

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE
November 14, 2017 - 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 – October 10, 2017 9:00 AM

Rocky Knoll Administrator's Report

Travel Notifications

Committee Action

Consideration of Transfer of Funds

Consideration of Accounts Payable Vouchers

Consideration of September 2017 Financials

Consideration of Updates to C.N.A. Sign-On Bonus

Approve Committee Members Attending Other Meetings

Committee Member Reports on Meetings Attended

Period of Public Comment

Adjourn

Rocky Knoll Foundation Meeting - 3:00 p.m. – November 27, 2017

Rocky Knoll Health Care Center

Health Care Center Committee Meeting - 9:00 a.m. – December 12, 2017

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 11/08/2017 at 1:35 PM

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

October 10, 2017

Called to Order: 9:00 a.m.

Adjourned 9:38 a.m.

MEMBERS PRESENT: Supervisor Richard Bemis, Chairperson; Supervisor Brian Hoffmann, Vice-Chairperson; Supervisor Charles Conrardy, Secretary; Supervisor Roger Otten

MEMBERS ABSENT: Supervisor Al Bosman

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant

Supervisor Bemis called the meeting to order at 9:00 a.m. It was noted the agenda was posted on October 6, 2017 at 9:45 a.m. in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Otten to approve the minutes of the September 12, 2017 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census of 138; 1 pending admissions and 3 discharges. Currently 5 open rooms with three planned already to use for future admissions.
- **DHS Survey** – Plans of Correction were approved on September 19, 2017.
- **Staffing** – Current open CNA positions are 5 full-time on the pm shift and 11 part-time on all shifts combined, and 4 licensed staff openings
- **Medicaid Rates** – Rocky Knoll will receive a 2% increase for Medicaid rates retro to July 1
- **Projects** – Water tower renovation started this week, the nurse call light system install is underway.
- **Mega Rules Update** – Working on Phase 2 that must be implemented by November 28, 2017.

Ms. Clinton provided details of upcoming travel for Rocky Knoll staff.

Jeremy Fredericks discussed the need to transfer 2017 budgeted funds to purchase an Industrial Blender, an alternating air mattress and two bariatric beds. Motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to transfer funds as requested and forward to the Finance Committee. Motion carried.

Jeremy Fredericks discussed the August 2017 financials. Motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve as presented. Motion carried.

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

A motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to adjourn the meeting at 9:38 a.m. Motion carried and meeting adjourned.

Angie Iserloth

Recording Secretary



TO: Health Care Center Committee Members

FROM: Katherine Clinton, Nursing Home Administrator

DATE: November 8, 2017

RE: Transfer 2017 Budgeted Funds to Replace Kitchen Exhaust System

Action Requested – Authorize Rocky Knoll to transfer budget funds to Machinery & Equipment from Building Services Air Conditioning & General Repairs & Maintenance Accounts plus the Admin’s Bed Debt Expenses Account to replace the Kitchen Exhaust system.

Justification of Kitchen Exhaust System – The current Kitchen Exhaust System is aging and inefficient and is causing issues with the Dishwasher Exhaust System.

Fiscal Impact – 2017 Budgeted funds from Building Services Air Conditioning, General Repairs & Maintenance plus Admin’s Bad Debt accounts will be used for the replacement of the Kitchen Exhaust System. This project has a potential payback of 2.9 year. Due to the potential Focus on Energy rebates of \$5,300 and the estimated annual saving of \$5,785 (\$3,690 electrical, \$2,018 Heating and \$77 AC cost).

ACCOUNT NUMBER bu.object.subsidiary	AMOUNT debit or (credit)	REMARK	ASSET NUMBER	ACCOUNT DESCRIPTION
320.565010	22,000.00	Kitchen Exhaust System		Machinery & Equipment
326.535100	(10,000.00)	Kitchen Exhaust System		Bad Debt Expenses
330.532210	(6,000.00)	Kitchen Exhaust System		Air Conditioning
330.532402	(6,000.00)	Kitchen Exhaust System		General Repairs & Maintenance



Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended September 30, 2017

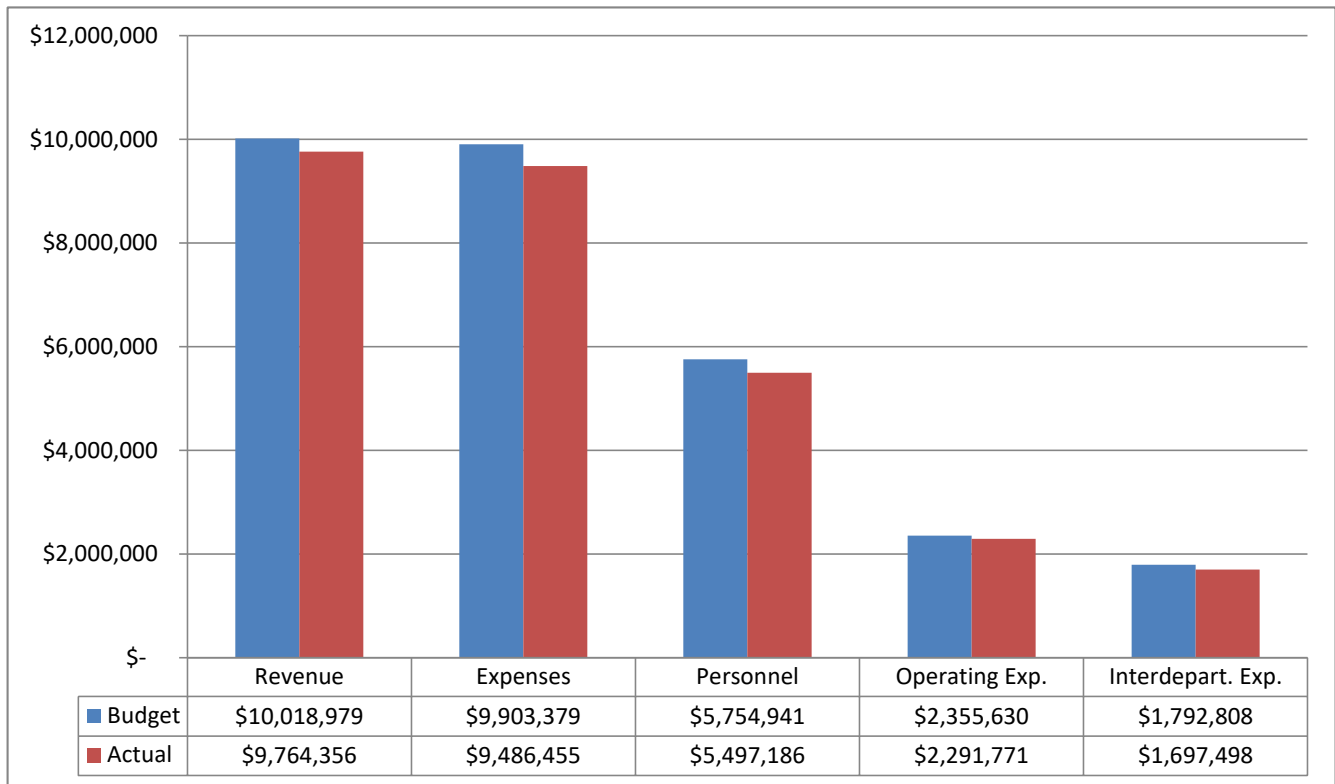
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 70,382	\$ 70,382	\$ -	\$ 633,433	\$ 633,433	\$ -
Intergovernmental	94,202	101,650	7,448	847,818	914,850	67,032
Health Care Services	937,581	933,691	(3,890)	8,532,306	8,208,936	(323,370)
Other	595	325	(270)	5,422	7,137	1,715
Total Revenue	1,102,760	1,106,048	3,288	10,018,979	9,764,356	(254,623)
Wages and Benefits	643,071	604,883	38,188	5,754,941	5,497,186	257,755
Operating	261,171	244,465	16,706	2,355,630	2,291,771	63,859
Interdepartmental	196,999	243,597	(46,598)	1,792,808	1,697,498	95,310
Expenses Before Capital & Depreciation	1,101,241	1,092,945	8,296	9,903,379	9,486,455	416,924
Net Income/(Loss) before Outlay and Depreciation	1,519	13,103	11,584	115,600	277,901	162,301
Capital Outlay	-	19,749	(19,749)	72,781	56,762	16,019
Depreciation	-	45,210	(45,210)	-	417,018	(417,018)
Total Expenses	1,101,241	1,157,904	(56,663)	9,976,160	9,960,235	15,925
Other Financing	-	-	-	-	-	-
Change in Net Position	1,519	(51,856)	(53,375)	42,819	(195,879)	(238,698)

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended September 30, 2017

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,102,760	\$ 1,106,048	\$ 3,288	\$ 10,018,979	\$ 9,764,356	\$ (254,623)
Life Enrichment	23,565	26,676	(3,111)	200,619	198,271	2,348
Dietary	110,926	110,421	505	968,071	956,053	12,018
RK Administration	125,846	140,639	(14,793)	1,205,259	1,208,468	(3,209)
Building Services	83,660	78,171	5,489	749,921	721,458	28,463
Health Information	14,892	15,867	(975)	135,663	135,510	153
Nursing	592,819	579,655	13,164	5,283,278	5,014,000	269,278
Ancillary	109,061	99,938	9,123	992,295	874,669	117,626
Environmental Services	40,472	41,578	(1,106)	368,273	377,844	(9,571)
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,101,241	1,092,945	8,296	9,903,379	9,486,273	417,106
Capital Outlay	-	19,749	(19,749)	72,781	56,762	16,019
Depreciation	-	45,210	(45,210)	-	417,018	(417,018)
Total Expenses	\$ 1,101,241	\$ 1,157,904	\$ (56,663)	\$ 9,976,160	\$ 9,960,053	\$ 16,107

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	9,976,160	9,543,217	432,943
Bottom line For Annual Report	Includes Outlay excludes Depr	42,819	221,139	(178,320)
		115,600	277,901	(162,301)

Rocky Knoll Health Care Center
Month Ended September 30, 2017



Revenue is \$254,623 under budget. Average census is 134.06 vs budgeted 131.0

Room & Care revenue is \$270,601 under budget.

