

**NOTICE OF MEETING**  
**HEALTH CARE CENTER COMMITTEE**  
**September 10, 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

Approve Minutes of Health Care Center Committee Meeting August 13, 2019

Rocky Knoll Administrator's Report

Travel Notifications – Leading Age Wisconsin Fall Conference (NHA and DOCS)

Rocky Knoll 2<sup>nd</sup> Quarter Variance Report

Committee Action

    Consideration of CPE Fund Distribution

    Consideration of Accounts Payable Vouchers

    Consideration of July 2019 Financials

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

Adjourn

Rocky Knoll Foundation Meeting – 3:00 p.m. – September 16, 2019

Rocky Knoll Health Care Center

Health Care Center Committee Meeting – 9:00 a.m. – October 8, 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 September 6, 2019 at 12:45 pm*

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

**August 13, 2019**

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

**Adjourned 12:04 p.m.**

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

**ALSO PRESENT:** Jeremy Fredericks, Kayla Clinton, Finance Director Wendy Charnon, County Administrator Adam Payne, County Board Supervisors Bill Goehring and Tom Wegner; Human Resource Director Jean Gallimore and HR Manager Penny Elsner; Crystal Fieber, Corporation Counsel; Christy Edwards, Matt Reiterl and Rod Goodweiler – Martin Brothers; Stacy Wagner, Dietary Director-Rocky Knoll; Jannine Drew, Michelle Koch, Rosemary Cortinaz, Sammantha Nett, Roger Abraham, Vicki Weigel, James Miller, Jeff Miller, Edmund Schmitt

Supervisor Bemis called the meeting to order at 9:00 a.m. It was noted the agenda was posted on August 9, 2019 at 2:30 p.m. in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve the minutes from the July 9, 2019 meeting. Supervisor Otten requested to be placed on record to change his vote regarding entering into a service contract with Unidine, Inc. to “no”. Motion of minutes carried.

Representatives from Martin Brothers provided an overview of services they currently provide to Rocky Knoll as well as services they could provide but we currently do not utilize. Chairperson Bemis allowed for open discussion and relative questions to be asked by meeting attendees.

Rocky Knoll Administrator Kayla Clinton, Human Resource Director Jean Gallimore and Finance Director Wendy Charnon provided an overview of the services Undine offers, the focus on benefits to our employees who would transition employment with Unidine and the financial impact to the County. Chairperson Bemis allowed for open discussion and relative questions to be asked by meeting attendees.

Discussion was held by committee member regarding proposed contract with Unidine. A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to continue negotiations with Unidine, Inc. for dining services and also requested Ms. Clinton to have a Request for Proposal prepared to explore other vendors relative to dining services for Rocky Knoll. By roll call; 4 Ayes (Supervisors Conrardy, Bosman, Otten, Bemis) 1 No (Supervisor Glavan). Motion carried.

The 2020 Rocky Knoll budget was presented by Ms. Clinton, Mr. Fredericks and Ms. Charnon. The budget was built on the basis of supporting the 2019 requests for the use of CPE and state grant funds, and without an approved Unidine, Inc. contract. RESCEW fund requests were included for a full time dietitian, increasing the Social Worker FTE by .3 (from .6 to .9) and additional funds for the marketing and advertising budget. A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve the budget as presented. After discussion regarding the effects of not solely supporting the Unidine, Inc. contract, Supervisor Conrardy amended his motion with a second by Supervisor Bosman to approve the budget as presented but to remove the RESCEW request for the full-time Dietitian. Motion carried.

The capital plan request for the year 2020 – Onsite Child Daycare was presented to the committee with explanation and proposed location within the facility. A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented and forward to Finance Committee. Motion carried.

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

June 2019 financials were presented. Motion was made by Supervisor Bosman and seconded by Supervisor Glavan to approve both as presented. Motion carried.

Ms. Clinton requested approval to move the license from four rooms in the Fox hall in Woodland Village to the long term care side in Building B that were previously de-licensed for hospice suites (two rooms on floor B1 and two rooms on floor B2). Motion was made by Supervisor Bosman and seconded by Supervisor Conrardy to approve as presented. Motion carried.

