

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE
February 11, 2020 - 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

Approve Minutes of Health Care Center Committee Meeting on January 14, 2020

Rocky Knoll Administrator's Report

Travel Notifications-

- Director of Clinical Service to Wisconsin Director of Nursing Council Symposium (February 24-27, 2020 in Wisconsin Dells)
- Healthcare Leadership for Mass Casualty Incidents (March 8-13, 2020 in Anniston, AL)

Committee Action

Consideration to Adjust Discretionary Fees
Consideration to Approve Hiring ESW I above Midpoint
Consideration of Accounts Payable Vouchers
Consideration of December 2019 Preliminary Financials

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

Public Comment

Adjourn

Rocky Knoll Foundation Meeting – 3:00 p.m. – February 24, 2020 CANCELLED
Rocky Knoll Health Care Center
Health Care Center Committee Meeting – 9:00 a.m. – March 10, 2020
Rocky Knoll Health Care Center

Prepared by:
Kayla Clinton
Recording Secretary

Roger Otten
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 02/07/2020 @ 11:15AM

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



ROCKY KNOLL
HEALTH CARE CENTER

Innovation with Compassion

TO: Sheboygan County Health Care Center Committee Members
FROM: Kayla Clinton, Rocky Knoll Administrator *KC*
DATE: February 11, 2020
RE: Request to Adjust Discretionary Fees for Guest and Staff Meals

The Rocky Knoll partnership with New Horizon Foods began on February 1, 2020. New Horizon Foods manages all aspects of the food and dining services at Rocky Knoll.

In preparation for the Rocky Knoll Café/Bistro, we would like to adjust the discretionary fees listed below:

| Description | Current | Proposed | Change |
|--------------------------|---------|-------------|--------------|
| Guest Meal- Entrée Only | \$2.50 | Discontinue | Discontinue |
| Guest Meal- Side dish | \$0.90 | Discontinue | Discontinue |
| Employee Meal- Full Meal | \$6.00 | \$5.00 | New offering |

The Rocky Knoll Café/Bistro will have a separate menu where guests and employees can purchase individual items. Since the Rocky Knoll Café/Bistro menu will offer those individual items, it eliminates the need for the Guest Meal- entrée only and Guest Meal-side dish offerings. The guest meal cost for visitors will remain at \$6.00.

As we focus on recruitment and retention, Rocky Knoll would like to offer a reduced price for staff meals and an additional food options through the Rocky Knoll Café.

Thank you for your consideration.



ROCKY KNOLL
HEALTH CARE CENTER

Innovation with Compassion

TO: Sheboygan County Health Care Center Committee Members
FROM: Kayla Clinton, Rocky Knoll Administrator *KC*
Tim Chisholm, Rocky Knoll Building Services Director
DATE: February 11, 2020
RE: Request to hire Environmental Services Worker 1 above midpoint

The Rocky Knoll Environmental Services department is currently down three environmental services workers due to Family Medical Leave and inter-departmental transfer. During this time of transition, the Building Services Coordinator is assisting in laundry to ensure that there are enough environmental services workers on the units for resident room cleaning.

The Environmental Services Worker I will assist in the following areas in addition the responsibilities outlined in the job description:

- Payroll
- Scheduling
- Invoicing and JDE Entries
- Central Supply Ordering
- Managing and Maintaining Inventory
- Delivering of Supplies to the Units

Based on the skillset needed for the additional responsibilities and familiarity with Rocky Knoll operations, we are requesting a wage above the midpoint at \$20.00/hr. The Building Services Director will re-evaluate the need for this position with additional responsibilities by March 1, 2020. The Environmental Service Worker I DBM band is an A13 with a pay scale of \$14.10–\$20.18 per hour.

Hiring this candidate will ensure that there is no interruption in cleaning services to the resident rooms at Rocky Knoll. This also allows time for other candidates to apply for the posted LTE Environmental Services Worker position and the part-time Environmental Services Worker position.

Due to the three vacancies in the Environmental Service department, there are budgeted funds to accommodate hiring this candidate above midpoint at \$20.00 per hour.

Thank you for your consideration.

