

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE

May 14, 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 of Health Care Center Committee Meeting March 12, 2019

Rocky Knoll Administrator's Report

Overview of Nursing Department Reorganization

Update on Resident WanderGuard Security Capital Project

Travel Notifications – None at time of posting

Committee Action

Consideration of Accounts Payable Vouchers

Consideration of First Quarter Variance Report

Consideration of February and March 2019 Financials

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

Adjourn

Rocky Knoll Foundation Meeting – 3:00 p.m. – May 20, 2019

Rocky Knoll Health Care Center

Health Care Center Committee Meeting – 9:00 a.m. – June 11, 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 May 10, 2019 at 10:30 am

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

March 12, 2019

Called to Order: 9:00 a.m.

Adjourned 10:13 a.m.

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

MEMBERS ABSENT: Supervisor Charles Conrardy, Secretary

ALSO PRESENT: Jeremy Fredericks, Kayla Clinton, Barbara Andrews

Supervisor Bemis called the meeting to order at 9:00 a.m. It was noted the agenda was posted on March 7, 2019 at 3:15 p.m. in compliance with the Open Meeting Law.

A motion was made by Supervisor Glavan and seconded by Supervisor Bosman to approve the minutes from the January 15, 2019 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census 119; 1 pending admission and 4 pending discharges; Woodland Village Rehab Unit census is 13
- **Open Positions** – Certified Nursing Assistant positions: Three part-time day and 3 weekend only day shift; 5 part-time pm and 2 weekend only pm shift; and 3 part-time night and 2 weekend only night shift; Registered Nurse positions: One part-time day and one part-time p.m. shift.
- **Staff Announcements** – Barbara Andrews, Director of Clinical Services was introduced to the Committee; Janine Bolz promoted to Life Enrichment Manager and Tammy Christensen hired as Area Nurse Manager
- On-site childcare update provided
- Quarterly engagement for Life Enrichment, Maintenance and Social Services staff was held in February
- **Transportation** – Wheelchair Taxi out of business

Five staff will attend MDS Innovations meeting in Kaukauna on March 14, 2019 – all dollars have been budgeted. Kayla discussed WACH meeting being held April 9/10 and if there was committee interest. She will attend and bring back information.

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

December 2018 preliminary and January 2019 financials were presented. Motion was made by Supervisor Bosman and seconded by Supervisor Otten to approve both as presented. Motion carried.

Ms. Clinton presented request to hire an Area Nurse Manager for a four day overlap so current staff member can provide some training prior to retirement. Motion made by Supervisor Otten and seconded by Supervisor Bosman to approve as presented. Motion carried.

Vacant Position Request presented by Ms. Clinton to fill Health Care Center Manager (PM Shift Nursing Supervisor). Motion was made by Supervisor Glavan and seconded by Supervisor Otten to approve. Motion carried.

Ms. Clinton presented documents relative to the Reorganization of the Life Enrichment Department which included changes to the Table of Organization. Motion was made by Supervisor Bosman and seconded by Supervisor Otten to approve as presented. Motion carried.

A motion was made by Supervisor Glavan and seconded by Supervisor Bosman to adjourn the meeting at 10:13 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary

**VARIANCE REPORT FOR DEPARTMENT -- ROCKY KNOLL HCC
FOR THE QUARTER ENDING 03/31/2019**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Intergovernmental Revenues		
	Charges to State of Wisconsin	25,081.00	WI Projected SFY19 SP payments rate was higher than budgeted
	Public Charges for Services		
	Health Care Services	(8,576.85)	Ancillary Revenue was down due to a drop in Census at Woodland Village in March
	Interdepartmental Revenue		
	Other Interdept'l Revenue	(11,648.63)	Minimal Building Services staffing was needed during the 1st Qtr at New Highway Department Buildings
	Personnel Related Expenditure		
	Overtime	(15,340.00)	Due to open positions and a number of employees taking FMLA during the 1st Qtr
	Benefits	8,444.42	FICA withholding rate average was at 7.17% below the budgeted 7.40%; WRS withholdings were down as casual employees (not eligible for WRS) working more hours due to High # of employees taking FMLA during the 1st Qtr
	Operating Expenses		
	Purchased Services	10,009.41	Electric & Natrual Gas cost down due to Equipment upgrades made in 2018
X	Repairs and Maintenance	22,041.65	Waiting to receive invoice for the Worxhub
X	General Operating	45,501.15	For General Supplies, Health Care/Medical Supplies, Furniture and Nursing Equipment under \$500
X	Fixed Charges	(4,463.09)	Setup costs for new Kiosks
	Interdepartmental Charges		
	Employee Related Insurance	76,902.59	Due to open positions and staff benefit plan options selected.

