



COUNTY OF KENOSHA

OFFICE OF THE COUNTY EXECUTIVE

Jim Kreuser, County Executive

1010 – 56th Street, Third Floor

Kenosha, Wisconsin 53140

(262) 653-2600

Fax: (262) 653-2817

APPOINTMENT 2017/18-23

RE: APPOINTMENT OF THE ADMINISTRATOR OF BROOKSIDE CARE CENTER

TO THE HONORABLE KENOSHA COUNTY BOARD OF SUPERVISORS:

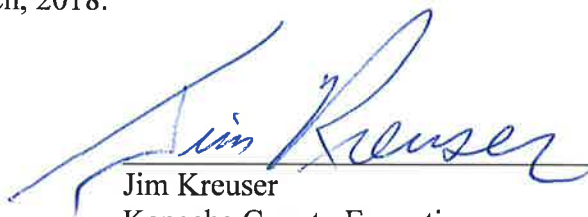
Placing special trust in her judgment and based upon her qualifications, I hereby submit to the Honorable Kenosha County Board of Supervisors for its review and confirmation the name of

Lynda E. Bogdala
7101 96th Avenue
Kenosha, WI 53142

to serve as the Administrator of Brookside Care Center.

Ms. Bogdala has more than 19 years of nursing home experience – more than 4 years as an Administrator and 7 years as an Assistant Administrator. She is currently the Administrator at The Bay at Sheridan in Kenosha. As the Administrator of Brookside Care Center, Ms. Bogdala will receive \$110,000 as an annual salary.

Respectfully submitted this 1st day of March, 2018.



Jim Kreuser
Kenosha County Executive

Lynda E. Bogdala

• 7101 96th Ave • Kenosha, WI. 53142 • (262) 697-8385H (262)620-6127C lbogdala@yahoo.com

PROFESSIONAL EXPERIENCE

The Bay at Sheridan

8400 Sheridan Rd, Kenosha, WI 53143

Health Center Administrator

(August 2017- Present)

- Plan, direct and coordinate the overall operation of the facility, both internal and external, to comply with local, state and federal guidelines, provided excellent care to residents, and increased/maintained facility census.
- Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, payroll and coordinating financial reporting.
- Maintain communication between medical staff and department heads by attending regular meetings coordinating interdepartmental functioning.
- Initiate and begin the implementation of a vent unit consisting of 15 beds within the facility.
- Continue the implementation of a change of ownership initiated July 2017.
- Monitor PPD and expenditures daily to comply with given budget.

Eastcastle Place

2505 E Bradford Ave, Milwaukee, WI. 53211

Health Center Administrator

(May 2016-August 2017)

- Supervise and direct the daily operation of the Health Center, RCAC and CBRF within a continuing care retirement community, while complying with state and federal regulations and providing impeccable care to all residents.
- Prepare the annual operating budget; monitor expenditures to provide specified services within budget for all three areas.
- Meet regularly with the Board of Directors to report on operational issues and give updates at the monthly Executive Committee meeting and quarterly Board of Directors meetings.
- Supervise the occupancy development of the apartments of the RCAC and CBRF and suites in the Health Center
- Ensure scheduling is adequate for the needs of the residents while staying within budgeted FTE.

Recent accomplishments include:

- Received a deficiency free survey during annual review in February 2017.
- Achieved 5 star rating through CMS by appropriately increasing our staffing levels, Quality Measures and deficiency free survey.
- Oversaw the 2.1MM renovation of the Health Center while ensuring census and the overall care of the residents wasn't disrupted or compromised.
- Decertification of the union comprised of CNA's.
- Completion of the CBRF Manager's Certification Program through Leading Age Wisconsin.

The Bridges of Milwaukee Rehab & Care Center 6800 N 76th Street, Milwaukee, WI. 53223

Administrator

(August 2014- May 2016)

- Planned, directed and coordinated the overall operation of the facility, both internal and external, to comply with local, state and federal guidelines, provided excellent care to residents, and increased/maintained facility census.
- Conducted and administered fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, payroll and coordinating financial reporting.

