

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE
May 8, 2018 - 9:00 AM

Rocky Knoll
N7135 Rocky Knoll Parkway
Plymouth, WI 53073
Shah West Conference Room

Amended Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Rocky Knoll Administrator's Report

Travel Notifications – None at time of posting

Committee Action

 Consideration of Accounts Payable Vouchers

 Consideration of March 2018 Financials

Consideration of County-Owned Vehicle Policy and Vehicle List

Approval of Committee Members Attending Other Meetings / Reports on Meetings Attended

Adjourn

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 05/04/2018 at 2:45 PM

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

April 10, 2018

Called to Order: 9:25 a.m.

Adjourned 10:39 a.m.

MEMBERS PRESENT: Supervisor Richard Bemis, Chairperson; Supervisor Charles Conrardy, Secretary; Supervisor Al Bosman

MEMBERS ABSENT: Supervisor Brian Hoffmann, Vice-Chairperson; Supervisor Roger Otten

ALSO PRESENT: Jeremy Fredericks, Kayla Clinton

Supervisor Bemis called the meeting to order at 9:25 a.m. It was noted the agenda was posted on April 5, 2018 at 12:00 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 of the March 13, 2018 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census 121; 3 pending admissions and 3 pending discharges this week
- **Open Positions** – One part-time day shift C.N.A., 3 full-time/6 part-time pm shift C.N.A.'s and 3 part-time night shift C.N.A.'s; 1 part-time day shift, 1 full-time/2 part-time p.m. shift and 2 part-time night shift Registered Nurse; one Personal Care Assistant on day shift; 1 part-time Environmental Services Worker I and 1 part-time Environmental Services Worker II available
- **Clinical / QA Update** – 2 North had confirmed cases of Influenza B and was quarantined. Facility is working closely with Public Health and has kept contained to one unit.
- **Facility Projects** – There are several projects we are working on in the facility such as updating the website, Gmail, employee engagement activity planning, Vibetech PIP, survey readiness, recruitment/Wisconsin Caregiver Career Program and plans for the 5-year capital.

Ms. Clinton and Ms. Carla Darrah, Director of Nursing will attend the LeadingAge Wisconsin Spring Conference in Wisconsin Dells from May 2nd thru May 4, 2018 and funds were budgeted.

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

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

Ms. Clinton requested approval of two Vacant Position Requests for an Environmental Service Worker I and Environmental Service Worker II. These will be in addition to the current staff, but within the table of organization FTE's. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve. Motion carried.

Ms. Clinton discussed her request to make a change to the Rocky Knoll Table of Organization to increase the FTE's of the Health Care Professional (Social Worker) FTE from 2 to 2.5 for succession planning purposes with the anticipated retirement of the Social Workers currently employed. In

addition, she would like to increase the FTE for Health Care Center Professionals – Registered Nurses from 18 to 19, and decrease the FTE for Health Care Center Nursing – LPN's from 15 to 14. A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve. By roll call, motion carried and will be forwarded to the Human Resource Committee for action.

Ms. Clinton requested approval of the Vacant Position Request for a Health Care Center Professional – Social Worker (part-time). Motion was made by Supervisor Bosman and seconded by Supervisor Conrardy to approve. Motion carried and will be forwarded to the Human Resource Committee for action.

Salary/Equity Adjustments were requested for two Environmental Service Worker I employees who have been with the facility between 4-1/2 and 8 years. Years of service was not taken into account for these two employees, and with the new DBM salary range, they are both making only \$0.21 and \$0.24 more per hour than the starting range. With a newly hired employee reaching their initial review period of 6 months and assuming they are at an 7.0 rating (2% increase), they will make more than these two individuals who have proved to be very dedicated, hard workers. Motion was made by Supervisor Bosman and seconded by Supervisor Conrardy to approve. By roll call, motion carried and will be forwarded to the Human Resource Committee for action.