	Repairs & Maintenance Charges	(3,080.91)	Gasoline being purchased at the Highway Department and time of repairs to vehicles
X	Capital Outlay	7,182.00	The Mini-Scrubber & Carpet Extractor were purchased in April
	Depreciation	(137,559.90)	By practice depreciation is not budgeted.
	Variances Less Than Justification Threshold	1,255.18	
	TOTAL	15,748.02	

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended February 28, 2019

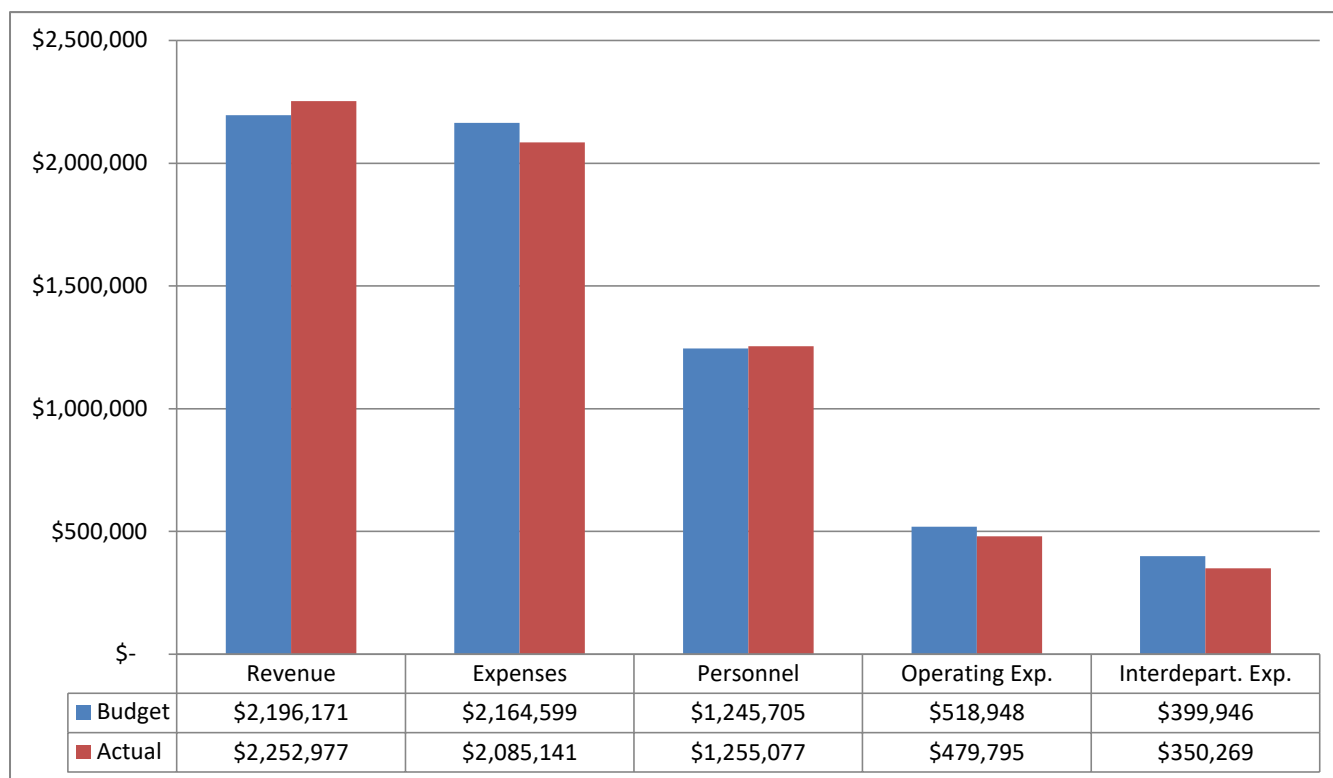
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 59,740	\$ 59,740	\$ -	\$ 119,480	\$ 119,480	\$ -
Intergovernmental	120,356	128,717	8,361	240,712	257,434	16,722
Health Care Services	866,219	879,188	12,969	1,825,936	1,872,552	46,616
Other	435	1,056	621	917	1,471	554
Interdepartmental (Hwy)	4,563	1,035	(3,528)	9,126	2,040	(7,086)
Total Revenue	1,051,313	1,069,736	18,423	2,196,171	2,252,977	56,806
Wages and Benefits	582,567	592,406	(9,839)	1,245,705	1,255,077	(9,372)
Operating	241,022	226,357	14,665	518,948	479,795	39,153
Interdepartmental	197,465	171,057	26,408	399,946	350,269	49,677
Expenses Before Capital & Depreciation	1,021,054	989,820	31,234	2,164,599	2,085,141	79,458
Net Income/(Loss) before Outlay and Depreciation	30,259	79,916	49,657	31,572	167,836	136,264
Capital Outlay	-	-	-	9,400	-	9,400
Depreciation	-	44,897	(44,897)	-	89,794	(89,794)
Total Expenses	1,021,054	1,034,717	(13,663)	2,173,999	2,174,935	(936)
Other Financing	-	-	-	-	-	-
Change in Net Position	30,259	35,019	4,760	22,172	78,042	55,870

