

Port Washington, Wisconsin
August 4, 2010

Aging and Long Term Care Committee met in Room A-200 at the Administration Center.

Present: Supervisors Geracie, Stumpf, Richart, Hazelwood, and Rothstein. Staff: County Administrator Meaux, Veteran's Service Officer Brown, Lasata Administrator Luedtke, Assistant Administrator Fogel, and County Clerk Winkelhorst.

Others present: Gregg Golden - Plunket/Raysich Architects LLP, Kurt Krupp - Muermann Engineering and Gillian Dyer.

Call to Order/Proper Notice/Adoption of Agenda: The meeting was called to order by Chairperson Geracie at 1:02PM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Rothstein, seconded by Supervisor Stumpf to adopt the agenda as revised. All members present voting aye. Motion carried. (5-0)

Public Comments/Correspondence/Communications: There was none.

Approve Minutes from the May 19 and June 2 Meetings: Motion made by Supervisor Richart, seconded by Supervisor Stumpf to approve the May 19 and June 2 minutes as submitted. All members present voting aye. Motion carried. (5-0)

Veterans Service Office:

Discussion Item: Review of 2011 Proposed Budget: Mr. Brown reviewed increase in expenses for travel mileage for the ride program and increase in cost of flag holders for Veterans graves. Due to an increase in both these line items the work load has increased significantly. He would like to increase hours for the Office Assistant position which is currently at 22 hours per week to 29.5 hours. Total cost \$6,750. This is currently not shown in the budget. Total overall increase in budget without the staff hour request is \$5,322 or 4.09%. Discussion and questions followed. The committee supports the increase in expenses but will not support the increase in hours.

1:20PM Phyllis Pinstler joined the meeting

Management/Financial/Informational Reports: Mr. Brown continues to monitor the transport budget. Information included in the packet. There were no further questions.

Conference Meeting Reports: Conference reports were submitted for the Board of Veterans Affairs meeting on June 17-18; County Veterans Service Organization (CVSO) Executive Committee meeting on June 22; NE CVSO meeting on July 28; and SE CVSO meeting on July 29. All were approved.

Honor Flight Update: Flights have been scheduled for September 19 and November 6. The group will once again use a 747 plane. To improve the flight and the safety of the Veterans the ratio of Veterans and Guardians will be one on one. There will be 200 Veterans on both flights with an equal number of Guardians. The current waiting list is at approximately 600 plus.

Board of Veterans Affairs Meetings: The meeting of Wisconsin Board of Veterans Affairs will be held on August 19-20 at the Country Inn & Suites in Port Washington.

1:33PM Ryan Raskin, Beyer Construction and Kim Hassell, Plunket/Raysich Architects LLP joined the meeting.

County Veterans Service Officers (CVSO) Association of Wisconsin Fall Conference: The CVSO Fall Conference will be held at the Country Inn & Suites in Port Washington on October 4-8.

Lasata Campus:

Action Items:

Review/Approve Amending County Policy & Procedure Manual – Revolving Funds Petty Cash:

Mr. Luedtke explained that this request is to establish a petty cash revolving fund for Lasata Crossings in the amount of \$250 and to lower the amount for Lasata Heights from \$500 to \$250. This action requires a change in the Policy & Procedure Manual.

Motion made by Supervisor Rothstein, seconded by Supervisor Hazelwood to approve the establishment of a petty cash revolving fund for Lasata Crossings of \$250 and reduce the petty cash fund for Lasata Heights to \$250. All members present voting aye. Motion carried. (5-0)

Review/Approve Lasata Campus Mission Statement: Mr. Luedtke explained that over the years mission statements have been established individually for each of the facilities. As the marketing plan was being developed it was decided that one mission statement for the entire campus should be used instead one for each facility. Discussion.

