

**NOTICE OF MEETING**  
**HEALTH CARE CENTER COMMITTEE**  
**July 8, 2020 - 9:00 AM**

Sheboygan County  
Transportation Facility  
W5741 CTH J, Plymouth WI

Call to Order

Certification of Compliance with Open Meeting Law

Approve Minutes of Health Care Center Committee Meeting on June 10, 2020

Rocky Knoll Administrator's Report

Travel Notifications

Committee Action

- Consideration of Vacant Position Request for Health Unit Coordinator
- Consideration for Table of Organization Change
  - VPR for Senior Building Services Technician
- Consideration of Budget Adjustment – Dietary Contracted Services
- Consideration of Accounts Payable Vouchers
- Consideration of May Financials

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

Public Comment

Adjourn

Rocky Knoll Foundation Meeting – not scheduled at this time

Health Care Center Committee Meeting – August 12, 2020 scheduled

Prepared by:  
Cindy Stevens  
Recording Secretary

Jacqueline Veldman  
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 920-449-1236 prior to the meeting so that accommodations may be arranged.

Posted 07/06/2020 @ 9:15am

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

Sheboygan County Administration Building  
508 New York Avenue – Rm 302  
Sheboygan, WI 53081

June 10, 2020

Called to Order: 9:00 a.m.

Adjourned 9:30 a.m.

MEMBERS PRESENT: Supervisor Jacqueline Veldman, Chairperson; Supervisor Curt Brauer, Vice Chairperson; Supervisor Al Bosman, Secretary; Supervisor Fran Damp; Supervisor Marilyn Montemayor

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Kyle Theiler, Assistant Administrator; Jeremy Fredericks, Accountant; Cindy Stevens, Recording Secretary

Chairperson Veldman called the meeting to order at 9:00 a.m. It was noted the agenda was posted on June 8, 2020 at 1:15 p.m. in compliance with the Open Meeting Law.

Motion made by supervisor Brauer and seconded by Supervisor Damp to approve minutes of the May 13, 2020 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census 118 (Budgeted for 129); 6 pending admissions and 2 pending discharges; Woodland Village Rehab Unit census is 16 (capacity 33)
- **Open Positions** – Registered Nurse positions: PM Shift: 2 part-time; All previously open CNA positions have been and remain filled.
- **Staffing Updates** – Assistant Administrator Kyle Theiler started employment May 18, 2020. Kyle introduced himself and gave a brief narrative of his education and career path. We welcome him to the Team and look forward to working with him.  
**Matt Burton, UW-** Eau Claire Practicum student began a one-year training program with us on June 1<sup>st</sup>. He will spend time with each department and be involved with many aspects of long-term care management.
- **New Horizon Foods** – Wendy Dekker is back in the role of Dining and Hospitality Manager. NHF is going through some reorganizing at this time and the previous regional director who was helping out here has been replaced. We are finding his replacement, Don, to be a better fit for our facility. The transition to NHF as our dietary provider has been bumpy, but we continue to work with them to better serve our residents.
- **Day Care** – Growing Generations started providing services today. Originally, we had four families signed up for services, but with all the changes COVID-19 has brought, only one infant is in the Day Care currently. As life gets back to normal we expect that to change and the need for services to increase as more parents return to work. The Day Care space itself turned out very nice and bids are currently being received for the outdoor play area.
- **COVID-19 Update** – There are no active cases of COVID-19 at Rocky Knoll at this time and no pending tests. Mass testing of staff, residents, volunteers and contracted personnel was conducted on June 1 and June 2. All tests were negative. Following CDC and Public Health guidelines, we will be retesting on June 15 and every two weeks afterwards. Testing for staff will be mandatory per Sheboygan County Administration. As the pandemic evolves we will continue to follow CDC recommendations to keep our residents safe.
- **Visiting Booth** – to help fulfill the desire for families to see their loved ones, we constructed a plexi-glass booth where residents can safely sit inside while the visit with their family and friends who are outside of the booth. It has been very well received.
- **Bistro/Café** – Construction of the Bistro is underway and expected to be complete in 4 weeks.

There were no Travel Notifications.

Accounts Payable vouchers were reviewed. Motion made by Supervisor Bosman and seconded by Supervisor Damp to approve as presented. Motion carried.