There were no travel notifications.

Ms. Clinton had the following items to report:

- **Census** – In-house census 129; two pending admissions and five pending discharges; Woodland Village census is 19 (capacity 33).
- **Open Positions** – 22 Certified Nursing Assistant positions (all shifts full and part time as well as weekend only); 5 Registered Nurse positions: Two part-time day, two part-time p.m. shift and one full-time night shift

Public comment was received.

A motion was made by Supervisor Conrardy and seconded by Supervisor Otten to adjourn the meeting at 12:04 p.m. Motion carried and meeting adjourned.

Angie Iserloth  
Recording Secretary

**VARIANCE REPORT FOR DEPARTMENT -- ROCKY KNOLL HCC  
FOR THE QUARTER ENDING 06/30/2019**

| <b>TIMING</b> | <b>G/L CATEGORY</b>                  | <b>VARIANCE FROM BUDGET</b> | <b>EXPLANATION OF VARIANCE</b>   |
|---------------|--------------------------------------|-----------------------------|--|
|               | <b>Intergovernmental Revenues</b>    |                             |  |
|               | Charges to State of Wisconsin        | 53,860.00                   | WI Projected SFY19 SP payments rate was higher than budgeted.  |
|               | <b>Public Charges for Services</b>   |                             |  |
|               | Health Care Services                 | (39,650.23)                 | Ancillary Revenue was down due to a drop in Census at Woodland Village in March.   |
|               | <b>Interest and Other Revenue</b>    |                             |  |
| X             | Other Misc. Revenue                  | (2,320.56)                  | Waiting for Focus on Engery rebate   |
|               | <b>Interdepartmental Revenue</b>     |                             |  |
|               | Other Interdept'l Revenue            | (20,225.81)                 | Minimal Building Services staffing was needed during the 1st & 2nd Qtr at New Highway Department Buildings.  |
|               | <b>Personnel Related Expenditure</b> |                             |  |
|               | Wages                                | (5,971.16)                  | Higher then normal FMLA during the first half of the year  |
|               | Overtime                             | (25,169.36)                 | Due to open positions and a number of employees taking FMLA during the first half of the year  |
|               | Benefits                             | 13,328.00                   | 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 first half of the year |
|               | <b>Operating Expenses</b>            |                             |  |
|               | Purchased Services                   | 18,798.33                   | Electric, Natrual Gas & Sewer cost down due to Equipment upgrades made in 2018.  |
| X             | Repairs and Maintenance              | 18,670.49                   | Worxhub invoice was paid in July   |

|   |  |                    |  |
|---|--|--------------------|--|
| X | General Operating                                  | 80,122.66          | Savings in Prescription Drugs from new Omnicare contract, reduce need for Wound Care during the first half of the year, Time for General Supplies, Health Care/Medical Supplies, Furniture and Computer Equipment. |
|   | <b>Interdepartmental Charges</b>                   |                    |  |
|   | Employee Related Insurance                         | 98,566.52          | Due to open positions and staff benefit plan options selected.   |
|   | Repairs & Maintenance Charges                      | (5,235.77)         | Gasoline being purchased at the Highway Department and time of repairs to vehicles.  |
| X | <b>Capital Outlay</b>                              | 22,865.77          | Quotes for AC Chiller replacement higher then amount requested, Finance Committee has approved these funds to be used to purchase additional Security Cameras in the 3rd Qtr.                                      |
|   | <b>Depreciation</b>                                | (273,476.05)       | By practice depreciation is not budgeted.  |
|   | <b>Variances Less Than Justification Threshold</b> | <b>(624.44)</b>    |  |
|   | <b>TOTAL</b>                                       | <b>(32,423.11)</b> |  |



TO: Members of the Sheboygan County Health Care Center Committee

FROM: Katherine Clinton, Rocky Knoll Administrator

DATE: September 10, 2019

RE: Consideration of Budget Adjustment – Rocky Knoll Certified Public Expenditure Program (CPE)

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On August 8, 2019 Rocky Knoll received a reimbursement funds through the Certified Public Expenditure Program (CPE). CPE funds are where government operated nursing facilities in Wisconsin certify Medicaid losses which are then used to generate Federal Medicaid matching funds. The payment award for 2019 is \$754,227.

