APPROVED MINUTES
Bloomfield Commission
Tuesday, October 24, 2017, 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 1:34 p.m.
2	Roll Call. Present: Anderson; Jinkins; Palzkill; Paull. Absent: Thomas. Others present: Nankee; Bierke; Linda Larsen; Crook; Duve; Grady; Smith; Tarrell and Oellerich.
3	Approve the agenda for this October 24, 2017 meeting. Motion by Palzkill to approve the agenda for the October 24, 2017 meeting. Motion second by Paull. Request by Greeneway to move agenda items 11 and 15 before agenda item #6. Aye: 4; Nay: 0. Motion carried.
4	Approve the minutes of the September 26, 2017 meeting. Motion by Anderson to approve the minutes of the September 26, 2017 meeting. Motion second by Palzkill. Aye: 4; 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. Bierke commented at the last Iowa County Board meeting the board voted to increase the grid for employee compensation. Anderson commented the grid focuses on performance and not length of service.
11	PAC committee introduction. Crook stated the new committee formed is "Passionate About Care". Currently 10 members have joined and the purpose of the committee is to focus on how to change culture and make Bloomfield a pleasant and enjoyable working environment. A survey was developed and focus areas will be to determine from the surveys with the hope of retaining employees and get employees into Bloomfield. Members of the committee have updated the employee bulletin board. Paull asked if the commission would have privilege to feedback. Larsen asked if all C.N.A. shifts would be represented. Currently, all C.N.A. shifts are represented. Greeneway suggested that current members bring a fellow co-worker to a PAC meeting. Crook added it is a positive group and will be adding newly hired employees.
15	Dietary Report – Mary Crook reported on the perfect survey in the dietary department. In this department, it is difficult to maintain all the standards. This week a PM shift dietary aide is starting and there is one opening on the day shift. The SUN program meal numbers are increasing. The current charge per meal is $5.25/meal.
6	Light up the Sky event financial report. Oellerich distributed an unaudited financial report for the Light up the Sky event showing a profit of $660.33. Jinkins wondered about a donation to the fire department. Grady will send the department a thank you.
7	2018 Event recommendations. Greeneway stated "Light up the Sky" event was a successful event but was sandwiched between other community events. The first Thursday in June is the traditional date and prioritizing things people enjoy will be a focus, as well as, keeping all events on the level upper surface. Jinkins likes the time, location and keeping everything out in front to allow easier access for residents. Fireworks would not be included in the June event. Anderson commented the events may have to go all the way to the road and crème puffs have to be included. Jinkins realizes the pedal pull is expensive. Grady added the pedal pull and cold air balloon are expensive.

8	Campbell Fund discussion. Jinkins is aware of a difference in opinion on spending of the Campbell Funds and asked for comment from commission members. Paull said the funds were originally set up for the benefit of the residents but that can be stretched. Anderson asked for a priority list and is on the same page as Paull as the original will states for the enjoyment of residents. Grady stated the activity budgets are limited at other facilities and many do not have a bus, therefore, hire bus companies. Palzkill agreed with what everyone said and believes the residents are grateful. Palzkill feels the priority list is a good idea, steering away from capital items. A short discussion ensued on Bloomfield history and staff input to Campbell fund spending. Palzkill stated the pleasure of one might not be for another. Jinkins sensed the feeling that all the funds were going to be spent. Jinkins further commented that because of the Campbell funds the facility may not get other donations. When the fund is gone it is gone and there will be someone else come along with funds. Donations were discussed. It was the consensus that bus trips are important and advertising should involve the bus.
9	Campbell Fund 2018 priority listing. Greeneway distributed a rough draft of 2018 Campbell fund priority listing. Items identified are: Hospice suite; memory care unit specialty rooms (i.e., mock laundry; sensory stimulation room; music room); coffee shop; quilts for beds; movie theater and flat screen TV's for all rooms. Discussion ensued on specifics of each item. Quilts and the hospice suites were areas that may be pursued. Donations were again discussed.
