

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

Rocky Knoll Health Care Center
N7135 Rocky Knoll Parkway, Plymouth, WI 53073
West Conference Room

January 14, 2020

Called to Order: 9:01 a.m.

Adjourned 11:07 a.m.

MEMBERS PRESENT: Supervisor Roger Otten, Chairperson; Supervisor Al Bosman, Vice Chairperson; Charles Conrardy, Secretary; Supervisor James Glavan; Supervisor Jacqueline Veldman

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant; Penny Elsner, Interim Human Resources Director; Crystal Fieber, Corporation Counsel

Chairperson Otten called the meeting to order at 9:01 a.m. It was noted the agenda was posted on January 10, 2020 in compliance with the Open Meeting Law.

Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve minutes of the December 10, 2019 meeting. Motion carried.

Public comment was received.

Ms. Clinton had the following items to report:

- **Census** – In-house census 131; 1 pending admissions and 2 pending discharges; Woodland Village Rehab Unit census is 22 (capacity 33)
- **Open Positions** – Certified Nursing Assistant positions: Day shift: 7 part-time and 1 weekend only; PM Shift: 3 full-time, 7 part-time pm and 1 weekend only; Night Shift: 6 part-time and 1 weekend only. Registered Nurse positions: PM Shift: 1 part-time; Night Shift: 1 part-time; 1 part-time pm shift Personal Care Assistant
- **Assembly Bill 76** – Ms. Clinton shared that the letter to Governor Evers was sent on December 16, 2019 and was cosigned by Sheboygan County Administrator Adam Payne. Ms. Clinton said that she had not received any response. Supervisor Bosman stated that he thought he said something about Assembly Bill 76 being overturned.
Marketing and Admissions–Ms. Clinton shared that currently there is no person covering marketing and advertising for Rocky Knoll. Ms. Clinton shared that Rocky Knoll is lacking a marketing plan and need to explore to future ways to promote Rocky Knoll. Ms. Clinton shared Human Resources provided some funds for Rocky Knoll billboards Rocky Knoll was able to purchase a high quality camera that will allow Rocky Knoll to take quality photos and videos to attract future residents and staff to Rocky Knoll. Supervisor Veldman asked if there was someone at Rocky Knoll that could create these videos and stressed the importance of the quality of the videos as a low quality video might make someone question the quality of care that is provided. Ms. Clinton was in agreement and shared that a current Life Enrichment employee has taken an interest in photography and marketing and willing to assist. Ms. Clinton said she will continue to explore options for marketing and advertising and will keep the committee posted.
- **Daycare Update** –RFP has been posted and Ms. Clinton is waiting to negotiate the discounted rate for Rocky Knoll and Sheboygan County employees. RFP bids are due January 30, 2020.
- **New Horizon Foods Update**–Ms. Clinton shared that Rocky Knoll is moving forward with New Horizon Foods and that Rocky Knoll employees had until January 3, 2020 to apply for their positions. Ms. Clinton shared that Rocky Knoll's dietary manager did not apply for her position with New Horizon Foods which is why her last day with Sheboygan County was January 13, 2020. Ms. Clinton shared that New Horizon Foods is anticipating most of the dietary staff to continue with New Horizon Foods. Supervisor Otten inquired about the status of the contract in which Ms. Clinton

shared that the contract has not been signed and is awaiting Sheboygan County Administrator's review and approval. Supervisor Otten inquired about the negotiations and changes made to the contract. Crystal Fieber of Corporation Counsel shared that from her perspective she is comfortable with the contract and has gone back and forth with New Horizon' Foods' attorney five to six times in negotiation. Ms. Clinton shared that she is following the protocol for handling Rocky Knoll contracts which do not go through committee. Ms. Clinton shared that Rocky Knoll has many contracts such as therapy, pharmacy, and other vendors that get reviewed and updated without going through committee.

- **Administration Department Reorganization**—Ms. Clinton explained that the reorganization is needed to meet the operational needs of Rocky Knoll and for Rocky Knoll's future success. Ms. Clinton said that future success means continued growth in resident census, the hiring and retaining of employees, and continuing 5-star quality care. The proposed reorganization consists of eliminating the office manager and administrative assistant and creating an assistant nursing home administrator and a project coordinator. The reorganization also includes not filling the .9 social worker position and hiring a casual receptionist. Ms. Clinton said that this position is an assistant nursing home administrator position and will essentially be the deputy or backup which is how all of the other departments of Sheboygan County are set up. Upon Ms. Clinton's assessment and discussions with Adam and the Human Resources department, Ms. Clinton shared that Rocky Knoll needs a succession plan for the Rocky Knoll administrator. Ms. Clinton said an assistant administrator will safeguard the continuation of regulatory compliance in the absence of the administrator, create a succession plan, and will assist in key initiatives and priorities for Rocky Knoll such as ensuring the success of our daycare, marketing and advertising, and staff engagement. Ms. Clinton said that the second part of the proposal and reorganization is creating a project coordinator position. The need for this position comes from the \$1.6M we will receive from the state grant. This position is essential for coordinating the 20 plus projects in the next two years that require extensive documentation and oversight. Ms. Clinton passed out the financial impact of the reorganization which projects a \$30,000 savings. As far as the financial impact and expenses, there is a projected \$30,000 with the proposed changes. Ms. Clinton said that these funds could be used to explore shift differentials or the CNA career path. Before ending her report Barb Andrews, Director of Clinical Services and Tim Chisholm, Director of Building and Environmental Services shared their support of the changes in the reorganization mentioning the need to fill open CNA positions and the assistance needed for the state grant projects anticipated at Rocky Knoll.

Motion was made by Supervisor Conrardy move into closed session and was seconded by Supervisor Al Bosman. Roll call vote was taken and motion carried unanimously.

Motion was made by Supervisor Conrardy to approve the administration department reorganization and table of organization change and was seconded by Supervisor Jim Glavan. Crystal Fieber clarified Supervisor Conrardy motion to approve the table of organization change which was then disregarded.

Motion was made by Supervisor Charlie Conrardy to approve the receptionist position and authorize the job posting with a second by Supervisor Al Bosman. Motion carried.

Motion was made by Charlie Conrardy to approve the project manager position and authorize the job posting with a second by Supervisor Jackie Veldman. Motion carried.

Motion was made by Supervisor Jackie Veldman to approve and authorize the job posting for assistant administrator with a second by Supervisor Charlie Conrardy. Motion carried.

Accounts Payable Vouchers were reviewed. Motion made by Supervisor Conrardy and seconded by Supervisor Glavan to approve as presented. Motion carried.

November 2019 financials were presented. Motion was made by Supervisor Bosman and seconded by Supervisor Conrardy to approve as presented. Motion carried

A motion was made by Supervisor Glavan and seconded by Supervisor Conrardy to adjourn the meeting at 11:07 a.m. Motion carried and meeting adjourned.

Kayla Clinton
Recording Secretary