**Action Requested** – After thorough review of the budget and five-year plans, Rocky Knoll is requesting to spend \$600,665 of the \$754,227 CPE payment on additional-Capital Outlay, Computer Equipment and Structural Projects. A detailed list of the equipment and projects has been attached.

|                                  |                         |
|----------------------------------|-------------------------|
| <b>CPE</b>                       | <b>\$754,227</b>        |
| Capital Outlay Request           | (\$358,600)             |
| Computer Equipment Request       | (\$21,365)              |
| Structural Plan Request          | <u>(\$220,700)</u>      |
| <b>Remaining to Net Position</b> | <b><u>\$153,562</u></b> |

**Justification** – Capital Outlay requests such as the dishwasher and AC chillers will provide future cost savings in utility costs, maintenance, and repairs. The tub replacement is needed for sanitation and infection control purposes as our current tubs have tubes inside them that make it difficult to sanitize. The split AC unit for the annex is needed for safety and moisture control. The furniture for resident areas, the 25lbs washer, floor scrubber and salter box are items that have reach the end of their usefully life and need to be replaced.

Computer Equipment requests are needed for computer equipment that has reached the end of its useful life and there was no formal replacement schedule until the 2019 budget.

The structural plan includes boiler isolation, kitchen faucets and LED light replacements. This will lead to cost savings in utilities, labor, maintenance, and repairs.

On the Rocks Bistro/Café is a new idea that would benefit residents, staff, and the community by providing a restaurant-style dining experience that is customized to individual tastes and dietary needs.

**Fiscal Impact** – Would be budget positive, as Rocky Knoll did not budget for the \$754,227 CPE payment in 2019. The remaining funds of \$153,562 would fall to Rocky Knoll's net position. In addition if this plan is approved it would have a positive impact, reducing Rocky Knoll's budget by at least \$100,000 over the next five years starting in 2020.

Thank you.

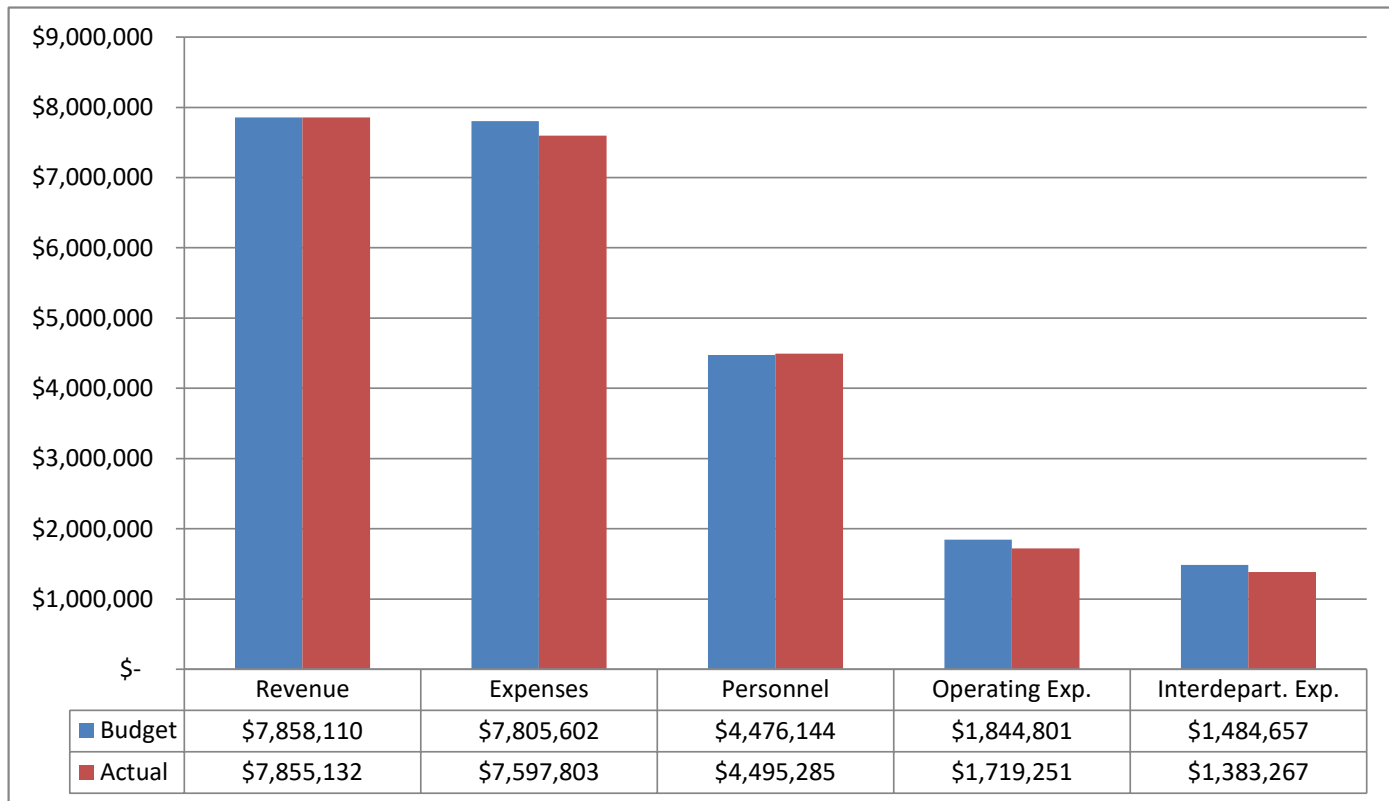
Rocky Knoll Health Care Center  
Budget to Actual Comparison  
Month Ended July 31, 2019