A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to adjourn the meeting at 10:39 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary

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

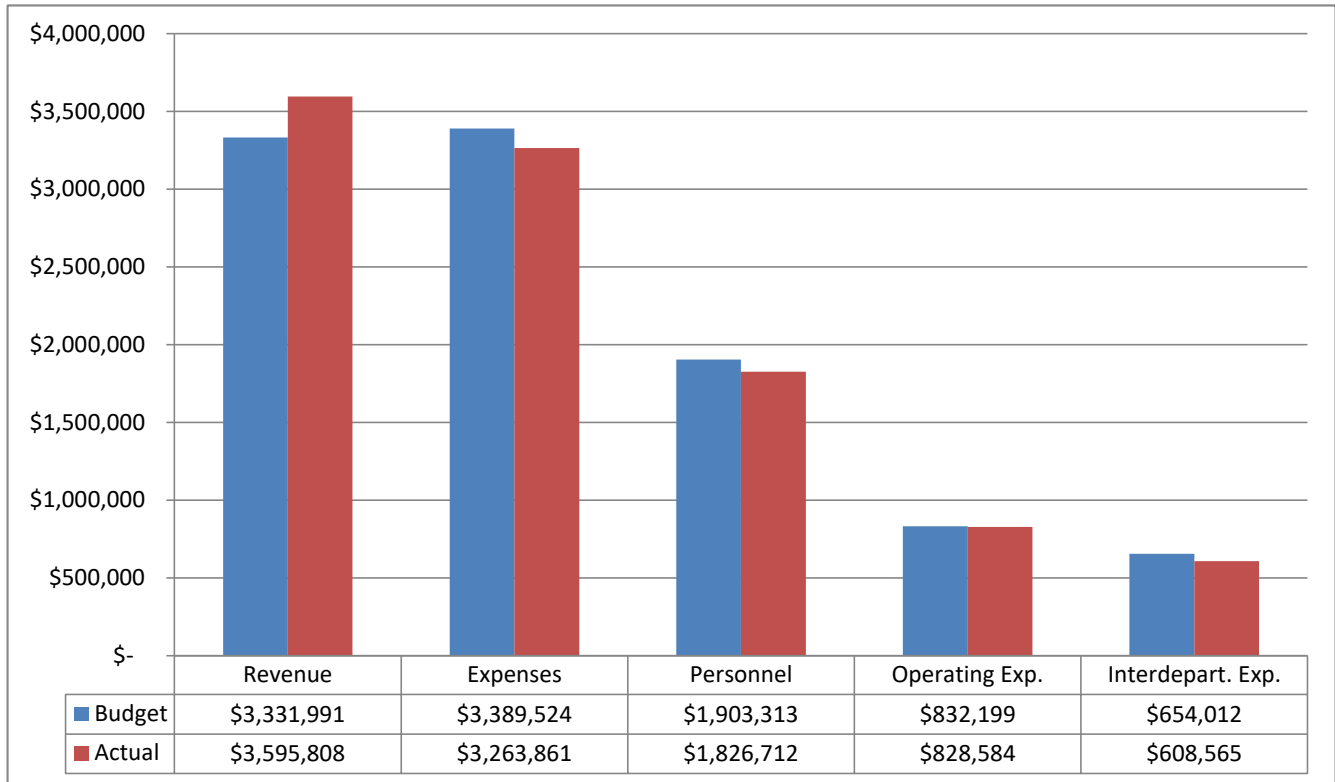
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 55,907	\$ 55,907	\$ -	\$ 167,721	\$ 167,721	\$ -
Intergovernmental	110,552	117,034	6,482	331,656	351,100	19,444
Health Care Services	967,541	1,024,359	56,818	2,809,244	3,067,897	258,653
Other	743	5,765	5,022	9,681	7,813	(1,868)
Interdepartmental (Hwy)	4,563	627	(3,936)	13,689	1,277	(12,412)
Total Revenue	1,139,306	1,203,692	64,386	3,331,991	3,595,808	263,817
Wages and Benefits	648,669	632,718	15,951	1,903,313	1,826,712	76,601
Operating	281,106	311,993	(30,887)	832,199	828,584	3,615
Interdepartmental	270,432	264,240	6,192	654,012	608,565	45,447
Expenses Before Capital & Depreciation	1,200,207	1,208,951	(8,744)	3,389,524	3,263,861	125,663
Net Income/(Loss) before Outlay and Depreciation	(60,901)	(5,259)	55,642	(57,533)	331,947	389,480
Capital Outlay	-	7,783	(7,783)	45,500	9,544	35,956
Depreciation	-	70,051	(70,051)	-	164,878	(164,878)
Total Expenses	1,200,207	1,286,785	(86,578)	3,435,024	3,438,283	(3,259)
Other Financing	-	-	-	-	-	-
Change in Net Position	(60,901)	(83,093)	(22,192)	(103,033)	157,525	260,558

