

**NOTICE OF MEETING**  
**HEALTH CARE CENTER COMMITTEE**

**January 15, 2019 - 9:00 AM**

Rocky Knoll  
N7135 Rocky Knoll Parkway  
Plymouth, WI 53073  
Shah West Conference Room

**\*Agenda\***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Health Care Center Committee – Regular Meeting – December 11, 2018 9:00 AM

Rocky Knoll Administrator's Report

Travel Notifications – None at time of posting

Committee Action

Consideration of Accounts Payable Vouchers

Consideration of November 2018 Financials

Consideration of Vacant Position Requests – Health Care Center Manager (Area Nurse Manager) and Health Care Center Professional (Social Worker)

Approval of Attendance at Other Meetings or Functions / Reports on Meetings Attended

Adjourn

Rocky Knoll Foundation Meeting – 3:00 p.m. – January 28, 2019  
Rocky Knoll Health Care Center

Health Care Center Committee Meeting - 9:00 a.m. – February 12, 2019  
Rocky Knoll Health Care Center

Prepared by:  
Angie Iserloth  
Recording Secretary

Richard Bemis  
Committee Chairperson

NOTE: A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify the Recording Secretary at 920-449-1232 prior to the meeting so that accommodations may be arranged.

*Posted on January 11, 2019 at 10:30 a.m.*

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

**December 11, 2018**

**Called to Order: 9:00 a.m.**

**Adjourned 9:37 a.m.**

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

ALSO PRESENT: Jeremy Fredericks, Kayla Clinton, Tracy Wallner

Supervisor Bemis called the meeting to order at 9:00 a.m. It was noted the agenda was posted on December 7, 2018 at 10:30 a.m. in compliance with the Open Meeting Law.

A motion was made by Supervisor Bosman and seconded by Supervisor Conrardy to approve the minutes from the November 13, 2018 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census 121; 6 pending admissions and 4 pending discharges
- **Open Positions** – Certified Nursing Assistant positions: One part-time day shift, 5 full-time/6 part-time pm shift and 4 part-time night shift; Registered Nurse positions: One full-time p.m. shift and one part-time night. Two people attended the job fair held November 28<sup>th</sup> at HR
- **Complaint Survey** – Visit by two state surveyors on a complaint visit that was not substantiated

There were between 27 and 30 responses to the survey regarding on-site daycare at Rocky Knoll. The committee gave support for Ms. Clinton to move forward and network in the community.

No travel notifications.

Ms. Wallner followed up with the Accounts Receivable on MRN 102965. A motion was made by Supervisor Conrardy and seconded by Supervisor Glavan to approve write off as presented. Motion carried.

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

Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve the October 2018 financials. Motion carried.

Ms. Clinton presented Vacant Position Requests for CNAs, LPNs, RNs, PCAs, and LTE for snow removal, ESWII and Food Service Workers. Motion was made by Supervisor Glavan and seconded by Supervisor Bosman to approve and forward to the Human Resource Committee for approval. By roll call motion carried.

Ms. Clinton requested approval to transfer \$7,500 from Machinery and Equipment to Equipment Under \$500 to purchase necessary nursing equipment. Motion made by Supervisor Otten and seconded by Supervisor Glavan to approve as presented, motion carried.

Ms. Clinton requested approval to transfer budgeted funds of \$3,000 between accounts to purchase required water filter for the HydroVection Oven. Motion made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented, motion carried.

Supervisor Bemis made a motion which was seconded by Supervisor Bosman that any committee member needing to travel to the IT Department to get their computer fixed should receive mileage and per diem. Motion carried by roll call; Ayes, Supervisors Bemis, Bosman and Glavan; No - Supervisors Conrardy and Otten.

A motion was made by Supervisor Conrardy and seconded by Supervisor Glavan to adjourn the meeting at 9:37 a.m. Motion carried and meeting adjourned.