|   | Month to Date    |                  |                 | Year To Date     |                  |                 |
|---|------------------|------------------|-----------------|------------------|------------------|-----------------|
|   | Budget           | Actual           | Variance        | Budget           | Actual           | Variance        |
| Property Tax Levy   | \$ 59,741        | \$ 59,741        | \$ -            | \$ 418,182       | \$ 418,182       | \$ -            |
| Intergovernmental   | 117,856          | 122,929          | 5,073           | 839,996          | 898,929          | 58,933          |
| Health Care Services  | 959,714          | 955,070          | (4,644)         | 6,561,194        | 6,516,872        | (44,322)        |
| Other   | 481              | 7,420            | 6,939           | 6,796            | 11,775           | 4,979           |
| Interdepartmental (Hwy)                                     | 4,563            | 2,221            | (2,342)         | 31,942           | 9,374            | (22,568)        |
| <b>Total Revenue</b>  | <b>1,142,355</b> | <b>1,147,381</b> | <b>5,026</b>    | <b>7,858,110</b> | <b>7,855,132</b> | <b>(2,978)</b>  |
| Wages and Benefits  | 663,137          | 664,466          | (1,329)         | 4,476,144        | 4,495,285        | (19,141)        |
| Operating   | 274,790          | 265,396          | 9,394           | 1,844,801        | 1,719,251        | 125,550         |
| Interdepartmental   | 202,480          | 228,938          | (26,458)        | 1,484,657        | 1,383,267        | 101,390         |
| <b>Expenses Before Capital &amp; Depreciation</b>           | <b>1,140,407</b> | <b>1,158,800</b> | <b>(18,393)</b> | <b>7,805,602</b> | <b>7,597,803</b> | <b>207,799</b>  |
| <b>Net Income/(Loss) before<br/>Outlay and Depreciation</b> | <b>1,948</b>     | <b>(11,419)</b>  | <b>(13,367)</b> | <b>52,508</b>    | <b>257,329</b>   | <b>204,821</b>  |
| Capital Outlay  | 8,000            | 4,577            | 3,423           | 43,900           | 17,611           | 26,289          |
| Depreciation  | -                | 45,218           | (45,218)        | -                | 318,694          | (318,694)       |
| <b>Total Expenses</b>                                       | <b>1,148,407</b> | <b>1,208,595</b> | <b>(60,188)</b> | <b>7,849,502</b> | <b>7,934,108</b> | <b>(84,606)</b> |
| Other Financing   | -                | -                | -               | -                | -                | -               |
| <b>Change in Net Position</b>                               | <b>(6,052)</b>   | <b>(61,214)</b>  | <b>(55,162)</b> | <b>8,608</b>     | <b>(78,976)</b>  | <b>(87,584)</b> |