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended February 28, 2019

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,051,313	\$ 1,069,736	\$ 18,423	\$ 2,196,171	\$ 2,252,977	\$ 56,806
Life Enrichment	21,729	25,569	(3,840)	45,341	49,013	(3,672)
Dietary	92,642	86,672	5,970	192,836	186,084	6,752
RK Administration	130,783	124,466	6,317	291,463	259,168	32,295
Building Services	74,584	66,413	8,171	156,479	139,279	17,200
Health Information	14,310	14,647	(337)	30,015	30,305	(290)
Nursing	541,538	533,572	7,966	1,142,207	1,122,586	19,621
Ancillary	100,187	95,801	4,386	211,220	211,812	(592)
Environmental Services	45,281	42,681	2,600	95,038	86,894	8,144
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,021,054	989,821	31,233	2,164,599	2,085,141	79,458
Capital Outlay	-	-	-	9,400	-	9,400
Depreciation	-	44,897	(44,897)	-	89,794	(89,794)
Total Expenses	\$ 1,021,054	\$ 1,034,718	\$ (13,664)	\$ 2,173,999	\$ 2,174,935	\$ (936)

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	2,173,999	2,085,141	88,858
Bottom line For Annual Report	Includes Outlay excludes Depr	22,172	167,836	(145,664)
		31,572	167,836	(136,264)

Rocky Knoll Health Care Center Month Ended February 28, 2019



Revenue is \$56,806 over budget. Average census is 130.1 vs budgeted 129

Room & Care revenue is \$63,295 over budget.

Ancillary revenue is \$25,855 under budget.

Expenses are \$79,458 under budget (excluding capital outlay and depreciation).

Wage & benefits are over budget \$9,372.

Purchased services are over budget \$322.

- Ancillary services are over budget \$4,183.

Repair & maintenance under budget \$19,382.

General operating is under budget \$21,280.

Interdepartmental costs are under budget \$49,677.

- Employee health insurance under budget \$35,409.

Tax levy used through February is \$119,480 or 17% of the Total Tax Levy \$716,884.

Capital Outlay through February is \$.

Total depreciation through February is \$89,794.

Net Position (excluding depreciation) is a positive \$167,836 through February.

Actual Net Position is a positive \$78,042 through February.

