NOTICE OF MEETING

HEALTH CARE CENTER COMMITTEE

May 12, 2015 - 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 - Apr 14, 2015 9:00 AM

Rocky Knoll Administrator's Report
Travel Notifications
Committee Actions

Consideration of De-Licensing Nursing Home Bed

Consideration of March 2015 Financials

Consideration of 1st Quarter 2015 Variance - Rocky Knoll

Consideration of Accounts Payable Vouchers

Approve Committee Members Attending Other Meetings
Committee Member Reports on Meetings Attended
Period of Public Comment
Adjourn

Health Care Center Committee Meeting - 9:00 a.m. - May 26, 2015
Rocky Knoll Health Care Center
Rocky Knoll Foundation Meeting - 3:30 p.m. - June 1, 2015
Rocky Knoll Health Care Center
Health Care Center Committee Meeting - 9:00 a.m. - June 9, 2015
Rocky Knoll Health Care Center
Health Care Center Committee Meeting - 9:00 a.m. - June 23, 2015
Rocky Knoll Health Care Center

Prepared by:
Angie Iserloth
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.

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

April 14, 2015 **Called to Order: 9:00 AM** **Adjourned 10:22 AM**

MEMBERS PRESENT: Supervisor Roger Otten, Chairperson; Supervisor Charles Conrardy; Supervisor Richard Bemis; Supervisor Al Bosman; Supervisor Brian Hoffmann

ALSO PRESENT: Rachelle Valleskey, Rocky Knoll Administrator; Jeremy Fetterer, Rocky Knoll Accountant; Tim Chisholm, Rocky Knoll Building Services Manager; Jim TeBeest – Director of Building Services; Violet Feldmann, Ken Plummer

Supervisor Otten called the meeting to order at 9:00 AM. It was noted the agenda was posted on April 9, 2015 at 11:55 AM in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve the minutes of the Health Care Center meeting from March 24, 2015. Motion carried.

Ms. Valleskey shared the results for the Annual Nursing Home survey that was conducted March 31 through April 6, 2015. The surveyors once again praised the overall facility and the staff for being so cooperative. The health survey received six deficiencies and the life safety received 8 deficiencies – all of which were at a low level. Once the Statement of Deficiency is officially received we have ten days to respond with our Plan of Correction. We are already in the process of educating staff and making any corrections that needed to be made.

Tim Chisholm shared the deficiencies with the committee and showed them pictures of the areas that need to be fixed. At this time, they are almost all completed.

Mr. Chisholm and Mr. TeBeest shared information on energy conservation that has occurred at Rocky Knoll since the Retro Commissioning project has been implemented. Savings have been significant, and more savings will be recognized in the future as time progresses.

Mr. Chisholm advised members that he has received several quotes for a Fertilizer project for the grounds at Rocky Knoll. There are two options – a two-step and a four-step program. Costs range from $1,200 for the two-step up to $2,400 for four-step. Kathy Blanke from Land Steward Enhancements, LLC will be at the facility to educate the maintenance staff on upkeep of the different plantings and how to trim, etc.

Ms. Valleskey and Mr. TeBeest shared plans for the CBRF and updated the committee members on the progress. They reviewed specific areas that require remodeling in order to bring it up to code. Cost estimates have been received for 1) Minimum remodeling to bring to code; 2) making minor enhancements; and 3) doing a full overhaul of the unit. The timeline to complete the renovation, which would include getting approval from the State, as well as the different County committees' is approximately one year. They will continue to keep members updated as information is received.

Minutes Acceptance: Minutes of Apr 14, 2015 9:00 AM (Approval of Minutes)

Ms. Valleskey had the following announcements regarding the facility:

- **Census –** 131 in-house, 2 admissions today
- **Woodland Village –** Flooring samples were selected to replace the carpeting in Woodland Village as budgeted for completion in 2015.
- **Wall covering project –** One north is complete and 2 North is currently being worked on. Many compliments have been received so far.
- **All Staff Meeting –** Mandatory all staff meetings will be held April 23rd to discuss Plans of Correction for survey findings and to share information. Scheduled times are 7:00 am, 1:30 pm and 2:30 pm. Self-learning packets have been created for staff members who will be unable to attend.
- **Sheboygan Lutheran High School –** Twelve students will be here Wednesday working with Tim Chisholm and Deb Jacoby on the lawn and bush trimming, etc. and a few will be indoors working with the residents
- **De-license –** Next meeting will have an agenda item to consider de-licensing the last semi- private room, taking the overall bed capacity from 155 to 154.
- **Floor waxing –** All floors in Woodland Village have been waxed. They are currently working on 1 West and will follow with 2 West.

The 2014 4th Quarter Variance for Rocky Knoll was reviewed. It was noted by Supervisor Otten that the amount listed under Donations should be listed as a positive, not a negative amount.

