

# Green County Committee Meeting

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## Pleasant View Nursing Home Oversight Committee Meeting Minutes

Location: Pleasant View Nursing Home – Conference Room

September 9, 2021

Present were Herb Hanson, John Bernstein, Gary Neuenschwander, Linda Boll.

Excused: Joan Rufenacht

Also present: Terry Snow, Theresa Pax, and Heidi Schmoltdt.

Herb Hanson called the meeting to order.

1. RoAnn Warden and Dan Williams presented information about a resolution requiring face coverings for county staff and visitors in county owned facilities. This resolution will be presented at the September County Board meeting. The resolution has received support by the Health Committee and Humans Services Committee. Along with Terry Snow, they were asking for the support of the PV Oversight Committee. Gary Neuenschwander made a motion to support the resolution that would be taken to the full County Board. John Bernstein seconded the motion. The committee voted all in favor.
2. Terry Snow and Theresa Pax presented the 2021 projected budget. John Bernstein made a motion to approved the 2021 projected budget, seconded by Gary Neuenschwander. The committee voted all in favor.
3. Terry Snow and Theresa Pax presented the 2022 proposed budget and the 2022 Outlay Items. John Bernstein made a motion to approve the 2022 proposed budget and the 2022 Outlay Items, seconded by Linda Boll. The committee voted all in favor.
4. Terry Snow presented the 2022 Salary Schedule for Pleasant View Employees. The schedule includes step changes for Grades A, B, D2, E1, F, J and M and changes to Pool rates and shift differentials. The step changes are included in the 2022 budget. The Salary Schedule would be effective January 9, 2022. Linda Boll made a motion to approve the 2022 Salary Schedule that includes step changes for Grades A, B, D2, E1, F, J and M and changes to Pool rates and shift differentials that would be effective on January 9, 2022. Gary Neuenschwander seconded the motion. The committee voted all in favor.
5. Terry Snow proposed some revisions and additions to the Green County Employee Handbook. In the section titled, "Job Transfers," add the following. "When an employee transfers to a lower grade position, the new pay grade shall not result in an increase in pay from the previous position. In the section titled Vacation (Pleasant View Nursing Home Employees Only), Item 3, add "Upon approval of the Department Supervisor." Item 7 under Vacation add the following: "An employee who changes from FT or PT status to In House Pool under two years of service will not be paid out any unused earned vacation." Add: An employee who terminates with under two years of service will not be paid out for any unused earned vacation. Revise: Item 7: A employee with over two years of service who terminates in good

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standing will be paid for any unused earned vacation remaining. Linda Boll made a motion to approve the changes to Job Transfers and Vacation as presented above, seconded by John Bernstein. The committee voted all in favor.

6. Terry Snow requested that Jeremy Broge be added to the Nursing Home Interview Committee. Gary Neuenschwander made a motion to add Jeremy Broge to the Interview Committee, seconded by Jon Bernstein. The committee voted all in favor.
7. The construction project for the addition of bathrooms and window replacement was originally scheduled to begin after Labor Day. Due to a delay in the delivery of the flooring product the construction date will be postponed until later in September.
8. Recruitment of nursing assistants is slow with a low response to recruitment efforts. There is a need for around 11 FTEs between all three shifts. Staffing agencies that have been contacted do not have available staff to contract for some of these open positions. During these recruitment efforts staff have been extremely helpful in working extra to fill in for open positions.
9. The O'Routke Stabilization Unit is recruiting as well for the shifts that are needed which is the cause of the delay to open the unit. Linda Boll suggested posting an article with the Alzheimer's Association about this new program.
10. Friends of Pleasant View Foundation update was presented. Faun Phillipson was approved as a new board member. The Moose Lodge breakfast raised \$1300 as a result of an amazing turnout. The board will be reviewing proposals for the next special project at the November meeting. The Tree of Light event will begin in November.
11. Terry Snow presented a condition of hire policy requiring employees hired to have received or agree to receive the COVID-19 vaccine. Gary Neuenschwander made a motion to approve the condition of hire policy for COVID-19 vaccine, seconded by John Bernstein. The committee voted all in favor.
12. Four managers will be attending the Leading Age Fall Conference in Green Bay October 6-8.
13. Theresa Pax presented the July Expense and Revenue report. The August bills will be reviewed and approved next week, September 15 at 9:15am.
14. The next meeting will be held on October 14, 2021 at 10:00.
15. John Bernstein made a motion to adjourn, seconded by Linda Boll. The committee voted all in favor.