

**COLUMBIA HEALTH CARE CENTER COMMITTEE MEETING**

Minutes of Regular Meeting: **Tuesday, June 7, 2022**

MEMBERS PRESENT: *Char Holtan*, Chair; *Andrew Kolberg*, Vice Chair; *Tess Carr*, Secretary; *Josiah Wynn*, and *Troy Ryan*.

Also, in attendance during all or portions of the meeting: *Amy Yamriska*, Administrator; *Katie Parlier*, Accounting Supervisor; *Jessica Hale*, Corporation Counsel, *Chris Polzer*, County Board Chair; *Denise Brusveen*, County Board First Vice Chair; *Janelle Zacho*, Director of Nursing and *Jennifer Brandner*, Executive Assistant.

Char Holtan called the meeting to order at 9:00 a.m. and the meeting was legally noticed and published.

**Agenda**

**MOTION: TO APPROVE AMENDED AGENDA AS PRESENTED.**

Motion made by Josiah Wynn, second by Andrew Kolberg. Motion carried, voice vote.

**Minutes**

**MOTION: TO APPROVE THE MINUTES WITH A NAME CORRECTION FOR MAY 3, 2022.**

Motion made by Tess Carr, second by Josiah Wynn. Motion carried, voice vote.

**Expenditure Report:**

The committee reviewed the expenditure report detailing payments made from May 1, 2022 to May 31, 2022.

**MOTION: TO APPROVE THE EXPENDITURE REPORT AS PRESENTED FOR THE MONTH OF MAY.**

Motion made by Andrew Kolberg, second by Tess Carr. Motion carried, voice vote.

(Troy Ryan Arrived @ 9:15am)

**Financial Statements:**

Katie Parlier reviewed the financial statements.

**MOTION: TO APPROVE THE FINANCIAL STATEMENTS FOR THE MONTH OF APRIL AS PRESENTED.**

Motion made by Tess Carr, second by Andrew Kolberg. Motion carried, voice vote.

**Presentation and Discussion Regarding Recruiting Employees from the Philippines:**

Janelle Zacho presented and discussed information about a recent presentation at a Leading Age Conference Class that discussed recruiting employees from the Philippines.

**MOTION: TO APPROVE COLLECTING FURTHER INFORMATION ABOUT RECRUITING EMPLOYEES FROM THE PHILIPPINES AND TO PUT AN EMPHASIS ON THE EVALUATION OF THE AGENCY.**

Motion made by Tess Carr, second by Josiah Wynn. Motion carried, voice vote.

**Review and Consideration of Administrator's House Roof Bids:**

Amy discussed and answered questions about the administrator's house roof bid.

**MOTION: TO APPROVE BID FROM GARDNER COMPANY IF BOND ISSUE RESOLVED AND CONTINGENT TO EXTENDING THE PROPOSAL TO COMPLETE ROOF IN AUGUST.**

Motion made by Tess Carr, second by Troy Ryan. Motion carried, voice vote.

**Retirement Resolution of J.B.:**

Amy reviewed the retirement resolution for an employee.

**MOTION: TO APPROVE THE RETIREMENT RESOLUTION AS PRESENTED.**

Motion made by Josiah Wynn, second by Andrew Kolberg. Motion carried, voice vote.

**Position Replacement Request- Medical Records Secretary:**

Amy discussed and answered questions about the position replacement request.

**MOTION: TO ACCEPT THE MEDICAL RECORDS SECRETARY POSITION REQUEST AS PRESENTED.**

Motion made by Troy Ryan, second by Tess Carr. Motion carried, voice vote.

**Discussion and Consideration of Tuition Reimbursement Request:**

Amy discussed and answered questions about the tuition reimbursement request.

**MOTION: TO APPROVE THE TUITION REIMBURSEMENT FOR ASHLEY CHARMLEY FOR THE ICD-10-CM COURSE COLLECTION AS PRESENTED.**

Motion made by Troy Ryan, second by Josiah Wynn. Motion carried, voice vote.

**2023 Budget Position Request Review – Maintenance Mechanic:**

Amy discussed and answered questions about moving the pay grade from HCC-F to HCC-G.

**MOTION: TO APPROVE POSITION REQUEST FOR MAINTENANCE MECHANIC TO MOVE UP A PAY GRADE TO HCC-G.**

Motion made by Troy Ryan, second by Andrew Kolberg. Motion carried, voice vote.