Motion made by Supervisor Richart, seconded by Supervisor Hazelwood to approve the consolidated mission statement for the Lasata Campus as presented. All members present voting aye. Motion carried. (5-0)

Review/Approve Lasata Crossings Contingency Log Change #48 – Add 6 Fire Alarm Pull Stations and #49 – Add 69 Smoke Detectors and 4 Heat Detectors:

Mr. Raskin explained that this was presented as an informational item to the Public Works Committee in July. Normally this would have gone to this committee first but the meeting in July was cancelled. The items on the contingency log are the 6 pull stations, 69 smoke detectors and 4 heat detectors that need to be installed. The error occurred by the individual who designed the fire alarm system originally. The design was done for an R2 occupancy which is residential, typical for apartments. Because this is a residential care apartment complex it should have been designed for I2 which is institutional. I2 has a higher restriction on the amount of smoke detectors. The design went to the state, where it was not caught there either and was approved. Resident units are all designed properly, this is in the common areas and corridors. The cost has been verified at \$2,931 for the 6 pull stations and \$27,393 for the smoke and heat detectors.

Mr. Krupp stated that he is the person who oversaw the design of this project with respect to the items mentioned and apologized for the error that occurred by the designer and that it was caught so late in the process. He did the redesign himself and it has been resubmitted to the state. Mr. Krupp explained the process of the installation had it been done correctly and how it would be done now. There is additional work that will be required.

Mr. Golden explained that these do have to be installed, that is not the issue but rather the cost. This is a cost that would have been born during the building design and construction. He understands that there is a premium of cost difference between then and now and is working with Mr. Raskin to determine that cost. He will also take into account any repainting or damage that may occur during installation. This will also include the re-inspection and re-alarms. Mr. Krupp further stated that they will not be cutting any corners and that it will be done correctly as it should have been.

Mr. Raskin stated that material costs are \$14,306, labor is \$9,513 and the markup is \$3,573. The intent is to use the current contractor so the labor portion was verified by another contractor to be certain it was within the realm and not an inflated number.

Chairperson Geracie commented on how disappointing this is to have this new building and now this work will have to be done and that it should have been caught. Mr. Krupp explained that this error went unnoticed by several people at all the different levels involved and he agrees with her 100%.

Chairperson Geracie further stated that the work has to be done and now it needs to be determined by this committee as to who will pay for this. Question as to whether Corporation Counsel has reviewed this. Mr. Meaux commented that it has not been reviewed, the work has to be done and there is a cooperative spirit among all, recognition of the error and the need to correct it.

Supervisor Hazelwood recognized that these errors do occur and that there is fault. Supervisor Rothstein stated that the fault is not at the County or the taxpayers that are represented. The County should pay for the materials but not for anything beyond that.

Supervisor Richart commented that the hardware costs are the same regardless of when they are installed; the labor is more than if originally installed correctly but the increased amount is not our fault; the markup he doesn't like to see at all because even if the County is made whole financially it is the reputation that has been lost and that is of value. So all this needs to be considered.

Mr. Raskin explained that the County will pay the contractor and then there will be reimbursement. Supervisor Hazelwood agrees with Mr. Richart that the original labor should be paid by the County. Mr. Golden further commented that the additional premium cost is unknown at this time. He does agree that the addition premium costs they would be responsible for.

Chairperson Geracie suggested splitting the overall cost which would be estimated at \$15,000 a piece. Mr. Golden would need to go back and discuss with the partnership what is responsible and what is liable. Discussion on additional costs.

Supervisor Rothstein stated this is a huge project, a great job was done, things do happen but this is not the County's problem. She appreciates their accepting responsibility, and is trying to be reasonable and feels that they need to accept financial responsibility and that splitting the overall cost for everyone is fair. Mr. Krupp stated that he can't offer the materials and everyone here is in agreement with that and there is labor cost that would have been there originally. Ms. Rothstein commented that the labor is where the pain and suffering comes in now that the ceiling will have to be opened up when there are people living there and also for future tenants to see who may be coming to view the property. Mr. Krupp further stated that it has to be fair for both sides and that if this were a state project; the State would tag him for 10% which in this case would be approximately \$3,000. Further discussion.

Chairperson Geracie said that the cost issue will not be resolved today but direction on how the committee feels has been given. \$15,000 has been suggested by Ms. Geracie and Ms. Rothstein.

Motion made by Supervisor Rothstein, seconded by Supervisor Hazelwood to approve that the installation of the 6 fire alarm pull stations, 69 smoke detectors, and 4 heat detectors commence immediately and that the cost sharing is to be determined. All members present voting aye. Motion carried. (5-0)

Discussion Items:

Lasata Crossings Update: Mr. Raskin reviewed the contingency log. Everyone was aware of the part of the project to add the existing elevators onto the emergency generator. The electrical portion has been done. There can be some rewiring to get it to work properly given the vintage of the elevators. An amount has yet to be determined for the Lasata Heights elevators. Estimated costs are \$7,800. Informational at this time, there will be discussion when there is more detail.