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

|   | Month to Date       |                               |                    | Year To Date        |                     |                    |
|---|---------------------|-------------------------------|--------------------|---------------------|---------------------|--------------------|
|   | Budget              | Actual                        | Variance           | Budget              | Actual              | Variance           |
| <b>Total Revenue</b>                              | <b>\$ 1,142,355</b> | <b>\$ 1,147,381</b>           | <b>\$ 5,026</b>    | <b>\$ 7,858,110</b> | <b>\$ 7,855,132</b> | <b>\$ (2,978)</b>  |
| Life Enrichment                                   | 23,611              | 23,320                        | 291                | 165,807             | 162,048             | 3,759              |
| Dietary   | 100,195             | 97,494                        | 2,701              | 706,045             | 675,104             | 30,941             |
| RK Administration                                 | 153,244             | 163,461                       | (10,217)           | 1,012,344           | 955,333             | 57,011             |
| Building Services                                 | 86,195              | 108,738                       | (22,543)           | 562,208             | 540,108             | 22,100             |
| Health Information                                | 15,705              | 15,540                        | 165                | 108,390             | 108,602             | (212)              |
| Nursing   | 600,668             | 597,425                       | 3,243              | 4,142,538           | 4,134,372           | 8,166              |
| Ancillary   | 111,033             | 109,356                       | 1,677              | 763,467             | 710,104             | 53,363             |
| Environmental Services                            | 49,756              | 43,467                        | 6,289              | 344,803             | 312,132             | 32,671             |
| Outpatient Services                               | -                   | -                             | -                  | -                   | -                   | -                  |
| <b>Expenses Before Capital &amp; Depreciation</b> | <b>1,140,407</b>    | <b>1,158,801</b>              | <b>(18,394)</b>    | <b>7,805,602</b>    | <b>7,597,803</b>    | <b>207,799</b>     |
| Capital Outlay                                    | 8,000               | 4,577                         | 3,423              | 43,900              | 17,611              | 26,289             |
| Depreciation                                      | -                   | 45,218                        | (45,218)           | -                   | 318,694             | (318,694)          |
| <b>Total Expenses</b>                             | <b>\$ 1,148,407</b> | <b>\$ 1,208,596</b>           | <b>\$ (60,189)</b> | <b>\$ 7,849,502</b> | <b>\$ 7,934,108</b> | <b>\$ (84,606)</b> |
| Total Expense Calc For Annual Report              |                     | Includes Outlay excludes Depr |                    | 7,849,502           | 7,615,414           | 234,088            |
| Bottom line For Annual Report                     |                     | Includes Outlay excludes Depr |                    | 8,608               | 239,718             | (231,110)          |
|   |                     |                               |                    | 52,508              | 257,329             | (204,821)          |

**Rocky Knoll Health Care Center**  
**Month Ended July 31, 2019**



Revenue is \$2,978 under budget. Average census is 128.83 vs budgeted 129

Room & Care revenue is \$46,559 under budget.

Ancillary revenue is \$1,698 under budget.

Expenses are \$207,799 under budget (excluding capital outlay and depreciation).

Wage & benefits are over budget \$19,141.

Purchased services are under budget \$23,230.

- Ancillary services are under budget \$3,235.

Repair & maintenance under budget \$15,566.

General operating is under budget \$90,085.

Interdepartmental costs are under budget \$101,390.

- Employee health insurance under budget \$113,928.

Tax levy used through July is \$418,182 or 58% of the Total Tax Levy \$716,884.

Capital Outlay through July is \$17,611.

