Winnebago County
The Wave of the Future

PARK VIEW HEALTH CENTER COMMITTEE MEETING MINUTES
THURSDAY, APRIL 17, 2025

A. Call to Order

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

B. Adopt Agenda

C. Approval of Minutes

Approval of March 20th, 2025 Meeting

1. Park View Health Center Committee Meeting Minutes 03.20.2025 with Updated Highlights

D. Director's Report

1. Financial Report

   Finance Manager Doug Petraszak presented the financial report for March. The income statement reflects 25% of the annual budget. Total intergovernmental revenue stands at 23.79%, totaling $2,953,037. The public service revenue category is currently at 20.64%, with actual revenue of $928,936. This is slightly behind projections due to a lower-than-expected census on which the budget was based.The food service revenue is at 26.02%, while miscellaneous revenue totals $45,360, or 26.68% of the budget. Transfers are at 25%, with actual revenue of $103,550, representing the tax levy. Overall, total revenue amounts to $4,037,128, or 23.04% of the budget.

   On the expenditure side, labor costs are at 19.48%, totaling $2,959,924. Wages are currently under budget due to staffing shortages. Travel expenses are at 16.31%, with actual costs of $3,522. There have been no capital outlay expenditures to date, although we are coordinating with facilities on air conditioners and chillers. Office supplies are at 20.17%, totaling $17,380, with the largest expense being the Mitel telephone system. Operating expenses are at 19.36%, with $347,311 spent to date. A significant item in this category is the Relias training software. Food service expenses are on track at 25%. Repairs and maintenance are at 8.18%, totaling $11,048. Utilities are currently at 17.25%, with an actual cost of $72,461. Contractual services are at 23.04%, totaling $472,819. Insurance is right on target at 25%, with an actual cost of $23,868.In total, expenditures amount to $4,088,363, or 19.92% of the annual budget. This results in a current deficit of $51,235.

2. Census Report

   Administrator, Linzi Gazga Parish reported on the census report. For March, there was an average daily census of 90. There were 7 admissions and 9 discharges. There are currently 33 on the waiting list. Private pay is at 21%, medical assistance is at 68%, family care is at 4%, Medicare advantage is at 3% and Medicare is at 3%.

3. Staffing Update

Administrator Linzi Gazga Parish provided a staffing update. As of March, there were 198 active employees on staff, which includes only those with an official employment status. Among casual-status employees, there were 31 CNAs, 24 hospitality aides, 5 RNs, 3 food service assistants, and 1 transportation aide. During the month, two new staff members were hired. The turnover rate was 2%, with three resignations and one termination, along with several open nursing positions. The resignations included a full-time RN neighborhood supervisor, a CNA with 40% employment status, and a full-time CNA. Additionally, a hospitality aide was promoted to a CNA role.

Supervisor Swan inquired about whether there is a specific staff-to-resident ratio and how that is tracked. Administrator Linzi responded that the goal is to maintain a ratio of one CNA to seven residents, though this can vary depending on resident acuity levels.

4. Incentive Pay Usage Report

Administrator Linzi Gazga Parish also reviewed the incentive pay report. The report examined the total number of hours needing coverage, how many of those hours were filled using incentive pay, and how many were filled without it. Next month, a more detailed report is anticipated, which will include the average hourly cost for agency staff—broken down by RN, LPN, and CNA, as well as the average hourly cost when using incentive pay. This will allow for a direct comparison between agency rates and internal incentive pay costs.

5. Reclassification of wages

Administrator Linzi Gazga Parish provided an update on the wage reclassification process. During the 2025 budget hearings, $190,000 was allocated for wage adjustments. In May, Park View will not present to the Personnel and Finance Committee, as Administrator Linzi will be returning from maternity leave, and the team wants to ensure the process is done thoroughly and correctly.A comprehensive wage analysis is currently underway for every department at Park View. This includes reviewing all positions and comparing wages with those at competing organizations and other county-operated facilities. Nouly will lead this effort and conduct the wage comparisons.

The goal is to have a proposal ready for the committee by August. Administrator Linzi will collaborate with Mark, the Director of Human Resources, to review the findings and consider broader implications for the county. The plan is to present the final proposal to the Personnel and Finance Committee in September.

E. Public Comments on Agenda Items

F. Business Items

Action may be taken on any business items.
Report from Survey
How many people are we hiring and how many people we are interviewing?

G. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda
Supervisor Swan would like the executive review from Baker Tilly.

H. Next Meeting Date

Next meeting date scheduled for: May 15th, 2025 at 3:30pm.
Thursday, May 15th at 3:30pm.

I. Adjourn

[MIN_FOOT]