Angie Iserloth

Recording Secretary

Rocky Knoll Health Care Center  
Budget to Actual Comparison  
Month Ended November 30, 2018

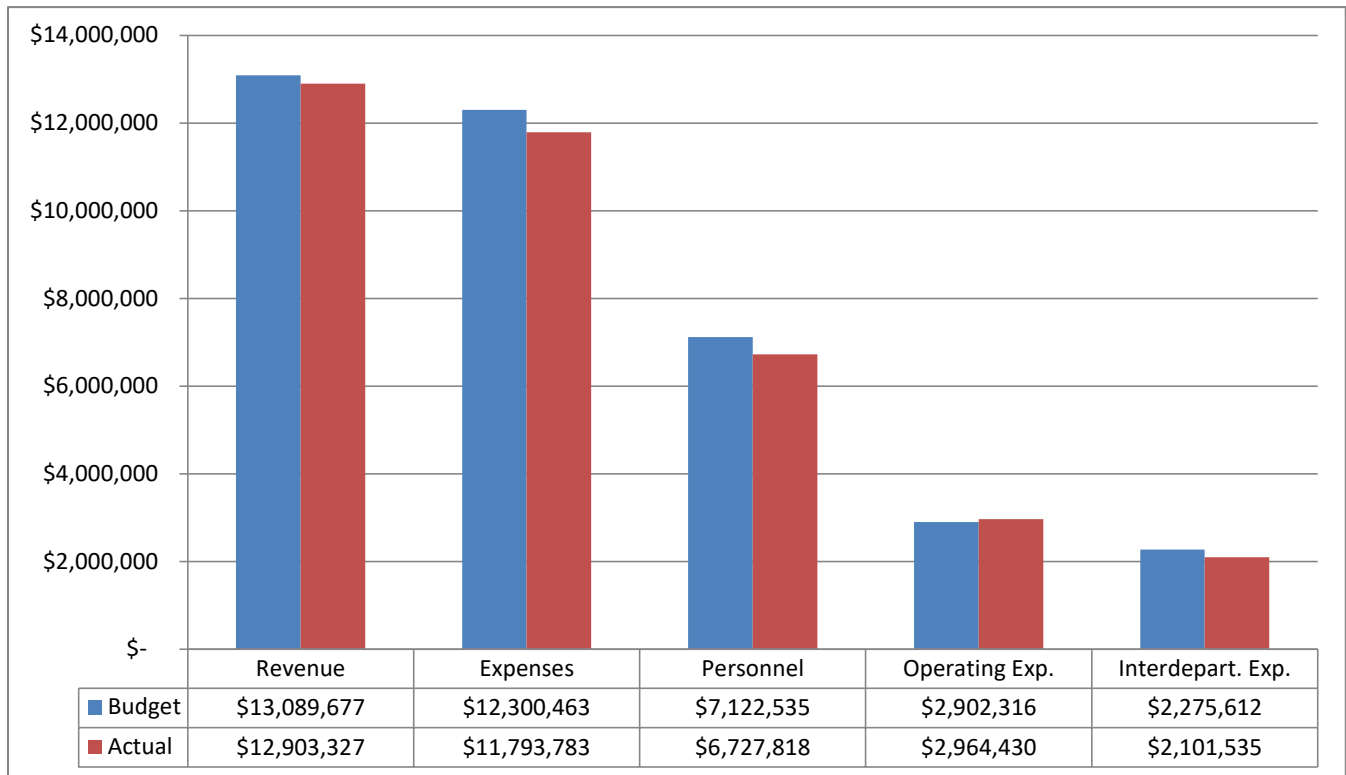
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 55,907	\$ 55,907	\$ -	\$ 614,977	\$ 614,977	\$ -
Intergovernmental	110,552	156,862	46,310	1,980,126	2,075,991	95,865
Health Care Services	936,447	914,539	(21,908)	10,426,321	10,165,903	(260,418)
Other	477	195	(282)	18,059	36,739	18,680
Interdepartmental (Hwy)	4,563	1,267	(3,296)	50,194	9,717	(40,477)
<b>Total Revenue</b>	<b>1,107,946</b>	<b>1,128,770</b>	<b>20,824</b>	<b>13,089,677</b>	<b>12,903,327</b>	<b>(186,350)</b>
Wages and Benefits	665,346	637,482	27,864	7,122,535	6,727,818	394,717
Operating	243,729	280,738	(37,009)	2,902,316	2,964,430	(62,114)
Interdepartmental	192,468	176,659	15,809	2,275,612	2,101,535	174,077
<b>Expenses Before Capital &amp; Depreciation</b>	<b>1,101,543</b>	<b>1,094,879</b>	<b>6,664</b>	<b>12,300,463</b>	<b>11,793,783</b>	<b>506,680</b>
<b>Net Income/(Loss) before Outlay and Depreciation</b>	<b>6,403</b>	<b>33,891</b>	<b>27,488</b>	<b>789,214</b>	<b>1,109,544</b>	<b>320,330</b>
Capital Outlay	-	-	-	106,900	83,974	22,926
Depreciation	-	46,880	(46,880)	-	544,882	(544,882)
<b>Total Expenses</b>	<b>1,101,543</b>	<b>1,141,759</b>	<b>(40,216)</b>	<b>12,407,363</b>	<b>12,422,639</b>	<b>(15,276)</b>
Other Financing	-	-	-	(109,474)	(109,474)	-
<b>Change in Net Position</b>	<b>6,403</b>	<b>(12,989)</b>	<b>(19,392)</b>	<b>572,840</b>	<b>371,214</b>	<b>(201,626)</b>