**2023 Budget Position Request Review – Facility Mechanic Crew Leader:**

Amy discussed and answered questions about removing the title Crew Leader and create 2 Maintenance Mechanic positions.

**MOTION: TO APPROVE CHANGING THE TITLE OF MAINTENANCE CREW LEADER TO MAINTENANCE MECHANIC.**

Motion made by Andrew Kolberg, second by Tess Carr. Motion carried, voice vote.

**2023 Budget Position Request Review –Dietary Crew Leader:**

Amy discussed and answered questions about increasing the dietary crew leader hours from 64 to 80 hours.

**MOTION: TO APPROVE INCREASING THE HOURS FOR THE DIETARY CREW LEADER.**

Motion made by Troy Ryan, second by Andrew Kolberg. Motion carried, voice vote.

**2023 Budget Position Request Review –RN Nurse Manager:**

Amy discussed and answered questions about across the board increase for RN Nurse Managers.

**MOTION: TO APPROVE THE POSITION REQUEST AS PRESENTED FOR RN NURSE MANAGERS.**

Motion made by Troy Ryan, second by Tess Carr. Motion carried, voice vote.

**2023 Budget Position Request Review – RN:**

Amy discussed and answered questions about across the board increase for R.N.'s.

**MOTION: TO APPROVE THE POSITION REQUEST AS PRESENTED FOR RN'S.**

Motion made by Troy Ryan, second by Andrew Kolberg. Motion carried, voice vote.

**2023 Budget Position Request Review – L.P.N.:**

Amy discussed and answered questions about across the board increase for L.P.N.'s.

**MOTION: TO APPROVE THE POSITION REQUEST AS PRESENTED FOR L.P.N.'S.**

Motion made by Andrew Kolberg, second by Troy Ryan. Motion carried, voice vote.

**2023 Budget Position Request Review – C.N.A./Activity Assistant:**

Amy discussed and answered questions about across the board increase for C.N.A./Activity Assistants.

**MOTION: TO APPROVE THE POSITION REQUEST AS PRESENTED FOR C.N.A./ACTIVITY ASSISTANTS.**

Motion made by Tess Carr, second by Andrew Kolberg. Motion carried, voice vote.

**2023 Budget Position Request Review – Executive Assistant/Medical Records:**

Amy discussed and answered questions about across the board increase for Executive Assistant/Medical Records.

**MOTION: TO APPROVE THE POSITION REQUEST AS PRESENTED FOR EXECUTIVE ASSISTANT AND MEDICAL RECORDS.**

Motion made by Troy Ryan, second by Andrew Kolberg. Motion carried, voice vote.

**2023 Budget Position Request Review – RN/LPN/C.N.A. Shift Differential:**

Amy discussed and answered questions about the RN/LPN/C.N.A. shift differential to be made a permanent incentive.

**MOTION: TO APPROVE THE POSITION REQUEST AS PRESENTED FOR RN/LPN/C.N.A. SHIFT DIFFERENTIAL.**

Motion made by Andrew Kolberg, second by Tess Carr. Motion carried, voice vote.

**Administrator's Report:**

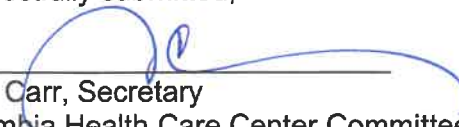
Amy Yamriska reported on May's activities. Copy of the report kept at Columbia Health Care Center.

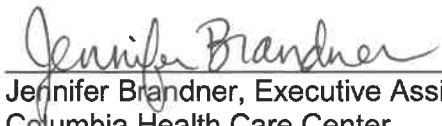
**Adjournment:**

**MOTION: TO ADJOURN MEETING AT 11:06 AM.**

Motion made by Andrew Kolberg, second by Josiah Wynn. Motion carried, voice vote.

Respectfully submitted,

  
Tess Carr, Secretary  
Columbia Health Care Center Committee

  
Jennifer Brandner, Executive Assistant  
Columbia Health Care Center

Cc: Health Care Center Committee; Chris Polzer, County Board Chair;  
Amy Yamriska, Administrator

**Next meeting is scheduled for Tuesday, August 2, 2022 at 9:00am. This meeting will take place at the Administration Building in meeting room 115.**