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

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,139,306	\$ 1,203,692	\$ 64,386	\$ 3,331,991	\$ 3,595,808	\$ 263,817
Life Enrichment	24,358	27,005	(2,647)	67,139	71,998	(4,859)
Dietary	115,955	112,278	3,677	315,936	302,556	13,380
RK Administration	142,038	139,669	2,369	415,678	392,317	23,361
Building Services	101,248	115,345	(14,097)	304,056	257,459	46,597
Health Information	16,281	16,838	(557)	45,846	46,136	(290)
Nursing	652,651	635,220	17,431	1,817,722	1,700,322	117,400
Ancillary	100,339	119,585	(19,246)	291,024	366,770	(75,746)
Environmental Services	47,337	42,888	4,449	132,123	126,182	5,941
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,200,207	1,208,828	(8,621)	3,389,524	3,263,740	125,784
Capital Outlay	-	7,783	(7,783)	45,500	9,544	35,956
Depreciation	-	70,051	(70,051)	-	164,877	(164,877)
Total Expenses	\$ 1,200,207	\$ 1,286,662	\$ (86,455)	\$ 3,435,024	\$ 3,438,161	\$ (3,137)

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	3,435,024	3,273,405	161,619
Bottom line For Annual Report	Includes Outlay excludes Depr	(103,033)	322,403	(425,436)
		(57,533)	331,947	(389,480)

Rocky Knoll Health Care Center
Month Ended March 31, 2018



Revenue is \$263,817 over budget. Average census is 132.24 vs budgeted 135.6

Room & Care revenue is \$248,467 over budget.

Ancillary revenue is \$13,876 over budget.

Expenses are \$125,663 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$76,601.

Purchased services are over budget \$20,120.

- Ancillary services are over budget \$57,143.

Repair & maintenance under budget \$27,164.

General operating is over budget \$10,439.

Interdepartmental costs are under budget \$45,447.

- Employee health insurance under budget \$45,186.

Tax levy used through March is \$167,721 or 25% of the Total Tax Levy \$670,883.

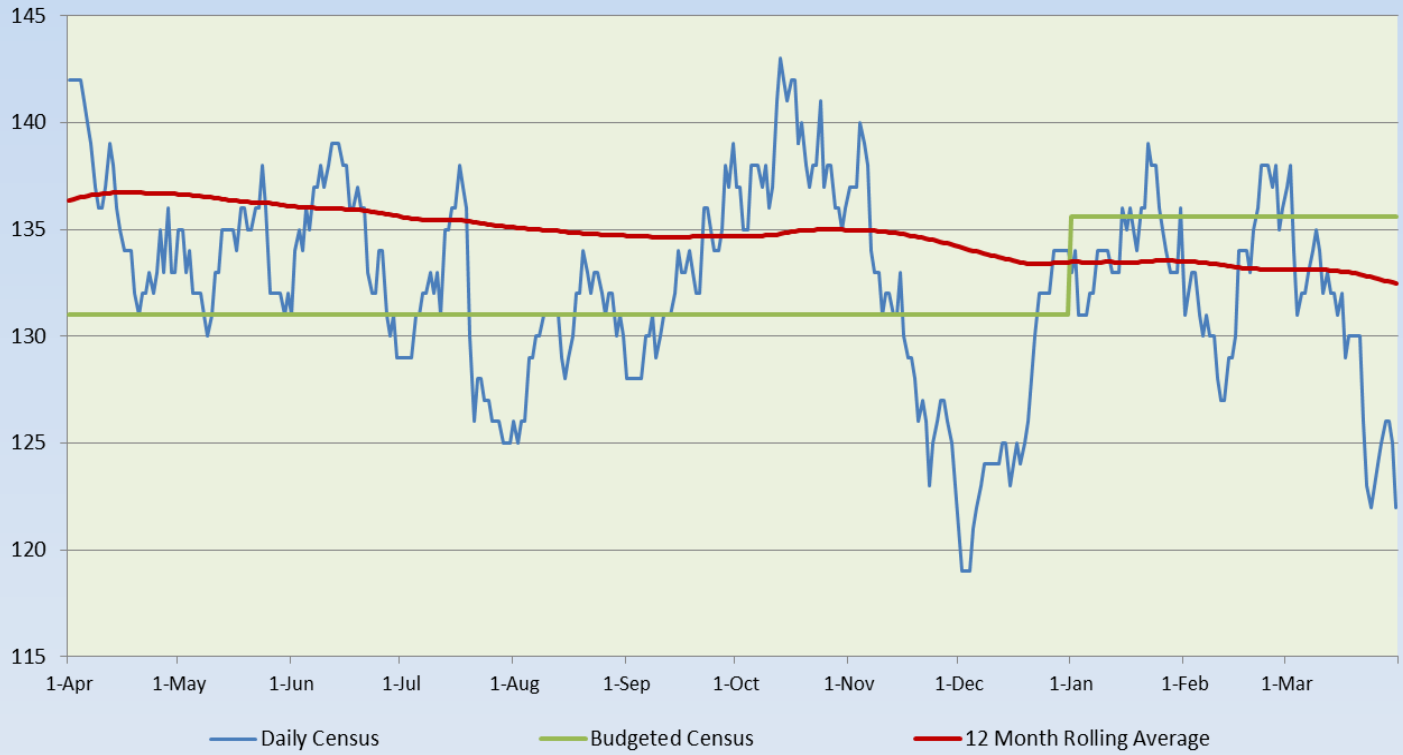
Capital Outlay through March is \$9,544.

