



Winnebago County

The Wave of the Future

**PARK VIEW HEALTH CENTER COMMITTEE MEETING MINUTES
THURSDAY, MARCH 20, 2025**

A. Call to Order

Supervisor Schellenger called the meeting to order at 3:30pm.

B. Adopt Agenda

Motion to add January 2025 minutes to agenda

C. Approval of Minutes

1. February 20, 2025, Meeting Minutes

D. Director's Report

1. Financial Report

Finance Manager Doug Petraszak reported on the financials for February. At this point in the year, percentages should be at 17% of the budget. The total intergovernmental revenue category is currently at 16.02%. Total revenue is \$2,705,155, which is 15.44% of the budget. Total labor is at 13.23%, which is well under budget, and travel expenses are at 4.03%. Office supplies are at 17.31%, with the biggest expense being a \$9,000 one-time charge for the Mitel telephone system that was billed in January.

The operating subtotal is \$208,146, representing 11.6% of the budget. The largest expense in this category was \$20,106 for education and training, specifically for the RELIAS training software. Repairs and maintenance expenses are currently low. The total repairs and maintenance category is \$4,490 with a percentage of 3.32%. Utilities are at 8.90%, running a month behind until December. In the contractual service's category, the data processing line is at 58.6%, with expenditures totaling \$32,231. This includes the ECS system, which is the department's records management system. Supervisor Swan asked about an 18% increase in line 55013 related to data processing. Administrator Linzi explained that the Kronos scheduling and payroll system is also included in this line item.

The final item discussed was the technology fund charge. All staff, including part-time and casual employees, are charged the same flat fee for software licenses such as Microsoft 365, even if they don't use all the features. The department pays about \$40,000 per month, which also covers computer replacements. Administrator Linzi noted that while these costs are high, they can be reported as supportive services to help increase Medicaid reimbursement. Property insurance is currently at 16.67%. Total expenditures through February were \$2,686,831, which is 13.09% of the budget, resulting in a net profit of \$18,324.

2. Census Report

Administrator, Linzi Gazga Parish reported on the census report. For February, there was an average daily census of 90, and an occupancy rate of 54.4%. There were 10 admissions, 10 discharges and two residents that passed away. There are currently 29 on the waiting list.

Private pay is at 21%, medical assistance is at 66%, family care is at 4%, Medicare advantage is at 5% and Medicare is at 4%.

3. Staffing Update

Administrator, Linzi Gazga Parish reported on the staffing update. In February, we had 196 staff and there were 10 people who were hired. The turnover rate was 4.1%, with 5 resignations, 3 terminations, and 14 open nursing positions. There are also 48 open C.N.A. spots: 9 for hospitality aides, 3 for housekeeping, and 4 for food service. Some hospitality aides were promoted to C.N.A. roles, and some C.N.A.s were moved up to LPN positions.

4. Incentive Pay Usage Report

Administrator, Linzi Gazga Parish reported on the incentive pay usage report. We had about 170 hours of time and 1/2 for incentives and about 170 hours double time for incentives. There was about \$16,000 in incentive pay from the last two payrolls.

E. Public Comments on Agenda Items

No public comments were made during this meeting.

F. Business Items

*Action may be taken on any business items.
No new business items*

G. Items for Next Agenda

*Suggestions from committee members for items to be addressed on a future agenda
No new items were suggested for the next meeting.*

H. Next Meeting Date

*Thursday, May 15th at 3:30pm
April 17th, 2025 at 3:30pm*

I. Adjourn

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