Mr. Raskin reviewed the change order log. The current budget is \$10,029,765 which includes the remaining contingency of \$263,000. This is \$230,000 under budget.

Lasata Heights Siding Project Update: Mr. Raskin reported that the punch list has been done and the contractor is coming back to finish up some odds and ends.

The seeding on the landscaping that was done in June and beginning of July was all washed away by the heavy rains. The seeding will be re-done in a week or two when the weather cools.

2:42PM Recess

2:47PM Reconvene

Chairperson Geracie reverted back to public comment. Ms. Pinstler addressed the committee to encourage them to approve funding for another full-time activity aide or for someone to organize volunteers for the residents on the 2 East wing at Lasata Care Center.

Chairperson Geracie requested to move ahead in the agenda. There were no objections.

Management/Financial/Informational Reports:

Administrator's Report: Mr. Fogel commented that the website, www.lasatacampus.com is up and running. Mr. Luedtke also explained the four in-house TV stations that the campus will have. The tours at the Crossings are more positive as people are coming in for the purpose of moving in and not just to see the building.

A brief explanation was giving by Mr. Luedtke on a resolution that he will be bringing forth at the next meeting regarding state funding of nursing homes.

Financial and Census Report: Mr. Luedtke reported that 17 people have moved into Lasata Crossings in July. In August there are 8 people scheduled to move in. 7 of the new people came from Lasata Care Center and 1 from Lasata Heights. Currently this is right on target and the expectation is to have 40 by the end of the year.

Lasata Heights census is at 58. Lasata Care Center census is down noting that 7 went to the Crossings. Average census so far year to date is 180.

Financial reports are included in the packet. There were no further questions.

Conference and Meeting Reports: Conference reports were submitted and approved.

Review of 2011 Proposed Budget: Mr. Luedtke provided a brief summary of the budget highlights for the Lasata Campus. Lasata Care Center – Included in revenues are \$1.8M of Supplemental Payment Program (SP) funds. This has been budgeted the same for the last several years. However, \$400,000 of that money may not be received from the State, a decision must be made to include these revenues in the 2011 budget or not. Family Care rates at the most will go up 2%. New positions include an upgrade of an Activity Aide to become a Volunteer Coordinator (increase of \$2,900), a new part-time Activity Aide (increase \$15,990), and a new full-time Maintenance Worker. Health insurance is budgeted to go up 10% for personnel. The overall increase in revenues is 1% and expenses are 4.3%. Discussion and questions followed.

Chairperson Geracie commented that the Volunteer Coordinator position was cut out of the budget a few years back. She questioned as to what has happened since then with volunteers. Mr. Luedtke stated that the position went away in 2006. When the position was staffed there was an average of 11,000 to 12,000 hours per year of volunteers. The average now is 8,000-9,000 hours as there is no one to make calls and coordinate the volunteers.

Lasata Heights – Mr. Luedtke has budgeted 58 of the 60 apartments to be filled. He has included in the budget for the Manager to go from 30-40 hours per week and the Office Assistant who works 20 hours at the Heights and 10 hours at the Crossings to work all 30 hours at the Heights. The Manager position was 40 hours per week five years ago (increase of \$34,000). With all that is proposed the Heights should show a surplus of \$227,850. Overall increase to the budget in revenues is 4.9% and expenses 11.6%. Discussion and questions followed.

Lasata Crossings – Mr. Luedtke is basing the census to be 40 in January and 50 by December. He has included increasing the Maintenance position to full-time, increase in Housekeeper hours to full-time, and a new Administrative Assistant to do the programs and activities. Discussion and questions followed.

The overall increase to the budget for the entire Lasata Campus in revenues is 4.3% and expenses 8.6%. Total overall deficit is \$364,700 including the \$400,000 SP revenue.

Next Meeting Date: Wednesday, September 1– 1:00PM

Adjournment: Motion made by Supervisor Rothstein, seconded by Supervisor Hazelwood to adjourn. All members present voting Aye. Motion carried. (5-0).

Meeting adjourned at 4:20PM.

Julianne B. Winkelhorst, County Clerk