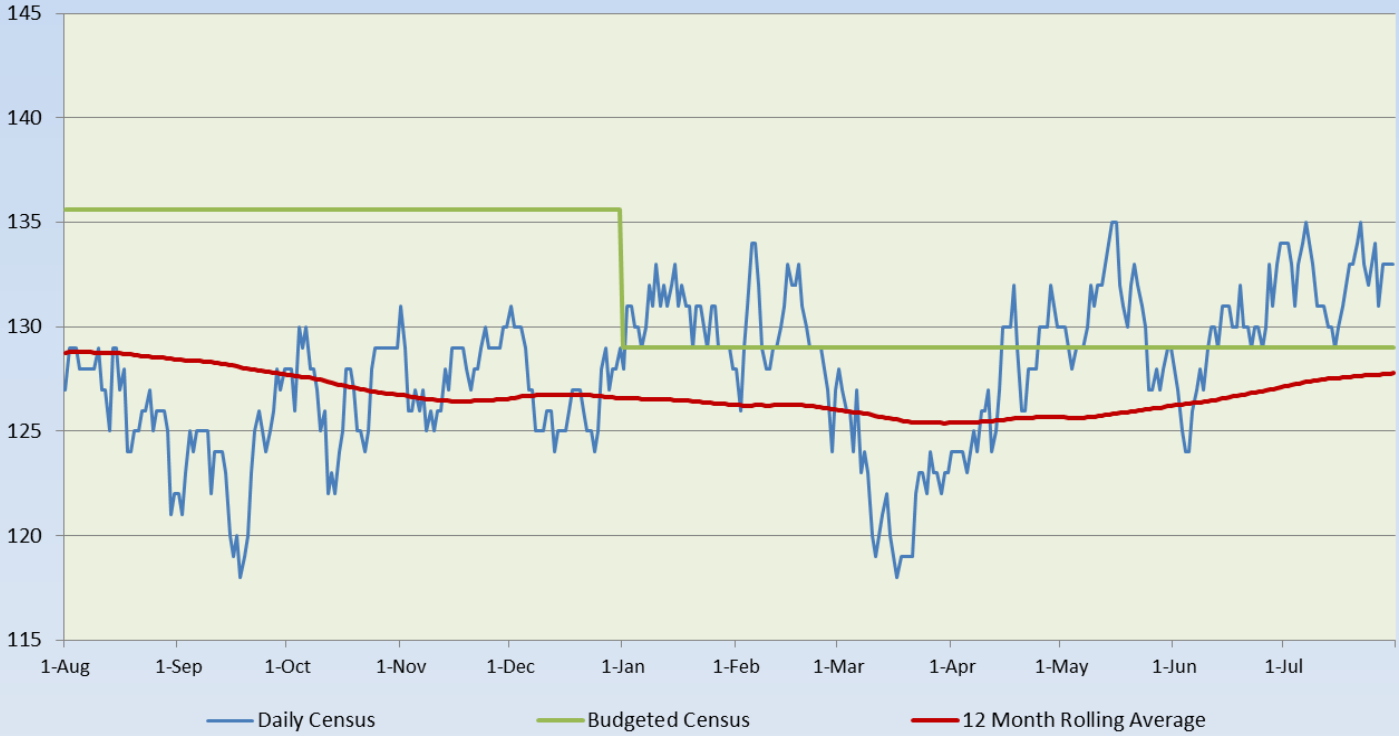
Total depreciation through July is \$318,694.

Net Position (excluding depreciation) is a positive \$239,718 through July.

Actual Net Position is a negative \$61,365 through July.



ROCKY KNOLL DAILY CENSUS AUGUST 01, 2018 THROUGH JULY 31, 2019



| Patient per Day Costs  |                   |                |                   |                |
|------------------------|-------------------|----------------|-------------------|----------------|
| Expense Category       | Through July 2018 |                | Through July 2019 |                |
| Salary/Fringes         | 198.87            | 68.67%         | 205.36            | 70.85%         |
| Contractual Services   | 19.79             | 6.83%          | 19.93             | 6.88%          |
| Operating              | 42.23             | 14.58%         | 37.99             | 13.11%         |
| Utilities              | 7.49              | 2.59%          | 7.12              | 2.46%          |
| Food                   | 6.97              | 2.41%          | 6.75              | 2.33%          |
| Insurance/Depreciation | 14.24             | 4.92%          | 12.70             | 4.38%          |
| <b>TOTAL</b>           | <b>289.59</b>     | <b>100.00%</b> | <b>289.85</b>     | <b>100.00%</b> |