10	State survey results. Jamie Duve, DON, commented on the perfect state survey. Greeneway stated the state surveyors complimented the facility on morale and good resident care. Managers took ownership of their own area. There are many new regulations with the MEGA rule being rolled out on November 28, 2017, which include changes in the survey process. The new process will be feedback generated. Facility policy and procedures will need to be updated. Jake Tarrell commented on the Life Safety code survey, which has the potential for five cites but most likely three to four. There were no expensive cites. Possible cites were fire drill spacing; oxygen tanks not marked full or empty; medical records storeroom with no door closure and a fan under a wall mounted hand sanitizer. Tarrell stated there would be changes in the next survey especially with Emergency Preparedness Plan, which has 40 new tags; risk assessments; bed assessments; outlet inspections and more documentation with fire alarms and generators. Facility wiring was discussed. Tarrell stated all outlets are to be grounded to an electrical panel and that update would be a $200,000 expense. Waste treatment plant was discussed. At the end of this year, a resolution from the county board as to where they are at will be submitted to the DNR. There is a new DNR representative and Bierke has a scheduled phone call with the new DNR rep. on Friday. Anderson asked which fire department is responsible for Bloomfield. Tarrell stated Dodgeville responds.
12	Mission Statement committee. Oellerich stated the mission statement committee would meet on Monday, November 13 at 10:30 am to finalize the mission statement, vision and values and report to the commission in November. The information will be sent with the next meeting packet.
13	Chairman's Report. Jinkins inquired as to the date of the career fair. Duve stated the date has been pushed back as there is a wait on the C.N.A. mailers. Jinkins asked about the new vendors. Transition of Greenfield Rehabilitation is going well and they are assisting with implementation of a restorative program. HealthDirect pharmacy has a November 1 start date and on October 26, there is a nurse training. Jinkins would like to set up a meeting of Prairie Village Care soon.

14	Activities Report – Kari Grady reported that she was proud of her staff for a cite free survey and would like to commend them. Residents had a successful rummage sale netting $182.56. On Sunday, October 29 from 1pm – 4pm, kids can come trick or treating to Bloomfield's Table & Treat. Grady commented on the Facebook posts each week. This week the Tuesday taco bar was featured. Activities is getting ready for the Christmas season.
16	Social Services Report – Emily Smith reported 30 referrals in September 2017 with 6 admitted/accepted; 19 denied; four accepted/lost and one lost. There were two residents discharged in September. Added payer source information has been added to the handout. Bierke suggested this report be emailed with the packet to commission members. Nankee asked how referrals go out to staff. Discussion ensued on referrals, staffing, discharges, marketing and referral sources. Bierke left the meeting at 3:04 p.m.
17	Environmental Services Report – Jake Tarrell will be replacing a couple of slabs of cement that are over the ¼-inch variance.
18	Nursing Services Report – Jamie Duve reported there are two part-time PM C.N.A.s starting the first week of November and there is an accepted offer for a FT day shift. There are still some openings and a part-time C.N.A. has left. For infection control, there are two residents on antibiotics. The Medical Director will help with communication to other doctors to meet regulatory criteria. Greeneway stated there are sixteen openings and five hires are in process, which will leave 11 openings. Paull inquired about employee exit interviews. Jinkins inquired about the C.N.A. sign on bonus.
19	Business Office Report – Oellerich distributed the Business Manager's reports prepared by Mark Vondra. Campbell Fund Report as of 09/30/17: CD's - $550,000; Premier Checking account - $17,267.73; LGIP - $27,197.56; Interest Earned year to date: $4,719.67; Expenses year to date: $81,048.81. Oellerich distributed the monthly financial report through 08/31/17. Greeneway stated the facility is hoping to capture more revenue in 2018. Donated fund balance as of 08/31/17 is $27,829.16. This amount includes general donations and the Balloon Fest accounts from previous years.
20	Administrator Report – Todd Greeneway presented his report with census data showing September 2017 average census of 52.5 and the 2017 census of 52.2. Greeneway is working on occupancy development by setting up meetings with three hospitals and using more Facebook posting. Greeneway has also been in conversation with the Medical Director regarding building a strong relationship with
21	Other Business. Dr. Jinkins commented on the great staff and great care at Bloomfield Healthcare.
22	Next meeting date. The next meeting date of Tuesday, November 21 at 1:30 p.m.
23	Adjournment. Motion by Paull to adjourn the meeting. Motion second by Palzkill. Aye: 4; Nay: 0. Motion carried.