Ancillary revenue is \$50,192 under budget.

Expenses are \$416,924 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$257,755.

Purchased services are over budget \$12,618.

- Ancillary services are under budget \$112,035.

Repair & maintenance under budget \$37,569.

General operating is under budget \$28,010.

Interdepartmental costs are under budget \$95,310.

- Employee health insurance under budget \$95,625.

Tax levy used through September is \$633,433 or 75% of the Total Tax Levy \$844,577.

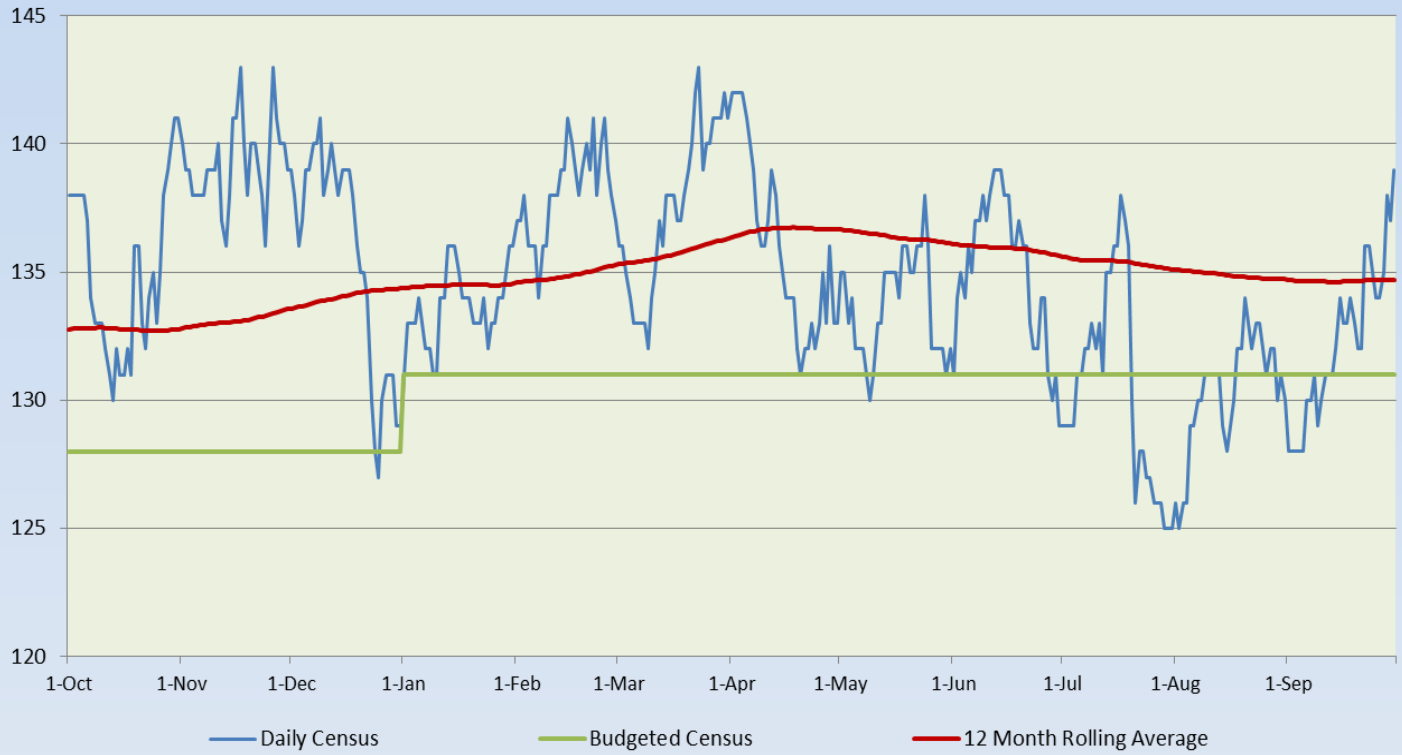
Capital Outlay through September is \$56,762.

Total depreciation through September is \$417,018.

Net Position (excluding depreciation) is a positive \$221,139 through September.

Actual Net Position is a negative \$139,117 through September.

ROCKY KNOLL DAILY CENSUS OCTOBER 01, 2016 THROUGH SEPTEMBER 30, 2017



Patient per Day Costs				
Expense Category	Through September 2016		Through September 2017	
Salary/Fringes	183.46	68.57%	188.28	69.58%
Contractual Services	17.10	6.39%	17.92	6.62%
Operating	39.39	14.72%	36.72	13.57%
Utilities	7.60	2.84%	8.18	3.02%
Food	7.63	2.85%	7.17	2.65%
Insurance/Depreciation	12.38	4.63%	12.33	4.56%
TOTAL	267.56	100.00%	270.60	100.00%