Jeremy Fetterer reviewed the Year-End December 2014 financials with the Committee. Rocky Knoll ended up with an overall loss of $13,000 for 2014 but did mention that expenses from 2013 to 2014 were significantly lower. A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to approve the year-end financials as presented. Motion carried. The February 2015 financials were also reviewed. A motion was made by Supervisor Bemis and seconded by Supervisor Bosman to approve the financials as presented. Motion carried.

Accounts Payable Vouchers were reviewed. A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to approve the vouchers. Motion carried.

Supervisor Otten requested approval for his attendance at the Rocky Knoll survey exit conference which was held on April 6, 2015. Motion made by Supervisor Conrardy and seconded by Supervisor Bemis to approve. Motion carried.

There were no travel requests.

Public comment was received.

Supervisor Conrardy made a motion that the Committee be put on record to congratulate all Rocky Knoll staff for a wonderful job done during the survey and each day at Rocky Knoll. Motion seconded by Supervisor Bosman, by call of the role, all ayes – motion carried.

The next meeting is scheduled for April 28, 2015.

A motion was made by Supervisor Bemis and seconded by Supervisor Bosman to adjourn the meeting at 10:22 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary

Minutes Acceptance: Minutes of Apr 14, 2015 9:00 AM (Approval of Minutes)

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended March 31, 2015

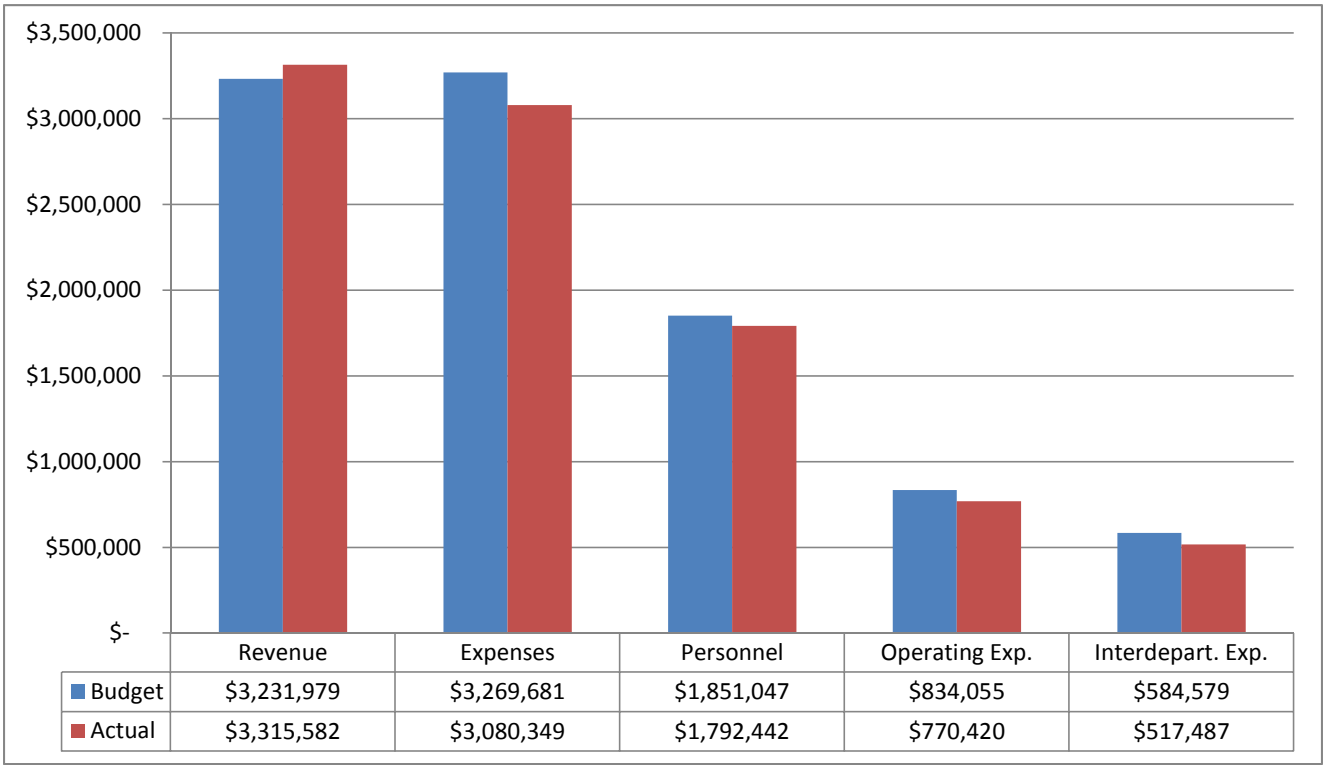
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	$ 69,569	$ 69,569	$ -	$ 208,706	$ 208,706	$ -
Intergovernmental	94,810	94,810	-	275,242	275,242	-
Health Care Services	945,551	938,764	(6,787)	2,747,214	2,814,414	67,200
Other	280	13,477	13,197	817	17,220	16,403
Total Revenue	$ 1,110,210	$ 1,116,620	$ 6,410	$ 3,231,979	$ 3,315,582	$ 83,603
Wages and Benefits	637,585	614,642	22,943	1,851,047	1,792,442	58,605
Operating	265,658	275,592	(9,934)	834,055	770,420	63,635
Interdepartmental	201,296	171,963	29,333	584,579	517,487	67,092
Expenses Before Capital & Depreciation	1,104,539	1,062,197	42,342	3,269,681	3,080,349	189,332
Net Income/(Loss) before Outlay and Depreciation	5,671	54,423	48,752	(37,702)	235,233	272,935
Capital Outlay	55,000	43,789	11,211	127,607	48,304	79,303
Depreciation	-	92,757	(92,757)	-	137,671	(137,671)
Total Expenses	$ 1,159,539	$ 1,198,743	$ (39,204)	$ 3,397,288	$ 3,266,324	$ 130,964