Jeremy Fredericks presented the April Financials. Motion made by Supervisor Brauer and seconded by Supervisor Montemayor to approve as presented. Motion carried.

No further business to discuss.

Next meeting is scheduled for July 8, 2020 at 9:00 am.

Motion made by Supervisor Brauer and seconded by Supervisor Bosman to adjourn the meeting at 9:30 a.m. Motion carried and meeting adjourned.

Cindy Stevens  
Recording Secretary

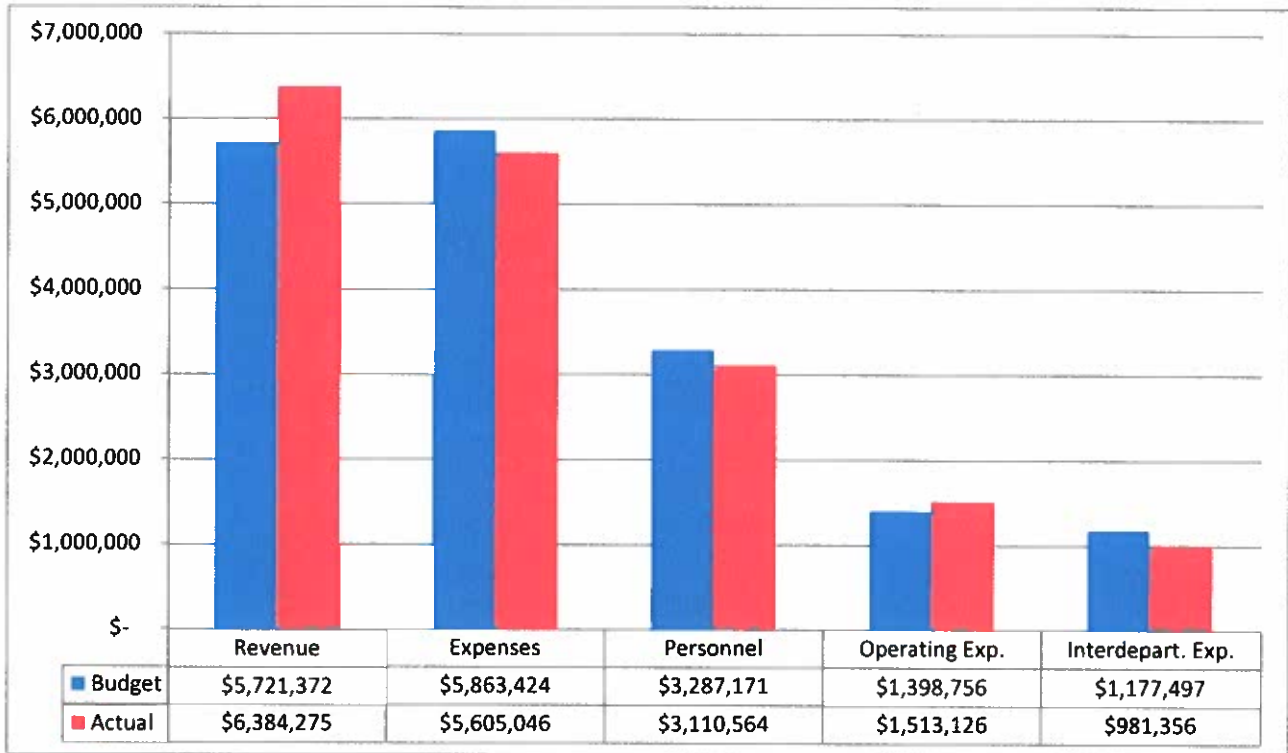
Rocky Knoll Health Care Center  
Budget to Actual Comparison  
Month Ended May 31, 2020