Total depreciation through March is \$164,878.

Net Position (excluding depreciation) is a positive \$322,403 through March.

Actual Net Position is a positive \$167,069 through March.

ROCKY KNOLL DAILY CENSUS APRIL 01, 2017 THROUGH MARCH 31, 2018



Patient per Day Costs				
Expense Category	Through March 2017		Through March 2018	
	Salary/Fringes	181.33	69.20%	196.17
Contractual Services	17.83	6.80%	21.41	7.43%
Operating	35.97	13.73%	40.94	14.21%
Utilities	7.18	2.74%	7.51	2.61%
Food	7.37	2.81%	7.25	2.52%
Insurance/Depreciation	12.37	4.72%	14.81	5.14%
TOTAL	262.05	100.00%	288.09	100.00%



ORIGINAL DATE: 03/2005

REVISED: 05/2010, 05/2012

POLICY NUMBER: 20.3

TITLE: County- Owned Vehicle Policy

Policy: County-owned vehicles shall be identified, inventoried and used for the County benefit rather than for private benefit.

Procedure: The following provisions shall be implemented to insure compliance with Chapter 58 (County-owned Vehicles) of the Sheboygan County Code of Ordinances:

1. By April 30 of each even numbered year, the Administrator of Rocky Knoll will prepare an inventory of all motor vehicles assigned to the Center. It shall include: model, type, mileage, purpose for the use of, and staff assigned to each vehicle.
2. The Administrator shall report the inventory to the Health Care Center Committee as a part of the Committee's first meeting in May after the Committee's Organizational Meeting. The policy will be reviewed and revisions made at that time, if necessary.
3. Copies of the Inventory shall be provided to the County Administrator and the County Purchasing Agent.
4. The Rocky Knoll logo shall be displayed on each Health Care Center vehicle to clearly identify it as a County-owned vehicle.
5. A log shall be utilized that indicates the date, estimated time of usage and user of each vehicle. Logs will be retained for three years.
6. Approval must be obtained from the Administrator in advance to take the County vehicle overnight prior to a next day departure for a seminar/meeting. When attending an overnight conference, staff may use the vehicle to obtain a meal if the location is within no more than a 15-mile radius of the seminar/meeting.
7. Use of Rocky Knoll vehicles for personal reasons is prohibited.

Rocky Knoll Health Care Center Vehicle Inventory

April 27, 2018

2010 Ford F-350 Pick-up Truck
Color: Blue
VIN #: 1FTWF3BRXAEB37845
License: WI, Municipal 79423

RK#1

2016 Ford 250 SRW 4X4 Reg. Cab
Color: Blue
License: WI, Municipal 92147
VIN #: 1FTBF2B69GEB62405

RK#2

2003 Dodge Grand Caravan Mini-van
Color: Tan
License: WI, Municipal 19286
VIN #: 2D4GP34L13R263871

RK#3 (AUCTION)

2007 Ford E 350 Braun Para-Transit Van
Color: White
License: WI, Municipal 36199
VIN #: 1FTSS34L97DB10587
Lift Capacity: 800 # Max.
Lift Dimensions: 33" wide x 54" long

RK#4 (AUCTION)

2015 Ford Starcraft Mini Bus
Color: White
License: 89992
VIN # 1FDEE3FL8FDA12274

RK#5

2017 Dodge Grand Caravan SE
Color: White
License: APPLIED FOR (SEE BERNIE)
VIN #: 2C7WDGBG6HR855372

NOT ISSUED YET

2017 Super Z HD Lawnmower
Model: 934927
Serial # 17018530

2017 Kubota Lawn Tractor
Model: T2380A2 -48
Serial # 31093

Tim Chisholm

Phone: 920-893-6441
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