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended December 31, 2019

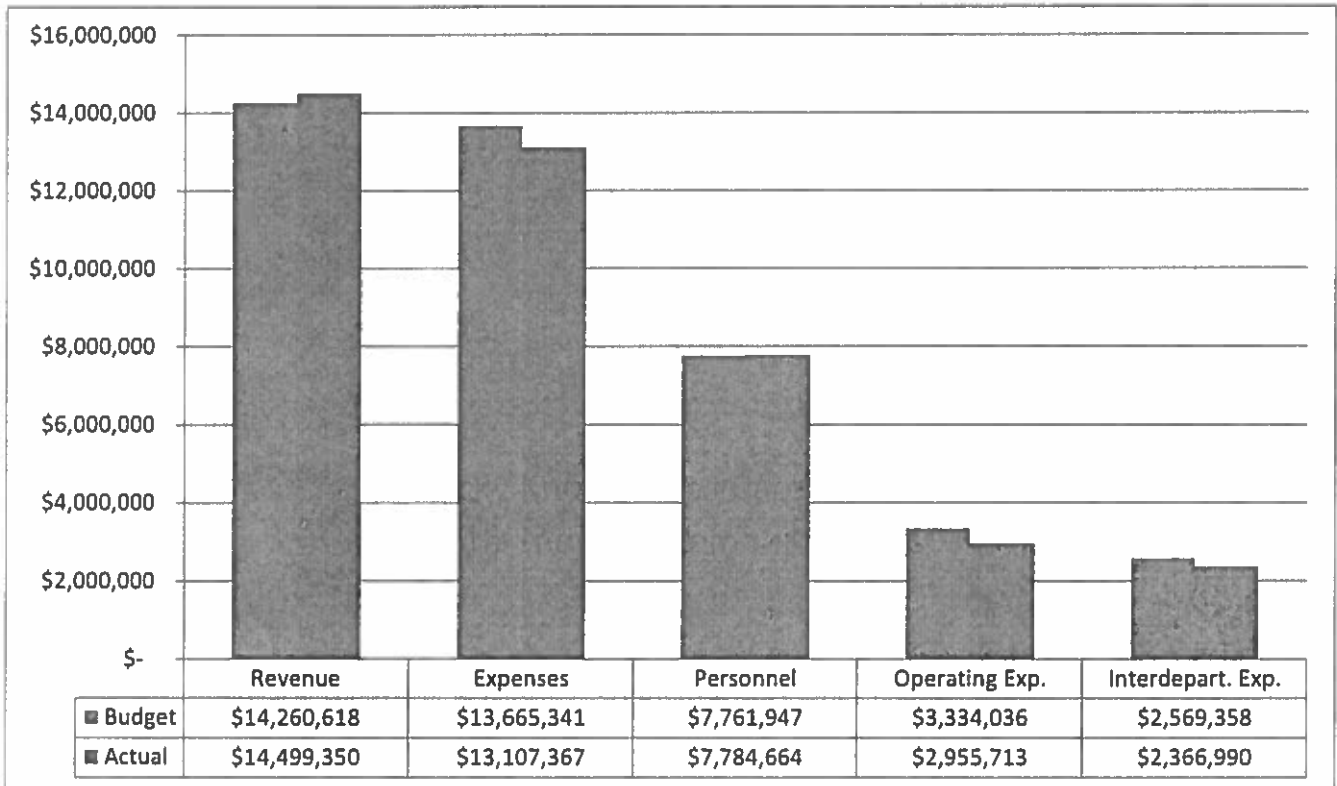
| | Month to Date | | | Year To Date | | |
|---|------------------|------------------|------------------|-------------------|-------------------|----------------|
| | Budget | Actual | Variance | Budget | Actual | Variance |
| Property Tax Levy | \$ 59,740 | \$ 59,740 | \$ - | \$ 716,884 | \$ 716,884 | \$ - |
| Intergovernmental | 117,859 | 122,917 | 5,058 | 2,183,508 | 2,267,777 | 84,269 |
| Health Care Services | 959,047 | 1,110,828 | 151,781 | 11,295,793 | 11,467,111 | 171,318 |
| Other | 731 | 2,929 | 2,198 | 9,675 | 20,153 | 10,478 |
| Interdepartmental (Hwy) | 4,564 | 8,973 | 4,409 | 54,758 | 27,425 | (27,333) |
| Total Revenue | 1,141,941 | 1,305,387 | 163,446 | 14,260,618 | 14,499,350 | 238,732 |
| Wages and Benefits | 698,271 | 738,270 | (39,999) | 7,761,947 | 7,784,664 | (22,717) |
| Operating | 251,881 | 239,797 | 12,084 | 3,334,036 | 2,955,713 | 378,323 |
| Interdepartmental | 201,612 | 190,744 | 10,868 | 2,569,358 | 2,366,990 | 202,368 |
| Expenses Before Capital & Depreciation | 1,151,764 | 1,168,811 | (17,047) | 13,665,341 | 13,107,367 | 557,974 |
| Net Income/(Loss) before Outlay and Depreciation | (9,823) | 136,576 | 146,399 | 595,277 | 1,391,983 | 796,706 |
| Capital Outlay | - | 119,027 | (119,027) | 396,215 | 173,826 | 222,389 |
| Depreciation | - | 46,110 | (46,110) | - | 545,072 | (545,072) |
| Total Expenses | 1,151,764 | 1,333,948 | (182,184) | 14,061,556 | 13,826,265 | 235,291 |
| Other Financing | - | - | - | (45,500) | (45,500) | - |
| Change in Net Position | (9,823) | (28,561) | (18,738) | 153,562 | 627,585 | 474,023 |

