



APPROVED MINUTES
Bloomfield Commission
Tuesday, January 23, 2018, 1:30 p.m.
Bloomfield Healthcare and Rehabilitation Center
3151 County Rd CH
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

1	Meeting was called to order at 1:30 p.m.
2	Roll Call: Present: Anderson; Jinkins and Paull. Excused: Thomas. Absent: Gollon. Others present: Meyers; Greeneway; Crook; Duve; Grady; Tarrell; Vondra and Oellerich.
3	Approve the agenda for this January 23, 2018 meeting. Motion by Anderson to approve the agenda of the January 23, 2018 meeting. Motion second by Paull. Aye: 3; Nay: 0. Motion carried.
4	Approve the minutes of the December 19, 2017 meeting. Motion by Paull to approve the minutes of the December 19, 2017 meeting. Motion second by Anderson. Aye: 3; Nay: 0. Motion carried.
5	Report from committee members and an opportunity for members of the audience to address the Committee. No action will be taken. Dave Gollon has been appointed to the Bloomfield Commission by board approval to replace Ken Palzkill. Anderson commented on the quilts Karen Whitaker is making. Paull reminded the Commission that the next monthly county board meeting will be held at Bloomfield on February 20. A thank you to Ken Palzkill was initiated.
6	Election of Secretary: Motion by Paull to nominate Anderson for the position of secretary. Jinkins seconded the motion. Nominations were closed. Motion carried and Anderson was elected Secretary.
7	Activities Report: Grady reported this week is Activity Professionals Week and today is twin day. Thursday is Hero vs. Villain Day and there will be a magician entertaining residents. On Friday, there will be special music. In February, the Larry Busch Band will perform for Valentine's celebration and the theme will be Ties and Tiaras. In addition, in February there will be a Mardi Gras parade. Grady announced the Gov. Dodge room will be the new therapy room and small activity groups will use the north porch. Afternoon fitness group will continue to use the therapy area. Second floor will see more memory care activities and possibly evening group. Greeneway stated the move would enable ease of access for therapy. Anderson extended a thank you for the Staff Recognition party.
8	Dietary Report: Crook stated the dietary department is interviewing for an open position. A special Valentine's Meal will be prepared on February 14. SUN meals contract has been negotiated. The first Wednesday of the month, Crook and Greeneway will visit the SUN meal site. Crook has heard many compliments on the SUN meals. Meyers has heard the food is good at Bloomfield.
9	Social Services Report: Smith was absent. Greeneway presented the December 2017 admission/discharge report. In, December 2017 there were 13 referrals with six accepted/admitted; one denied; one accepted/lost and five lost. There were two discharges home in December. Greeneway talked about marketing and meeting with hospital case managers. Duve is accessing abilities of nurses to enable to take patients that are more complex. Greeneway is also starting to cost out referrals from a financial standpoint and putting tools in place for quick turnaround. Duve commented that Bloomfield staff are going to hospitals to meet potential residents.

10	Environmental Services: Tarrell is expecting the new wastewater treatment plant permit effective 4/1/18. The change in phosphorus level will be from 3.6 to 1.1 within the 5-year permit length. Tarrell is working on a financial plan for the next five years.
11	Nursing Services Report: Duve reported that this month a wound care training was held for nurses. There has been no influenza at Bloomfield. There are six open C.N.A. positions and three nurse positions. One nurse has moved from day shift to night shift. In January, there have been 10 falls with three day shift; four PM shift and three night shift. Behaviors have been better this month. Staff will attend a dementia training in March at SW Tech. January infection rates are good with two UTI's. Paull feels the level of training makes a difference.
12	Business Office Report: Vondra distributed the Campbell Fund Report as of 12/31/17: CD's: \$550.000; Premier checking account: \$18,938.43; LGIP - \$17,599.00; Interest Earned YTD: \$6,465.89; Expenses YTD: \$87,177.55. Vondra distributed the unaudited monthly financial report through 11/30/17.
13	Chairman's Report: Jinkins distributed an advertisement from Upland Hills Health stating there had been approximately 275 therapy visits/week during 2017. Greenway is meeting with Greenfield Rehabilitation next week on marketing. Jinkins discussed the history of Bloomfield. Meyers talked about nursing home trends. Discussion ensued regarding regulations, studies and building.
14	Department Head attendance at Bloomfield commission meeting: Greenway stated that he estimates that over \$5000/year is the cost of Bloomfield department heads attending commission meetings. Greenway is proposing a more efficient use of time by being a guest speaker by invitation at the meetings. Discussion ensued on various options for department head attendance. Anderson suggested two department heads monthly. Motion by Anderson to move in the future to two department heads will be at each meeting and over a quarter, all department heads will work with the commission on issues they may have. Motion second by Paull. Aye: 3; Nay: 0. Motion carried. Greenway understands the department heads will leave after their report. Paull would like to continue to see admission/financial reports each month. Oellerich will work on a rotating schedule of department head attendance.
15	Purchase of plaque for bus: Per Ken Palzkill's request, there is room for a 5" x 8" plaque in the new bus to display the contribution by the Campbell funds. Motion by Paull to authorize a plaque for the new bus. Motion second by Anderson. Aye: 3; Nay: 0. Motion carried.
16	Campbell Fund priority listing update: Update included Sassy Stitches delivered two quilts and one is in room 123 for viewing. A site visit to Agrace Hospice has been scheduled in February to view their hospice suites. Greenway attended the Kiwanis meeting on Monday and Kiwanis encourages funding applications for community needs.
17	Rebinding and expanding of hymnals: Grady contacted Inkwell printers to rebind and add new pages to the hymnals, which were purchased in the year 2000. Two music volunteers suggested additions to the hymnals. The proposal is for rebinding and a new laminated cover with 10 to 12 pages added to 28 - 30 hymnals is approximately \$300.00. Inkwell is willing to do it in phases. Motion by Anderson to go ahead with binding and covering of hymnals not to exceed \$400.00 from Campbell funds. Motion second by Paull. Aye: 3; Nay: 0. Motion carried.
18	Employee Satisfaction Survey: Paper surveys were rolled out to employees this month. Surveys were 15 to 16 questions. The team will prioritize issues. Anderson suggested using survey monkey.

19	Administrators Report: Greeneway presented his written report and reported 2017 was a rough year financially. Controlling occupancy is hard and marketing is investing in the future and building partnerships. A focus for 2018 is cost control and looking at attrition re staff structure; cost containment; vendor contracts; reimbursement and adding restorative program. HealthDrive regional director will be meeting with Greeneway and Duve next week. Greeneway is working with Greenfield Rehabilitation regarding financial costs versus benefits. Outpatient therapy can lead to inpatients. Greeneway is having a meeting today with D99.3 regarding radio advertising. A grant application for brochures with Kristin Mitchell design has been secured. Anderson suggested a one or two minute tip to keep healthy for radio advertising. Duve stated therapy has a topic of the month and Bloomfield is doing fax blasts to hospitals with the topic information. Discussion ensued on different marketing strategies. Greeneway stated Bloomfield is continuing to attend job fairs at SW Tech and Jill Henry will reenact Bloomfield as a clinical site. Balloon Fest will be as normally scheduled this year and Kari Grady will lead the charge.
20	Other Business. No other business.
19	Next meeting date. The next meeting will be Tuesday, February 27 at 1:30 p.m.
19	Adjournment. Motion by Paull to adjourn the meeting. Motion second by Anderson. Aye: 3; Nay: 0. Motion carried. Meeting adjourned at 3:29 p.m.