committee Members: Chair: Supervisor G. Barrington, Supervisor Sorensen, Supervisor Johnson, Supervisor Handrich, and Supervisor Penney.

Minutes

OPEN SESSION – call to order by the Chairman of the Committee, Supervisor Gary Barrington

Open Meeting Statement: Statement: This meeting and all other meetings of this Committee are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes so that the citizenry may be aware of the time, place, and agenda of this meeting.

Roll Call

Supervisors; G. Barrington, J. Penney, D. Handrich, D. Johnson, and G. Sorenson. Also present: Bonnie Ackley-Administrator, Karen Timm-Business Office Manager, Amanda Welch-HR. Diane Meulemans-Corporate Counsel, Mary Robbins-Administration, 1 Public Member arrived after meeting started and underway.

1. Review and approve agenda
 - a. Approval of the agenda as written motion made by Supervisor Johnson with a second by Supervisor Handrich; motion carried
2. Review and approve minutes of the previous meetings – 6/28/2016
 - a. Approval of the minutes of motion made by Supervisor Johnson with a second by Supervisor Sorenson; motion carried
3. Public Comment-No one present
4. Administrator's Monthly Report
 - a. Communications
 - i. Phone message of thankfulness for assistance though did not result in an admission, spouse stated also she would highly recommend us anyway.
 - b. Education
 - i. Karen Timm attended 2 day seminar on Governmental Accounting
 - c. Self Reports
 - i. None
 - d. Corporate Compliance
 - i. Julie Yaeger had to develop a vendor list prior to being able to print labels, stuff, and mail letters. They should go out in mail tomorrow.
 - e. Staff Hires
 - i. 1 RN hired as part time, on call
 - ii. Social Worker
 - f. Resident Census
 - i. 28; Admissions- 2 Discharges- 1 Deaths- 1
 - g. Marketing
 - i. Resident spouse said he found us the internet with pictures and recommendations from friends, had his wife come here without first visiting

- ii. Picture Post Newspaper has a picture of residents and county sheriff deputies delivering cookies
 - iii. Brochure; sample provided
 - h. Survey Readiness
 - i. Continue with education Cheryl Buchholtz attended seminar for Life Safety Code,
 - ii. Susan Rodensal attended seminar on Dietary Department issues,
 - iii. Bonnie Ackley, Patti Beilfuss, Crystal Bruesewitz, listened to webinar on MDS paperwork changes
 - i. Highway Department for blacktop
 - i. 2 options: 10 year life = cheaper or long range more expensive
 - ii. Request to invite Lance from Highway Department to next meeting of the Committee
 - iii. Facility will proceed with cement crease filling to prevent potential for wheel chair wheels to become stuck in them
 - j. Emergency Management
 - i. Cheryl's department working on the recommendations as there is time available
 - k. Relationship With Riverside Medical Center (ThedaCare-Waupaca), Emergency Room Physician
 - i. Recent admission had been seen in Emergency Department on Sunday, much of paperwork done by the physician so could get admitted on Monday. No new issues, but no one sent for Emergency assessment since last meeting
 - l. New Administrator update
 - i. Offer made to and accepted by Todd Greeneway, NHA, potential start date August 29, perhaps earlier if Interim position he is working at ends sooner
 - m. Payroll Based Journal
 - i. Karen reports that she is working with On Shift and that is working well, also we have a sign in/out sheet at front desk to get providers from other agencies to sign in and out to capture their hours
- 5. Financial Statements – Karen Timm
 - a. Statements provided
 - b. Motion made by Supervisor Johnson to accept the statements, second by Supervisor Sorenson; motion carried
- 6. Next meeting to be held in the Lakeview Manor Conference Room on August 30th at 9 AM.
- 7. Adjourn
 - a. Motion made by Supervisor Handrich, second by Supervisor Johnson; motion carried.

Respectfully submitted,
Bonnie Ackley, RN, NHA
Administrator