ROCKY KNOLL DAILY CENSUS MARCH 01, 2018 THROUGH FEBRUARY 28, 2019



Patient per Day Costs				
Expense Category	Through February 2018		Through February 2019	
Salary/Fringes	186.71	68.47%	199.46	70.40%
Contractual Services	21.43	7.86%	21.12	7.45%
Operating	36.77	13.48%	36.46	12.87%
Utilities	7.95	2.92%	7.18	2.53%
Food	6.82	2.50%	6.38	2.25%
Insurance/Depreciation	13.00	4.77%	12.74	4.50%
TOTAL	272.68	100.00%	283.34	100.00%

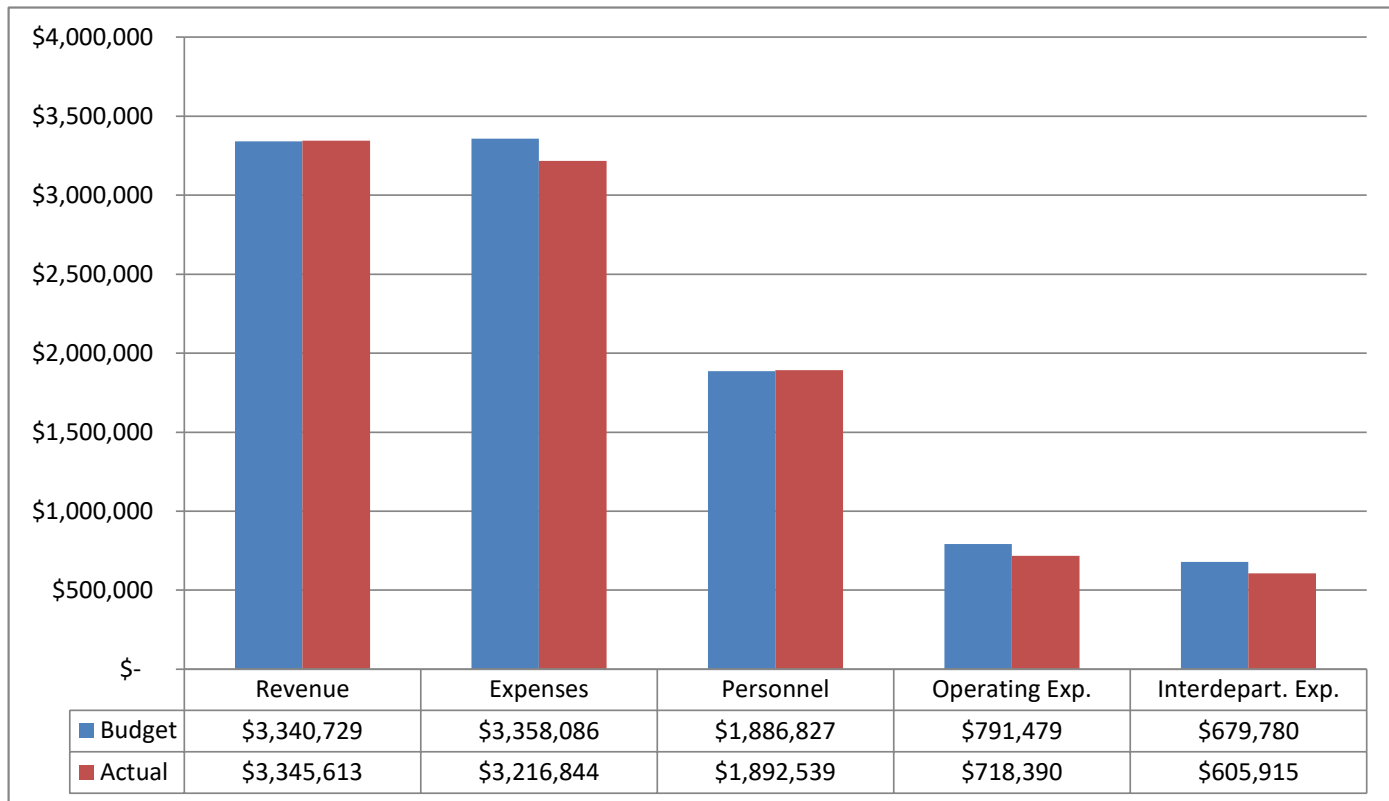
Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended March 31, 2019