Rocky Knoll Health Care Center  
Budget to Actual Comparison by Division  
Month Ended November 30, 2018

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
<b>Total Revenue</b>	<b>\$ 1,107,946</b>	<b>\$ 1,128,770</b>	<b>\$ 20,824</b>	<b>\$ 13,089,677</b>	<b>\$ 12,903,327</b>	<b>\$ (186,350)</b>
Life Enrichment	21,703	23,030	(1,327)	246,562	253,295	(6,733)
Dietary	110,483	102,862	7,621	1,162,666	1,076,693	85,973
RK Administration	120,726	137,701	(16,975)	1,470,055	1,436,630	33,425
Building Services	78,972	68,499	10,473	1,003,923	976,265	27,658
Health Information	14,984	15,159	(175)	168,465	167,776	689
Nursing	613,770	590,666	23,104	6,683,550	6,200,308	483,242
Ancillary	96,858	112,975	(16,117)	1,079,521	1,203,974	(124,453)
Environmental Services	44,047	43,986	61	485,721	477,215	8,506
Outpatient Services	-	-	-	-	-	-
<b>Expenses Before Capital &amp; Depreciation</b>	<b>1,101,543</b>	<b>1,094,878</b>	<b>6,665</b>	<b>12,300,463</b>	<b>11,792,156</b>	<b>508,307</b>
Capital Outlay	-	-	-	106,900	83,974	22,926
Depreciation	-	46,880	(46,880)	-	544,882	(544,882)
<b>Total Expenses</b>	<b>\$ 1,101,543</b>	<b>\$ 1,141,758</b>	<b>\$ (40,215)</b>	<b>\$ 12,407,363</b>	<b>\$ 12,421,012</b>	<b>\$ (13,649)</b>

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	12,407,363	11,877,757	529,606
Bottom line For Annual Report	Includes Outlay excludes Depr	682,314	1,025,570	(343,256)
		789,214	1,109,544	(320,330)

## Rocky Knoll Health Care Center Month Ended November 30, 2018



Revenue is \$186,350 under budget. Average census is 126.56 vs budgeted 135.6

Room & Care revenue is \$194,850 under budget.

Ancillary revenue is \$41,368 under budget.

Expenses are \$506,680 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$394,717.

Purchased services are over budget \$61,471.

- Ancillary services are over budget \$95,770.

Repair & maintenance over budget \$35,447.

General operating is under budget \$19,687.

Interdepartmental costs are under budget \$174,077.

- Employee health insurance under budget \$171,829.

Tax levy used through November is \$614,977 or 92% of the Total Tax Levy \$670,883.

