

# PARK VIEW HEALTH CENTER COMMITTEE MINUTES

Date/Time: Wednesday, December 11, 2013, 3:45 p.m.

Location: Park View Health Center Board Room

Present: PV Committee Members  
Tom Ellis, Chair  
Maribeth Gabert, Vice Chair  
Larry Lautenschlager, Secretary  
Dr. Shiloh Ramos  
Bill Wingren

Administration  
Morgan Hinkley, Administrator  
Tom Geske, Director of Financial Services  
Kathy Glander, Administrative Coordinator

Public: Al Jacobson, Debbie Last

## 1. Call to Order

The meeting was called to order at 3:45 p.m. by Tom Ellis, Chair. It was verified the meeting was properly noticed.

## 2. Approval of PVHC Minutes

It was moved and seconded to approve the November 6, 2013 PVHC Committee meeting minutes.

*Resolved: Motion carried by unanimous voice vote, 5-0.*

## 3. Public Forum –

Al Jacobson wished everyone a Merry Christmas and Happy Holidays.

## 4. Communications –

- The annual health and life safety inspection occurred during Thanksgiving week. 7.6 health citations are the norm for facilities during an annual inspection. PVHC received two health citations which were easy to correct. There was also one life safety citation which was repaired the following day.
- It was shared that Mike Collard, HR Director, was very good to work with regarding changes to the handbook where Park View was concerned. He also was very good in collecting feedback from County employees as a whole. An explanation was given as to why PVHC has a different policy from other County departments where holidays is concerned.
- There were heating issues with the HVAC systems over the weekend. The Facilities and Property Management Department worked all weekend on the areas affected.
- Morgan may or may not be in attendance at the January PVHC Committee meeting. She will be on leave during February's meeting and it's possible she will not be in attendance at March's committee meeting. Tom Geske will be the committee's contact while Morgan is away.
- There are monies slotted in the capital plan for a call light system replacement. The replacement will take place sometime in 2014.

## 5. Discussion and Action: Fundraising Permit for "Friends of Park View"

An explanation was provided regarding the "Friends of Park View" fundraising permit for bake and auction sales to benefit residents' needs, which requires annual approval from the committee.

It was moved and seconded to approve a 2014 fundraising permit for the "Friends of Park View".

*Resolved: Motion carried unanimously by voice vote, 5-0.*

**6. Financial Report –**

- The income statement through November 2013 was distributed and discussed. Debbie Last inquired about advertising portion of the report. Tom stated it was for Yellow Pages costs, which the Information Systems Department handles/submits each year for all County departments, however each department is responsible for paying for their own required advertising.

**7. Administrator’s Report –**

- The November 2013 census report was distributed and reviewed. There was nothing different to note from last month’s report. The waiting list is at 22.

**8. Suggested Topics for the Next Meeting –** None at this time.

**9. Future Meeting Date(s)**

The next PVHC Committee meeting is scheduled for Wednesday, January **15**, 2014 *(please note meeting date change)*, at 3:45 p.m., in the PVHC Board Room.

**11. Adjournment**

It was moved and seconded to adjourn the meeting.

*Resolved: Motion carried by voice vote, 5-0.*

The meeting was adjourned at 4:10 p.m.

*Respectfully submitted by:*

*Kathy Glander, Administrative Coordinator*

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Tom Ellis, Chair – PVHC Committee

Date