- Maintained communication between medical staff and department heads by attending regular meetings coordinating interdepartmental functioning.
- Directed and/or delegated Public Relation and Marketing for the facility.
- Directed, delegated and ensured the implementation of written policies and procedures that reflect the goals and objectives of the facility and governing bodies.
- Cooperated with the Department of Human Services during annual survey, complaint and/or self report investigations. Any findings included the implementation of policy/ procedure changes, education for staff, written plan of corrections, etc.

Recent accomplishments include:

- Increase Medicare payor mix from 6% to 24% in less than a year
- Decreased the number of citations in the annual survey by 32% in one year
- Improved the quality measures from 1 star to 3 stars in 16 months
- Building a team that works to improve the quality of care and create an environment of team work

Clairidge House

1519 60th Street Kenosha, WI. 53140

Director of Social Services

(October 2013 – August 2014)

- Worked in close collaboration with physicians and other health care personnel in patient evaluation and treatment.
- Gathered information and conducted preadmission screening of individuals seeking admission to the facility, according to facility admission criteria.
- Completed and updated or audited social service assessments as part of the comprehensive resident assessment process and recorded progress notes in the clinical record.
- Monitored staff for compliance with OSHA mandates on workplace safety.
- Communicated with Administrator to discuss resident care and recommended types of social services personnel needed to meet resident needs in compliance with state and federal laws and regulations.
- Assisted with facility marketing through outreach and public speaking engagements.

Lake Park Center

919 Washington Park, Waukegan, IL. 60085

Assistant Administrator

(October 2006- October 2013)

- Received, organized and submitted monthly payables to be used in conjunction with the operating budget.
- Complied with FOID regulation and data entry of all new and discharged residents.
- Gave all pertinent information of new employees for the Illinois Healthcare Worker Background Checks.
- Performed all background checks of new admissions and if warranted, provided necessary information to the Illinois Department of Public Health of identified offenders.
- Filed for Social Security and Medicaid benefits for all new admissions.
- Performed the duties necessary as the liaison between union employees and administration. Calculated and submitted monthly union pension reports.
- Calculated bi weekly payrolls to be submitted to our corporate office.
- Assisted in all annual Health and Life Safety surveys, investigations or complaints administered by the Illinois Department of Public Health. If any deficiencies were found, assisted in the writing and implementing of the Plan of Correction.
- Performed all duties of Administrator serving in back-up role during vacations, sick, etc. Regularly attend in-services, staffing and other meetings for the purposes of education, direction and skill development.

Psychiatric Rehabilitation Services Coordinator

(March 1999-October 2006)

- Reviewed and reported each individual's physical and psychological status for quarterly and yearly MDS's.

- Developed a comprehensive care plan by identifying the treatment needs of the individual, design programs and collectively assign priorities to meet the individual's needs.
- Documented any significant events and at least monthly reviewed and documented if the individual had made sufficient progress or has successfully completed the objective, failed to progress or was regressing in relationship to established objectives.
- Assisted residents in the transition process to the facility by providing supportive counseling and information about services and programs, establishing rapport and initiating the assessment process.
- Assisted in providing a smooth discharge by developing a post discharge plan of care and discharge summary, as well as notifying the resident, legal representative and/or family member both orally and in writing of a planned or upcoming discharge.

LICENSES AND CERTIFICATIONS:

- Nursing Home Administrator: Illinois -May 2011, Wisconsin –August 2015
- Food Service Sanitation: 01562032 – May 2012

EDUCATION

- Southern Illinois University, Carbondale, IL
- BA in Administration of Justice, Minor in Educational Psychology

COMMUNITY SERVICE

- Kenosha Museum Board of Trustees - Vice Chairman (2011 – 2017)
- Safe Harbor Humane Society Board Member (2016-current)
- Charles Nash Elementary PTA - President (2012 – 2015)