

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE

October 9, 2018 - 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 – September 11, 2018 9:00 AM

Rocky Knoll Administrator's Report

Travel Notifications

Committee Action

Consideration of Accounts Payable Vouchers

Consideration of August 2018 Financials

Consideration of Recruitment Initiative

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

Adjourn

Rocky Knoll Foundation Meeting – 3:00 p.m. – October 15, 2018

Rocky Knoll Health Care Center

Health Care Center Committee Meeting - 9:00 a.m. – November 13, 2018

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 October 4, 2018 at 11:15 a.m.

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

September 11, 2018

Called to Order: 9:00 a.m.

Adjourned 9:45 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

Supervisor Bemis called the meeting to order at 9:00 a.m. It was noted the agenda was posted on September 6, 2018 at 12:30 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 August 14, 2018 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census 122; 5 pending admissions and 3 pending discharges
- **Open Positions** – Certified Nursing Assistant positions: Two part-time day shift, 3 full-time/5 part-time pm shift and 2 full-time/6 part-time night shift; Registered Nurse positions: One part-time day shift and two part-time p.m. shift. Billboard placed on Highway 23 advertising hiring for CNA positions
- **Alzheimer's Bake Sale & Walk** – Rocky Knoll holding a bake sale today and formed a team for the Alzheimer's Walk on September 29th at Evergreen Park
- **Contract Renewals** – Update on contracts renewed or in process of renewal and future plans for Medical Director
- **Walking Path** – Discussed installation of walking/wheelchair path to avoid incidents with traffic in driving/parking areas along with Motorized Scooter / Wheelchair Policy

There were no travel requests.

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

Jeremy Fredericks reviewed the July 2018 financials. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

Ms. Clinton discussed the request to transfer budgeted funds to cover the repair and update of the Code Alert System in specific areas of the facility. Motion was made by Supervisor Conrardy and seconded by Supervisor Glavan to approve. After discussion the motion was rescinded by both Supervisors and will be brought back for discussion / approval at the October meeting after discussions to secure other funding options are held.

Supervisor Conrardy requested approval to attend the DQA Skilled Nursing Facility Forum meeting in Green Bay on September 12, 2018 with Ms. Clinton and Carla Darrah from Rocky Knoll. Motion made by Supervisor Glavan and seconded by Supervisor Bosman to approve. Motion carried.

The next committee meeting will be held October 9, 2018. A motion was made by Supervisor Conrardy and seconded by Supervisor Glavan to adjourn the meeting at 9:45 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary

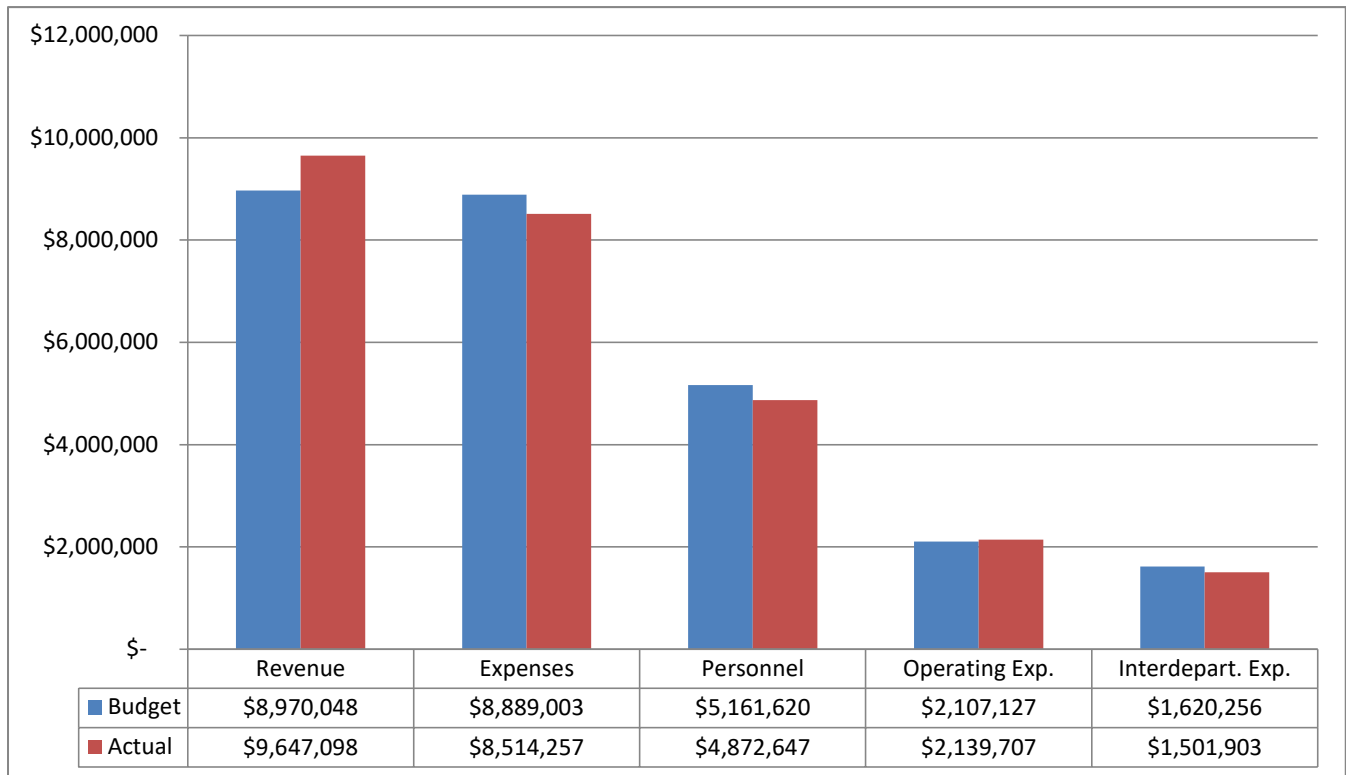
Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended August 31, 2018

| | Month to Date | | | Year To Date | | |
|---|------------------|------------------|-----------------|------------------|------------------|------------------|
| | Budget | Actual | Variance | Budget | Actual | Variance |
| Property Tax Levy | \$ 55,907 | \$ 55,907 | \$ - | \$ 447,256 | \$ 447,256 | \$ - |
| Intergovernmental | 110,552 | 878,697 | 768,145 | 884,417 | 1,689,841 | 805,424 |
| Health Care Services | 967,541 | 904,625 | (62,916) | 7,585,507 | 7,468,294 | (117,213) |
| Other | 493 | 11,060 | 10,567 | 16,363 | 35,593 | 19,230 |
| Interdepartmental (Hwy) | 4,563 | 1,228 | (3,335) | 36,505 | 6,114 | (30,391) |
| Total Revenue | 1,139,056 | 1,851,517 | 712,461 | 8,970,048 | 9,647,098 | 677,050 |
| Wages and Benefits | 648,672 | 616,271 | 32,401 | 5,161,620 | 4,872,647 | 288,973 |
| Operating | 253,246 | 297,414 | (44,168) | 2,107,127 | 2,139,707 | (32,580) |
| Interdepartmental | 193,778 | 177,207 | 16,571 | 1,620,256 | 1,501,903 | 118,353 |
| Expenses Before Capital & Depreciation | 1,095,696 | 1,090,892 | 4,804 | 8,889,003 | 8,514,257 | 374,746 |
| Net Income/(Loss) before Outlay and Depreciation | 43,360 | 760,625 | 717,265 | 81,045 | 1,132,841 | 1,051,796 |
| Capital Outlay | - | 6,520 | (6,520) | 76,000 | 52,380 | 23,620 |
| Depreciation | - | 47,777 | (47,777) | - | 403,877 | (403,877) |
| Total Expenses | 1,095,696 | 1,145,189 | (49,493) | 8,965,003 | 8,970,514 | (5,511) |
| Other Financing | - | - | - | - | - | - |
| Change in Net Position | 43,360 | 706,328 | 662,968 | 5,045 | 676,584 | 671,539 |

