



Winnebago County

The Wave of the Future

**PARK VIEW HEALTH CENTER COMMITTEE MEETING MINUTES
THURSDAY, MAY 15, 2025**

A. Call to Order

Tom Swan, Vice Chair, has called the meeting to order and announced that Kolby will no longer serve as Chair of the committee.

B. Business Items

Action may be taken on any business items.

1. New Chair for Park View Committee

Thomas Egan, Chair of the County Board of Supervisors, made a motion to nominate Thomas Swan as Vice Chair. The motion was seconded by Maribeth Gabert. Thomas Swan served as an in-home caregiver for five years and has expressed deep appreciation for the care his parents received at Park View Health Center. He maintains a strong attendance record and is committed to working hard to support and understand the operations of Park View. Swan also expressed interest in exploring ways to maximize the use of space at Park View. There were no other nominations for the position of Chair. Nominations for Chair are now closed. Thomas Egan, Chair of the County Board of Supervisors, confirmed that there were no other nominations for the position of Chair. With no additional nominations presented, the nominations for Chair were officially closed.

Nominations for Vice Chair were then opened. Thomas Swan nominated Morris Cox for the position, and the nomination was seconded by Thomas Egan. Morris Cox has served on the committee since 2021 in the role of Secretary and has been an active, contributing member. With no further nominations put forward, the nominations for Vice Chair were closed. A vote was taken, and all were in favor of appointing Morris Cox as Vice Chair.

Thomas Egan proceeded to nominate Maribeth Gabert for the position of Secretary; however, she declined the nomination. He then moved to nominate Jim Ponzer for the role. A vote was held, all were in favor, and the nomination was approved. Nominations for Secretary were then declared closed.

C. Adopt Agenda

D. Public Comments on Agenda Items

Conley Hanson requested to make a public comment. He expressed his gratitude to Kolby for his advocacy and dedication to Park View and offered his congratulations on Kolby's new role.

E. Approval of Minutes

1. Approval of April 17, 2025, Meeting Minutes

In terms of current staffing needs, there are nearly 14 full-time openings for RNs and LPNs, and 50 open positions for CNAs. There are also 9.2 open positions for hospitality aides. In housekeeping, there are three open positions, though the facility is not actively hiring for them at this time. There are four open positions in food service, but hiring efforts are focused on filling just one of those.

For casual staff, the facility currently has 32 CNAs, 21 hospitality aides, 5 RNs, 3 food service assistants, and 1 transportation aide. Many of these casual staff members are high school or college students.

4. Incentive Pay Usage Report

Administrator Linzi Gazga Parish also reviewed the Open Shift Report along with the Agency and Incentive Report, as requested by the committee. She clarified that the data does not reflect a full pay period.

For CNAs, there were a total of 1,291 open hours across 161 shifts over a two-week period—equivalent to more than 10 eight-hour shifts per day that needed coverage. Many of these shifts are filled by lower-status staff members who voluntarily pick up additional hours. Of the open shifts, 27% were covered through overtime, which may be either voluntary or mandated. Incentive pay for these overtime shifts is calculated at time-and-a-half.

The purpose of the report is to help understand why casual status staff are being hired when, ideally, these hours should be covered by point status employees. From the report, it's evident that a significant number of open shifts are being filled by casual status staff.

For nursing shifts specifically, there were 408 total open hours across 51 shifts—equivalent to 3 to 4 eight-hour shifts per day requiring coverage. Many of these nursing shifts are currently being filled by agency nurses. A non-agenda item was briefly discussed but was not addressed further, as it fell outside the committee's scope.

Looking at the agency invoices, we don't know how much the RNS get paid per hourly. We only know what we get in charge from the agency. If you took the Park View wages with incentive pay, and times that by the amount of hours the agency staff is working that would be the cost roughly.

G. Items for Next Agenda

Suggestions from committee members for items to be addressed on a future agenda

Supervisor Swan requested the Billy Tilly report. Administrator Linzi Gazga Parish has just received the report and plans to present it to the committee at next month's meeting, where it will be included on the agenda. She will review the findings and discuss the actions that have been or will be implemented based on the report.

H. Next Meeting Date

Next meeting date scheduled for: June 19th, 2025 at 3:30pm.

I. Adjourn

[MIN FOOT]

A handwritten signature in black ink, appearing to be 'L. Gazga', is written over the 'Adjourn' section and extends into the '[MIN FOOT]' area.