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 59,740	\$ 59,740	\$ -	\$ 179,220	\$ 179,220	\$ -
Intergovernmental	120,358	128,717	8,359	361,070	386,151	25,081
Health Care Services	959,165	903,918	(55,247)	2,785,101	2,776,470	(8,631)
Other	732	262	(470)	1,649	1,732	83
Interdepartmental (Hwy)	4,563	-	(4,563)	13,689	2,040	(11,649)
Total Revenue	1,144,558	1,092,637	(51,921)	3,340,729	3,345,613	4,884
Wages and Benefits	641,122	637,462	3,660	1,886,827	1,892,539	(5,712)
Operating	272,531	238,595	33,936	791,479	718,390	73,089
Interdepartmental	279,834	255,646	24,188	679,780	605,915	73,865
Expenses Before Capital & Depreciation	1,193,487	1,131,703	61,784	3,358,086	3,216,844	141,242
Net Income/(Loss) before Outlay and Depreciation	(48,929)	(39,066)	9,863	(17,357)	128,769	146,126
Capital Outlay	5,000	7,218	(2,218)	14,400	7,218	7,182
Depreciation	-	47,766	(47,766)	-	137,560	(137,560)
Total Expenses	1,198,487	1,186,687	11,800	3,372,486	3,361,622	10,864
Other Financing	-	-	-	-	-	-
Change in Net Position	(53,929)	(94,050)	(40,121)	(31,757)	(16,009)	15,748

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

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,144,558	\$ 1,092,637	\$ (51,921)	\$ 3,340,729	\$ 3,345,613	\$ 4,884
Life Enrichment	26,170	20,570	5,600	71,511	69,583	1,928
Dietary	111,686	99,528	12,158	304,522	285,612	18,910
RK Administration	139,620	154,305	(14,685)	431,083	413,475	17,608
Building Services	90,047	72,456	17,591	246,526	211,735	34,791
Health Information	16,547	16,616	(69)	46,562	46,922	(360)
Nursing	642,275	634,221	8,054	1,784,482	1,756,806	27,676
Ancillary	113,222	84,819	28,403	324,442	296,632	27,810
Environmental Services	53,920	49,186	4,734	148,958	136,081	12,877
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,193,487	1,131,701	61,786	3,358,086	3,216,846	141,240
Capital Outlay	5,000	7,218	(2,218)	14,400	7,218	7,182
Depreciation	-	47,766	(47,766)	-	137,560	(137,560)
Total Expenses	\$ 1,198,487	\$ 1,186,685	\$ 11,802	\$ 3,372,486	\$ 3,361,624	\$ 10,862
Total Expense Calc For Annual Report		Includes Outlay excludes Depr		3,372,486	3,224,062	148,424
Bottom line For Annual Report		Includes Outlay excludes Depr		(31,757)	121,551	(153,308)
				(17,357)	128,769	(146,126)

Rocky Knoll Health Care Center
Month Ended March 31, 2019



Revenue is \$4,884 over budget. Average census is 127.41 vs budgeted 129

Room & Care revenue is \$7,912 over budget.

Ancillary revenue is \$22,339 under budget.

Expenses are \$141,242 under budget (excluding capital outlay and depreciation).

Wage & benefits are over budget \$5,712.

Purchased services are under budget \$10,009.

- Ancillary services are under budget \$5,632.

Repair & maintenance under budget \$22,042.

General operating is under budget \$45,501.

Interdepartmental costs are under budget \$73,865.

- Employee health insurance under budget \$59,880.

Tax levy used through March is \$179,220 or 25% of the Total Tax Levy \$716,884.

Capital Outlay through March is \$7,218.

Total depreciation through March is \$137,560.

Net Position (excluding depreciation) is a positive \$121,551 through March.

Actual Net Position is a negative \$8,791 through March.

ROCKY KNOLL DAILY CENSUS APRIL 01, 2018 THROUGH MARCH 31, 2019



Patient per Day Costs				
Expense Category	Through March 2018		Through March 2019	
Salary/Fringes	196.17	68.16%	208.15	71.16%
Contractual Services	21.41	7.44%	20.24	6.92%
Operating	40.67	14.13%	37.27	12.74%
Utilities	7.51	2.61%	7.09	2.42%
Food	7.25	2.52%	6.73	2.30%
Insurance/Depreciation	14.81	5.15%	13.04	4.46%
TOTAL	287.82	100.00%	292.52	100.00%