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 50,495	\$ 50,495	\$ -	\$ 332,663	\$ 332,663	\$ -
Intergovernmental	122,929	125,692	2,763	614,645	620,158	5,513
Health Care Services	976,778	839,782	(136,996)	4,758,786	4,757,634	(1,152)
Other	357	422,677	422,320	2,988	663,289	660,301
Interdepartmental (Hwy)	2,458	1,994	(464)	12,290	10,531	(1,759)
<b>Total Revenue</b>	<b>1,153,017</b>	<b>1,440,640</b>	<b>287,623</b>	<b>5,721,372</b>	<b>6,384,275</b>	<b>662,903</b>
Wages and Benefits	677,458	630,384	47,074	3,287,171	3,110,564	176,607
Operating	238,945	304,981	(66,036)	1,398,756	1,513,126	(114,370)
Interdepartmental	219,456	176,536	42,920	1,177,497	981,356	196,141
<b>Expenses Before Capital &amp; Depreciation</b>	<b>1,135,859</b>	<b>1,111,901</b>	<b>23,958</b>	<b>5,863,424</b>	<b>5,605,046</b>	<b>258,378</b>
<b>Net Income/(Loss) before Outlay and Depreciation</b>	<b>17,158</b>	<b>328,739</b>	<b>311,581</b>	<b>(142,052)</b>	<b>779,229</b>	<b>921,281</b>
Capital Outlay	-	-	-	241,300	118,600	122,700
Depreciation	-	47,940	(47,940)	-	257,755	(257,755)
<b>Total Expenses</b>	<b>1,135,859</b>	<b>1,159,841</b>	<b>(23,982)</b>	<b>6,104,724</b>	<b>5,981,401</b>	<b>123,323</b>
Other Financing	-	-	-	-	-	-
<b>Change in Net Position</b>	<b>17,158</b>	<b>280,799</b>	<b>263,641</b>	<b>(383,352)</b>	<b>402,874</b>	<b>786,226</b>

Rocky Knoll Health Care Center  
Budget to Actual Comparison by Division  
Month Ended May 31, 2020

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
<b>Total Revenue</b>	<b>\$ 1,153,017</b>	<b>\$ 1,440,640</b>	<b>\$ 287,623</b>	<b>\$ 5,721,372</b>	<b>\$ 6,384,275</b>	<b>\$ 662,903</b>
Life Enrichment	24,848	21,440	3,408	122,720	114,796	7,924
Dietary	111,273	108,604	2,669	533,144	628,908	(95,764)
RK Administration	136,866	144,788	(7,922)	711,796	650,814	60,982
Building Services	61,315	65,269	(3,954)	506,845	369,966	136,879
Health Information	15,579	15,748	(169)	80,915	80,780	135
Nursing	627,058	607,110	19,948	3,105,977	2,969,755	136,222
Ancillary	106,371	75,678	30,693	539,179	491,883	47,296
Environmental Services	52,549	52,696	(147)	262,848	254,162	8,686
Outpatient Services	-	-	-	-	-	-
<b>Expenses Before Capital &amp; Depreciation</b>	<b>1,135,859</b>	<b>1,091,333</b>	<b>44,526</b>	<b>5,863,424</b>	<b>5,561,064</b>	<b>302,360</b>
Capital Outlay	-	-	-	241,300	118,600	122,700
Depreciation	-	47,940	(47,940)	-	257,755	(257,755)
<b>Total Expenses</b>	<b>\$ 1,135,859</b>	<b>\$ 1,139,273</b>	<b>\$ (3,414)</b>	<b>\$ 6,104,724</b>	<b>\$ 5,937,419</b>	<b>\$ 167,305</b>
<b>Total Expense Calc For Annual Report</b>				<b>6,104,724</b>	<b>5,723,646</b>	<b>381,078</b>
<b>Bottom line For Annual Report</b>				<b>(383,352)</b>	<b>660,629</b>	<b>(1,043,981)</b>
				<b>(142,052)</b>	<b>779,229</b>	<b>(921,281)</b>

**Rocky Knoll Health Care Center  
Month Ended May 31, 2020**



Revenue is \$662,903 over budget. Average census is 122.72 vs budgeted 129

Room & Care revenue is \$455,383 under budget.

Ancillary revenue is \$465,505 over budget.

Stimulus Funds received \$642,228

Expenses are \$258,378 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$176,607.

Purchased services are over budget \$339,711.

- Ancillary services are under budget \$24,297.

Repair & maintenance under budget \$123,201.

General operating is under budget \$100,712.

Interdepartmental costs are under budget \$196,140.

- Employee health insurance under budget \$186,962.