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended December 31, 2019

| | Month to Date | | | Year To Date | | |
|---|---------------------|---------------------|---------------------|----------------------|----------------------|-------------------|
| | Budget | Actual | Variance | Budget | Actual | Variance |
| Total Revenue | \$ 1,141,941 | \$ 1,305,387 | \$ 163,446 | \$ 14,260,618 | \$ 14,499,350 | \$ 238,732 |
| Life Enrichment | 23,504 | 30,772 | (7,268) | 285,266 | 285,926 | (660) |
| Dietary | 104,796 | 101,341 | 3,455 | 1,225,687 | 1,171,027 | 54,660 |
| RK Administration | 129,347 | 147,506 | (18,159) | 1,694,376 | 1,642,400 | 51,976 |
| Building Services | 84,061 | 138,761 | (54,700) | 1,175,537 | 1,004,770 | 170,767 |
| Health Information | 15,650 | 15,892 | (242) | 186,708 | 187,496 | (788) |
| Nursing | 632,661 | 649,599 | (16,938) | 7,190,884 | 7,115,088 | 75,796 |
| Ancillary | 110,708 | 32,878 | 77,830 | 1,310,387 | 1,141,681 | 168,706 |
| Environmental Services | 51,037 | 52,060 | (1,023) | 596,496 | 558,868 | 37,628 |
| Outpatient Services | - | - | - | - | - | - |
| Expenses Before Capital & Depreciation | 1,151,764 | 1,168,809 | (17,045) | 13,665,341 | 13,107,256 | 558,085 |
| Capital Outlay | - | 119,027 | (119,027) | 396,215 | 173,826 | 222,389 |
| Depreciation | - | 46,110 | (46,110) | - | 545,072 | (545,072) |
| Total Expenses | \$ 1,151,764 | \$ 1,333,946 | \$ (182,182) | \$ 14,061,556 | \$ 13,826,154 | \$ 235,402 |

| | | | | |
|--------------------------------------|-------------------------------|------------|------------|-------------|
| Total Expense Calc For Annual Report | Includes Outlay excludes Depr | 14,061,556 | 13,281,193 | 780,363 |
| Bottom line For Annual Report | Includes Outlay excludes Depr | 199,062 | 1,218,157 | (1,019,095) |
| | | 595,277 | 1,391,983 | (796,706) |

Rocky Knoll Health Care Center
Month Ended December 31, 2019



Revenue is \$238,732 over budget. Average census is 129.07 vs budgeted 129

Room & Care revenue is \$152,638 under budget.

Ancillary revenue is \$308,604 over budget.

Expenses are \$557,974 under budget (excluding capital outlay and depreciation).

Wage & benefits are over budget \$22,717.

Purchased services are under budget \$98,096.

- Ancillary services are under budget \$71,879.

Repair & maintenance under budget \$151,678.

General operating is under budget \$128,766.

Interdepartmental costs are under budget \$202,368.

- Employee health insurance under budget \$206,235.

Tax levy used through December is \$716,884 or 100% of the Total Tax Levy \$716,884.

