

Green County Committee Meeting

Pleasant View Nursing Home Oversight Committee Meeting Minutes

Location: Pleasant View Nursing Home – Conference Room

August 12, 2021

Present were Herb Hanson, John Bernstein, Gary Neuenschwander, Linda Boll, Joan Rufenacht

Also present: Terry Snow, Theresa Pax, Delores Merrick and Heidi Schmoltd.

Herb Hanson called the meeting to order.

- Gary Neuenschwander made a motion to approve the July 15, 2021 meeting minutes, seconded by John Bernstein. The committee voted all in favor.
- Recruitment Plan for Pleasant View Nursing Home Administrator Position:
 - Search and Hiring Plan:
 - Timeline presented by Delores: Post Job Position 8/13/2021-9/13/2021 with 1st interviews scheduled on 10/4 and 10/5. 2nd interviews scheduled for 10/18, 10/19, 10/20th with a start date 11/29/2021.
 - Search Process: Terry and Delores to review and select applicants.
 - Interview process: Interview Committee will be Herb Hanson, Delores Merrick, Arianna Voegeli, Cindy Rice, Theresa Pax, Andrea Sweeney, Linda Boll, Joan Rufenacht and Terry Snow as a non-voting member.
 - Second Interview: Provide items to the candidate along with requesting specific items from the candidate.
 - References, Background Check and Association References to be verified.
 - Administrator Job Description and Administrator Salary:
 - Administrator Job Description revisions accepted by Green County Human Resources, Delores Merrick. Linda Boll made motion to accept new job description with new pay range, seconded by John Bernstein. The committee voted all in favor.
 - Current Administrator wage is a Grade 31. Recommendation is to change to Grade 29 for new hire and hire up to a Step 4. Anything offered above a Step 4 would need Personnel approval. Gary Neuenschwander motioned to approve Administrator Grade for new hire to Grade 29 with still being able to hire to a Step 4 and to be taken to PLRC for approval, seconded by Linda Boll. The committee voted all in favor. Upon PLRC new wage approval Green County HR to plug into new job description.
 - First & Second Interview Questions:
 - Terry worked with Delores to finalize first and second interview questions for the candidates being interviewed and provided a handout of these questions to the committee.

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- Handouts for The Candidate
 - Handouts provided at first interview to include the job description, Pleasant View's Organizational Chart and a Summary Introduction to Pleasant View. Handouts then provided at the second interview to include 2018-2021 Survey Results, 2021 Budget and Financial Summary and Pleasant View Salary Schedule.
- Operations Report:
 - Wage Scale Proposal for Nursing Department Positions (CNA's/CMA's). A proposal was presented to increase the wage steps for CNAs and CMAs. This increase is being requested as a result of the cost of incentive pay, overtime, recruitment and wages being offered by competitors. The request is for this increase to start the first pay period in September 2021. Joan Rufenacht made a motion to approve the increased wage steps as presented for CNA's/CMA's and to be taken to the PLRC for final approval, seconded by Gary Neuenschwander. The committee voted all in favor.
 - Project of window replacement and private bathrooms – Terry provided copy of letter and information that will be sent to families.
- Financial Report:
 - Baker Tilly Audit Report – Fiscal Year End 2020. Joan Rufenacht made a motion to accept the Baker Tilly Audit for Fiscal Year End 2020, seconded by John Bernstein. The committee voted all in favor.
 - Theresa presented the June Expense and Revenue Report.
 - Theresa presented the July bills. John Bernstein made a motion to approve the July 2021 bills, seconded by Linda Boll. The committee voted all in favor.
- Joan Rufenacht made a motion to adjourn the meeting, seconded by Linda Boll. The committee voted all in favor.
- A special budget meeting will be held on September 3, 2021 at 1:00pm. The next regular meeting will be held on September 9, 2021 at 10:10am.