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended March 31, 2015

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	$ 1,110,210	$ 1,116,620	$ 6,410	$ 3,231,979	$ 3,315,582	$ 83,603
Life Enrichment	20,118	17,311	2,807	58,344	51,667	6,677
Dietary	107,007	88,496	18,511	310,654	276,805	33,849
RK Administration	139,111	134,923	4,188	470,093	411,586	58,507
Building Services	87,619	92,357	(4,738)	250,827	220,638	30,189
Health Information	13,683	13,386	297	39,878	38,906	972
Nursing	579,085	554,720	24,365	1,681,316	1,609,786	71,530
Ancillary	114,864	121,118	(6,254)	333,581	358,729	(25,148)
Environmental Services	43,052	39,166	3,886	124,988	111,512	13,476
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,104,539	1,061,477	43,062	3,269,681	3,079,629	190,052
Capital Outlay	55,000	43,789	11,211	127,607	48,304	79,303
Depreciation	-	45,927	(45,927)	-	137,671	(137,671)
Total Expenses	$ 1,159,539	$ 1,151,193	$ 8,346	$ 3,397,288	$ 3,265,604	$ 131,684

Attachment: March 2015 Financials (2871 : March 2015 Financials)

Rocky Knoll Health Care Center
Month Ended March 31, 2015



	Revenue	Expenses	Personnel	Operating Exp.	Interdepart. Exp.
Budget	$3,231,979	$3,269,681	$1,851,047	$834,055	$584,579
Actual	$3,315,582	$3,080,349	$1,792,442	$770,420	$517,487

Revenue is $83,603 over budget. Average census is 127.27 vs budgeted 128.0
- Room & Care revenue is $108,360 over budget.
- Ancillary revenue is $40,547 under budget.

Expenses are $189,332 under budget (excluding capital outlay and depreciation).
- Wage & benefits are under budget $58,605.
- Purchased services are over budget $8,296.
  - Ancillary services are over budget $13,464.
- Repair & maintenance under budget $13,364.
- General operating is under budget $57,347.
- Interdepartmental costs are under budget $67,092.
  - Employee health insurance under budget $61,247.

Total tax levy through March is $208,706.

Capital Outlay through March is $48,304.

Total depreciation through March is $137,671.

Attachment: March 2015 Financials (2871 : March 2015 Financials)

VARIANCE REPORT FOR DEPARTMENT -- ROCKY KNOLL
FOR THE QUARTER ENDING 03/31/15

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
Public Charges for Services		
Health Care Services	67,177.64	Higher than expected due to higher January census and patient mix
Interest and Other Revenue		
Other Miscellaneous	16,367.52	Final Focus on Energy credit budgeted for 2014
Personnel Related Expenditure		
Wages	26,828.12	Lower than budgeted wages. Percentage-wise wages are very close to expected.
Overtime/Compensatory Time	12,336.88	Lower than budgeted OT may be due to lower than expected unapproved OT needed.
Benefits	19,440.18	Reflects lower than budgeted wages and conservative WRS budgeting
Operating Expenses		
Purchased Services	(8,296.13)	Timing of utility expenses that had been budgeted by days per month net with Therapy expenses.
Repair and Maintenance	13,363.64	Timing of repair and Maintenance needs particularly in the structural account
General Operating	57,347.05	Large negative General repairs and maintnenace ($6,000) combined with large positive office furniture variance due to budgeting of $55k donated funds. Negative variance for prescription drugs of ($10,000) and positive variance in the Food account ($13,000)
Interdepartmental Charges		
Insurance & Employee Related	65,983.84	Positive variance due to staff benefit plan options selected.
Capital Outlay	79,303.47	Capital outlay not yet utilized from carryover of funds
Depreciation	(137,670.99)	Depreciation not budgeted.
TOTAL	**212,181.22**	