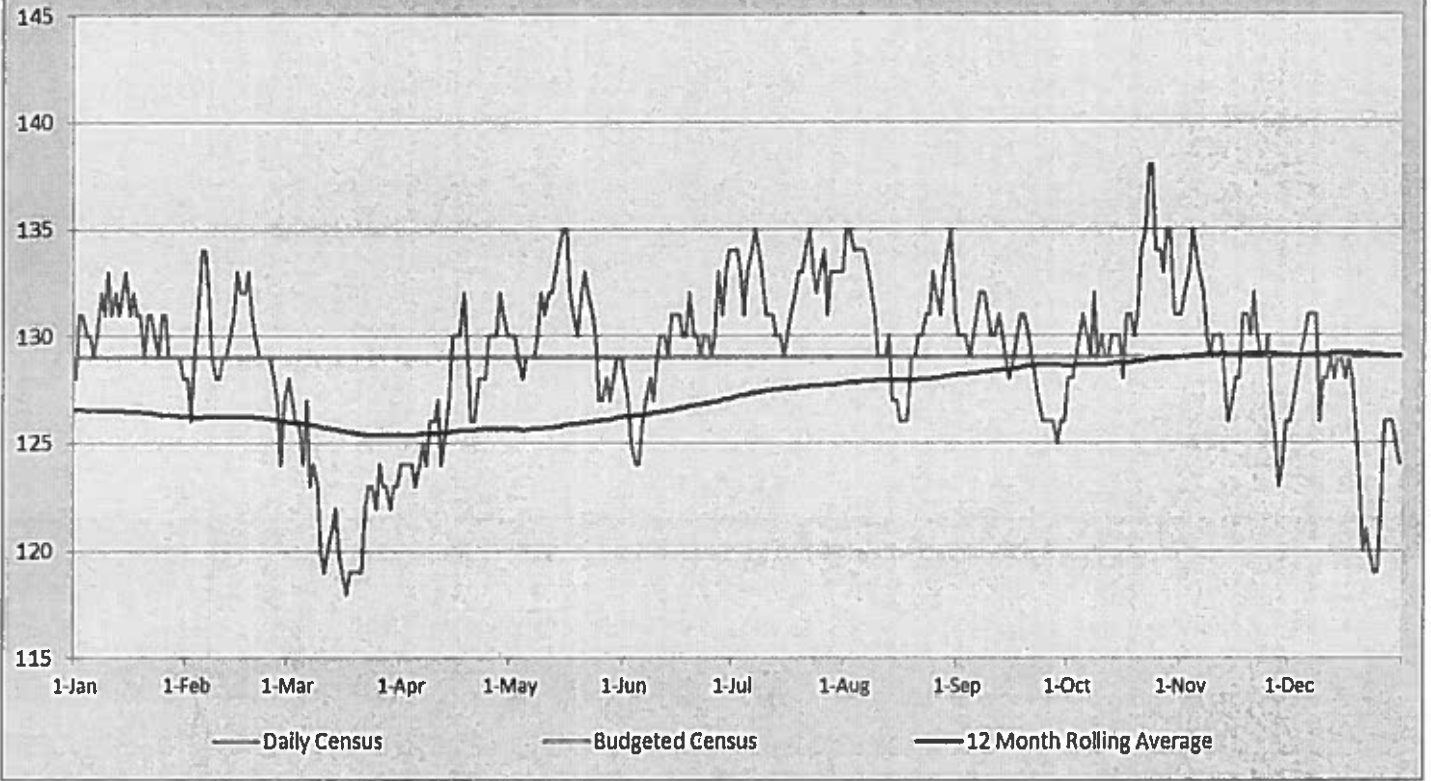
Capital Outlay through December is \$173,826.

Total depreciation through December is \$545,072.

Net Position (excluding depreciation) is a positive \$1,172,657 through December.

Actual Net Position is a positive \$801,411 through December.

ROCKY KNOLL DAILY CENSUS JANUARY 01, 2019 THROUGH DECEMBER 31, 2019



| Patient per Day Costs | | | | |
|------------------------|-----------------------|----------------|-----------------------|----------------|
| Expense Category | Through December 2018 | | Through December 2019 | |
| | Salary/Fringes | 201.21 | 68.63% | 205.99 |
| Contractual Services | 21.70 | 7.40% | 17.97 | 6.20% |
| Operating | 41.92 | 14.30% | 39.04 | 13.47% |
| Utilities | 7.60 | 2.59% | 7.37 | 2.54% |
| Food | 7.00 | 2.39% | 6.87 | 2.37% |
| Insurance/Depreciation | 13.73 | 4.68% | 12.57 | 4.34% |
| TOTAL | 293.16 | 100.00% | 289.81 | 100.00% |