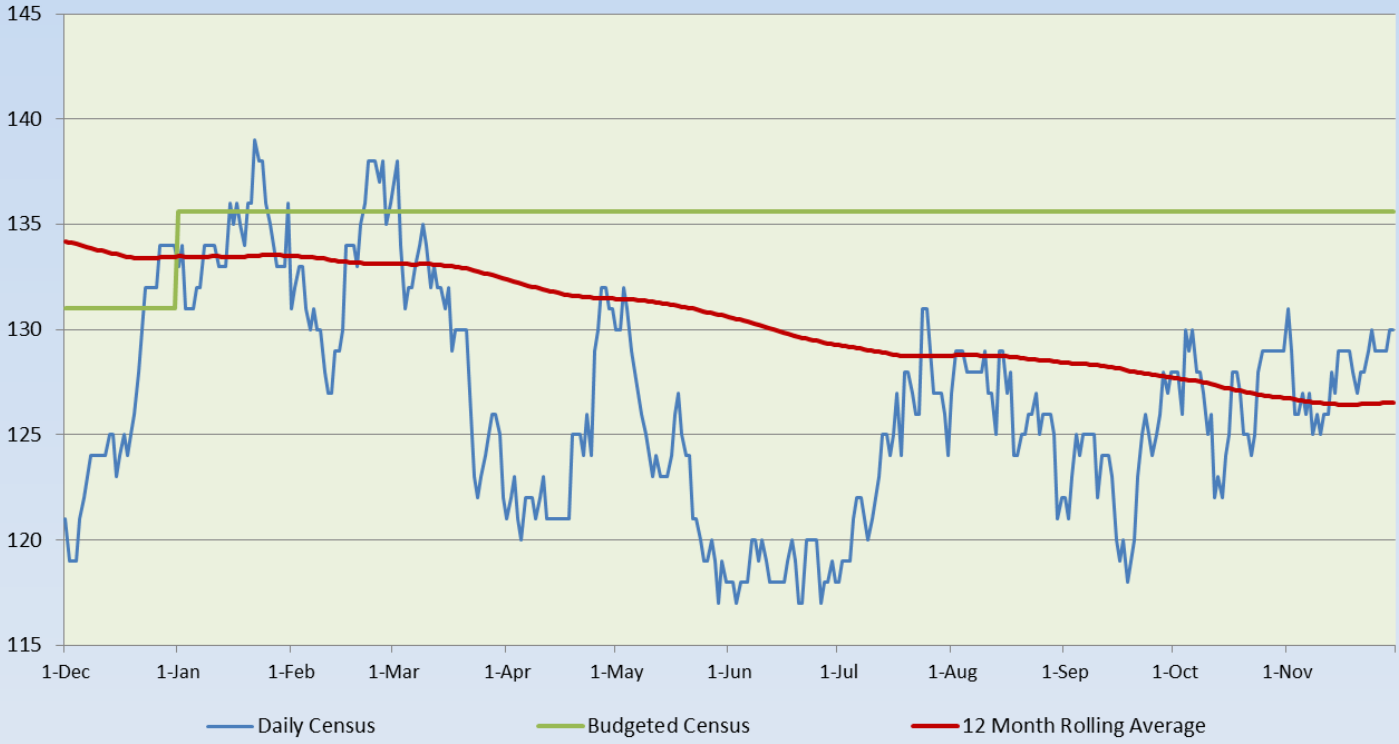
Capital Outlay through November is \$83,974.

Total depreciation through November is \$544,882.

Net Position (excluding depreciation) is a positive \$916,096 through November.

Actual Net Position is a positive \$455,188 through November.

ROCKY KNOLL DAILY CENSUS DECEMBER 01, 2017 THROUGH NOVEMBER 30, 2018



**Patient per Day Costs**

Expense Category	Through November 2017		Through November 2018	
	Amount	Percentage	Amount	Percentage
Salary/Fringes	189.00	69.43%	199.99	68.52%
Contractual Services	18.56	6.82%	21.97	7.53%
Operating	37.34	13.72%	41.41	14.19%
Utilities	7.98	2.93%	7.67	2.63%
Food	7.08	2.60%	6.97	2.39%
Insurance/Depreciation	12.26	4.50%	13.87	4.75%
<b>TOTAL</b>	<b>272.22</b>	<b>100.00%</b>	<b>291.88</b>	<b>100.00%</b>



# Sheboygan County

## VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 1/16/2019  
**To:** Health Care Center Committee Members  
**From:** Katherine Clinton, NHA

**Position Request:**

Position: Health Care Center Professional (Social Worker)  
 Reason for Vacancy: Retirement

**Justification:**

Rocky Knoll Health Care Center is requesting a part-time (.6) social worker due to the two retirements in the social services department (Dan Seiler and Mary Dekker).

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs?    Yes  No

**Budget Consideration:**

Is this position within the Department's annual operation budget?    Yes  No   
 If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

DBM Salary Range of Requested Position: DBM C42

**The annual costs associated with the position (current year's wage & benefit rates):**

Wages	Benefits	Total
\$31,724	\$12,647	\$44,371

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
4. HR begins recruitment process.



# Sheboygan County

## VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 1/16/2018  
**To:** Health Care Center Committee Members  
**From:** Katherine Clinton, NHA

**Position Request:**  
 Position: Health Care Center Manager (Area Nurse Manager)  
 Reason for Vacancy: Retirement

**Justification:**  
 Rocky Knoll Health Care Center is requesting a full-time area nurse manager due to a retirement in the nursing department.

**Staffing Consideration:**  
 Department has considered all alternate options as it relates to overall staff needs?    Yes  No

**Budget Consideration:**  
 Is this position within the Department's annual operation budget?    Yes  No   
 If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**  
 DBM Salary Range of Requested Position: DBM C52  
**The annual costs associated with the position (current year's wage & benefit rates):**

Wages	Benefits	Total
\$70,550	\$19,218	\$89,768

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

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