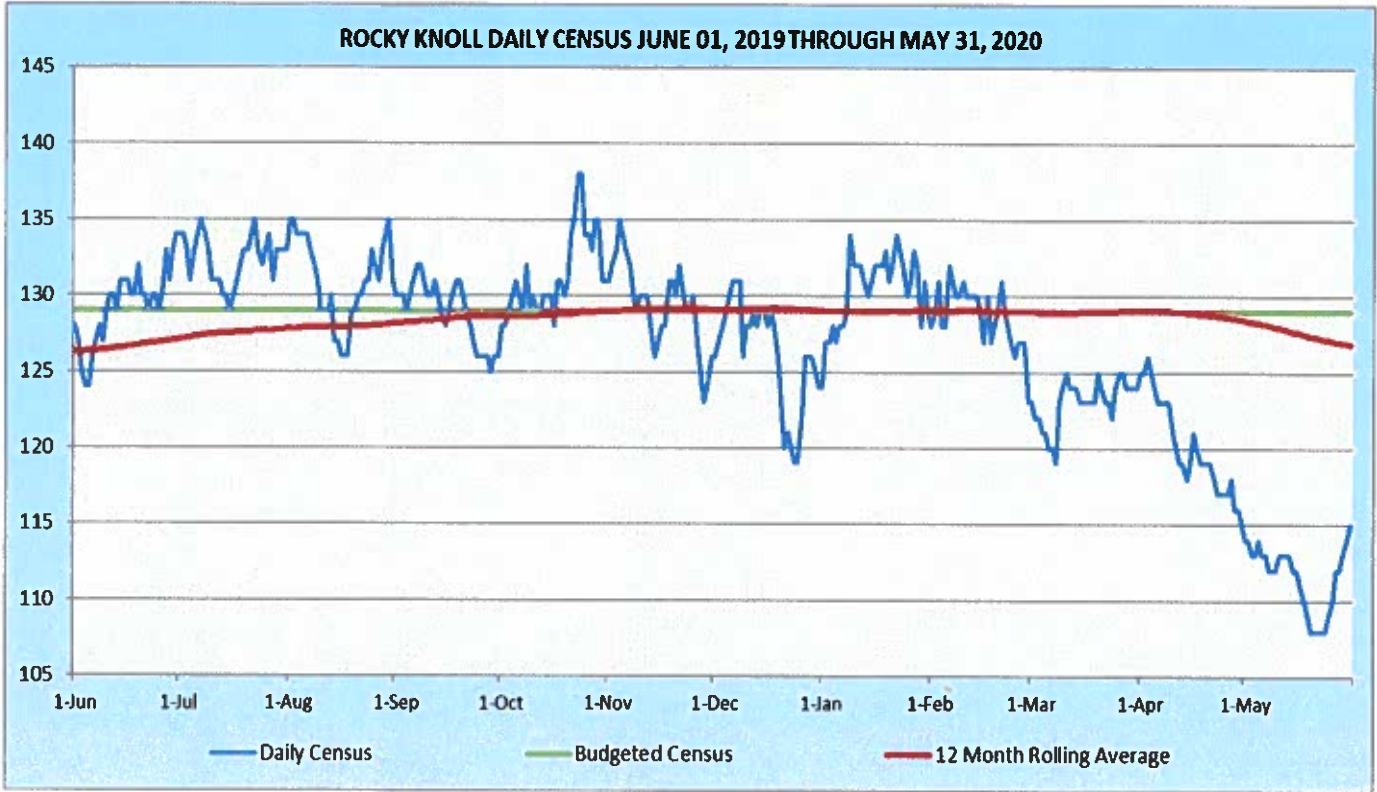
Tax levy used through May is \$332,663 or 40% of the Total Tax Levy \$826,459.

Capital Outlay through May is \$118,600.

Total depreciation through May is \$257,755.

Net Position (excluding depreciation) is a positive \$660,629 through May.

Actual Net Position is a positive \$521,474 through May.



Patient per Day Costs				
Expense Category	Through May 2019		Through May 2020	
Salary/Fringes	206.17	71.07%	208.34	70.10%
Contractual Services	20.39	7.03%	17.72	5.96%
Operating	36.84	12.70%	47.70	16.05%
Utilities	6.84	2.36%	6.39	2.15%
Food	7.00	2.41%	2.17	0.73%
Insurance/Depreciation	12.84	4.43%	14.89	5.01%
<b>TOTAL</b>	<b>290.08</b>	<b>100.00%</b>	<b>297.21</b>	<b>100.00%</b>