

# PARK VIEW HEALTH CENTER COMMITTEE MINUTES

Date/Time: Tuesday, December 6, 2016, 3:45 p.m.

Location: Park View Health Center Board Room

Present: PV Committee Members  
Tom Ellis, Chair  
Maribeth Gabert, Vice-Chair  
Shiloh Ramos  
Bill Wingren

Administration  
Marleah Keuler, Administrator  
Tom Geske, Financial Services Manager  
Kathy Glander, Administrative Coordinator

Guest: Tim Laurin, Lead Activities Specialist from 3:50-4:00 p.m.

Excused: Larry Lautenschlager, Secretary

**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 8, 2016 PVHC Committee meeting minutes.

*Resolved: Motion carried by unanimous voice vote, 4-0.*

**3. Public Forum – none.**

**4. Communications**

- Announcement was made congratulating Tom Geske, Financial Services Manager, on 35 years of service at PVHC.
- Tim Laurin, Lead Activities Specialist, was also congratulated on 25 years of service at Park View.
- A Portage County nursing facility representative met at PVHC with Marleah Keuler, Administrator, Tom Ellis, PVHC Committee Chair, and Tom Geske, Financial Services Manager this past month. Portage County is considering building a new facility and was seeking input.

**5. December Activities at PVHC**

Tim Laurin, Lead Activities Specialist, shared past resident activities, as well as upcoming holiday festivities.

**6. Nurse Call System Update**

The final walk-through for the updated nurse call system has been completed. Waiting for updates from the architect and then plans will be sent to the State for approval.

**7. Discussion and Action: Changes to Activity and Social Services Table of Organization**

Information was distributed to the Committee regarding changes being requested in the PVHC Table of Organization:

- Title of 1.0 FTE “Social Worker-Medical” to “Admissions Coordinator”, and placement in grade 25.
- Social Wellness Manager to be moved up one pay grade to grade 26.
- Title and position of 1.0 FTE “Volunteer and Activity Associate” to “Driver” when position is vacated.

Budgetary changes would be minimal. It was furthered stated that all the above change requests have been reviewed and agreed to by the HR Department.

During discussion, the Committee asked that information be forwarded to them for their review in advance of meetings.

A motion was made and seconded to approve the title change currently noted as “Social Worker-Medical” to “Admissions Coordinator” on the Table of Organization, with a grade of 25, and the “Social Wellness Manager” position a grade of 26.

*Resolved: The motion was carried by unanimous voice vote, 4-0.*

The Committee will review the driver position information and discuss further at the next meeting. At the Committee’s request, statistics on the number of resident medical appointments needing transportation will be provided to the committee.

**8. Discussion and Action: PVHC Priority of Admissions**

Marleah Keuler, Administrator, asked that this agenda item be tabled until the next meeting, as additional information regarding this topic is on its way.

**9. Financial Report**

The Financial Report was distributed and discussed for November 2016.

**10. Administrator’s Report**

- The census report through November 2016 was distributed and discussed.
- There was discussion regarding the Human Services Department looking to combine their two group homes into one new group home, with one of the building locations under consideration being between Park View Health Center and the Coughlin Center on Butler Avenue.

**11. Suggested Topics for the Next Meeting**

- Nurse call system update
- Discussion and Possible Action: Driver Position
- Discussion and Possible Action: PVHC Priority of Admissions

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

The next PVHC Committee meeting is scheduled for Tuesday, January 10, 2017, at 3:45 p.m., in the PVHC Board Room.

**13. Adjournment**

A motion to adjourn the meeting was made and seconded.

*Resolved: Motion carried by unanimous voice vote, 4-0.*

The meeting was adjourned at 4:45 p.m.

*Respectfully submitted by:*

*Kathy Glander, Administrative Coordinator*

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Tom Ellis, Chair – PVHC Committee

Date