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended August 31, 2018

| | Month to Date | | | Year To Date | | |
|---|---------------------|--------------------------------------|--------------------|---------------------|---------------------|--------------------|
| | Budget | Actual | Variance | Budget | Actual | Variance |
| Total Revenue | \$ 1,139,056 | \$ 1,851,517 | \$ 712,461 | \$ 8,970,048 | \$ 9,647,098 | \$ 677,050 |
| Life Enrichment | 22,318 | 22,952 | (634) | 178,600 | 183,607 | (5,007) |
| Dietary | 108,609 | 101,068 | 7,541 | 840,921 | 779,976 | 60,945 |
| RK Administration | 124,482 | 129,484 | (5,002) | 1,082,655 | 1,036,692 | 45,963 |
| Building Services | 84,374 | 98,349 | (13,975) | 708,958 | 734,516 | (25,558) |
| Health Information | 15,421 | 15,602 | (181) | 122,170 | 121,561 | 609 |
| Nursing | 596,622 | 564,432 | 32,190 | 4,819,242 | 4,433,305 | 385,937 |
| Ancillary | 100,041 | 114,919 | (14,878) | 785,463 | 882,402 | (96,939) |
| Environmental Services | 43,829 | 44,061 | (232) | 350,994 | 340,571 | 10,423 |
| Outpatient Services | - | - | - | - | - | - |
| Expenses Before Capital & Depreciation | 1,095,696 | 1,090,867 | 4,829 | 8,889,003 | 8,512,630 | 376,373 |
| Capital Outlay | - | 6,520 | (6,520) | 76,000 | 52,380 | 23,620 |
| Depreciation | - | 47,777 | (47,777) | - | 403,877 | (403,877) |
| Total Expenses | \$ 1,095,696 | \$ 1,145,164 | \$ (49,468) | \$ 8,965,003 | \$ 8,968,887 | \$ (3,884) |
| Total Expense Calc For Annual Report | | Includes Outlay excludes Depr | | 8,965,003 | 8,566,637 | 398,366 |
| Bottom line For Annual Report | | Includes Outlay excludes Depr | | 5,045 | 1,080,461 | (1,075,416) |
| | | | | 81,045 | 1,132,841 | (1,051,796) |

Rocky Knoll Health Care Center Month Ended August 31, 2018



Revenue is \$677,050 over budget. Average census is 126.74 vs budgeted 135.6

Room & Care revenue is \$78,432 under budget.

Ancillary revenue is \$16,171 under budget.

Expenses are \$374,746 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$288,973.

Purchased services are under budget \$6,621.

- Ancillary services are over budget \$73,699.

Repair & maintenance over budget \$73,287.

General operating is under budget \$12,811.

Interdepartmental costs are under budget \$118,353.

- Employee health insurance under budget \$116,008.

Tax levy used through August is \$447,256 or 67% of the Total Tax Levy \$670,883.

Capital Outlay through August is \$52,380.

Total depreciation through August is \$403,877.

Net Position (excluding depreciation) is a positive \$1,080,461 through August.

Actual Net Position is a positive \$728,964 through August.

ROCKY KNOLL DAILY CENSUS SEPTEMBER 01, 2017 THROUGH AUGUST 31, 2018



| Patient per Day Costs | | | | |
|------------------------|---------------------|----------------|---------------------|----------------|
| Expense Category | Through August 2017 | | Through August 2018 | |
| | Salary/Fringes | 186.21 | 69.43% | 198.15 |
| Contractual Services | 18.21 | 6.79% | 20.38 | 7.04% |
| Operating | 36.32 | 13.54% | 42.16 | 14.56% |
| Utilities | 8.07 | 3.01% | 7.74 | 2.67% |
| Food | 7.07 | 2.64% | 7.04 | 2.43% |
| Insurance/Depreciation | 12.33 | 4.60% | 14.10 | 4.87% |
| TOTAL | 268.21 | 100.00% | 289.57 | 100.00% |