

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE

February 13, 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 – December 12, 2017 9:00 AM

Rocky Knoll Administrator's Report

Travel Notifications – WACH Conference – Kayla Clinton, NHA

Committee Action

- Consideration of Accounts Payable Vouchers
- Consideration of November 2017 Financials
- Consideration of December 2017 Preliminary Financials
- Consideration of Blanket Vacant Position Requests

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

Adjourn

- Rocky Knoll Foundation Meeting - 3:00 p.m. – February 26, 2018
Rocky Knoll Health Care Center
- Health Care Center Committee Meeting - 9:00 a.m. – March 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 2/07/2018 at 10:30 AM

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

December 12, 2017

Called to Order: 9:00 a.m.

Adjourned 9:35 a.m.

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

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant

Supervisor Bemis called the meeting to order at 9:00 a.m. It was noted the agenda was posted on December 6, 2017 at 1:39 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 November 14, 2017 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census 124; 3 potential admissions and 3 pending discharges
- **Open Positions** – Five full-time and 6 part-time pm shift C.N.A.'s and 4 part-time night shift C.N.A.'s; 1 full-time p.m. shift and 1 part-time night shift Registered Nurse; one Personal Care Assistant on day shift
- **Emergency Preparedness** – Facility has agreements in place for mutual aid if we have to do a total evacuation – Sunny Ridge locally and Brewster Village in Outagamie County
- **Facility Updates** – Call light system complete but need to do staff education yet; Memory Care Unit expansion occurred on December 4th
- **Supplemental Payment** – \$83,603 higher than budgeted
- **Clinical Updates** – One West and One North updates
- **Employee Engagement** – All Staff potluck being held December 13th and Holiday Caroling with Ice Cream Bike on December 22nd

3rd Quarter Variance Report was reviewed.

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 October 2017 financials. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

Ms. Clinton requested approval to hire an LTE in the Building Services Department for the winter months. Also presented were requests for Blanket Vacant Positions for the year 2018 for Personal Care Assistants, Certified Nursing Assistants, Licensed Practical Nurses, Registered Nurses, Food Service Workers and Student Workers in the Food Service and Administration departments. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve and forward to the Human Resource Committee for action. Motion carried.

Ms. Clinton discussed the new Rehabilitation Unit Policy and the updates made to the Admission Agreement and Room Transfer Policy. A motion was made by Supervisor Hoffmann and seconded by Supervisor Conrardy to approve as presented. Motion carried.

A motion was made by Supervisor Hoffmann and seconded by Supervisor Bosman to adjourn the meeting at 9:35 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended November 30, 2017

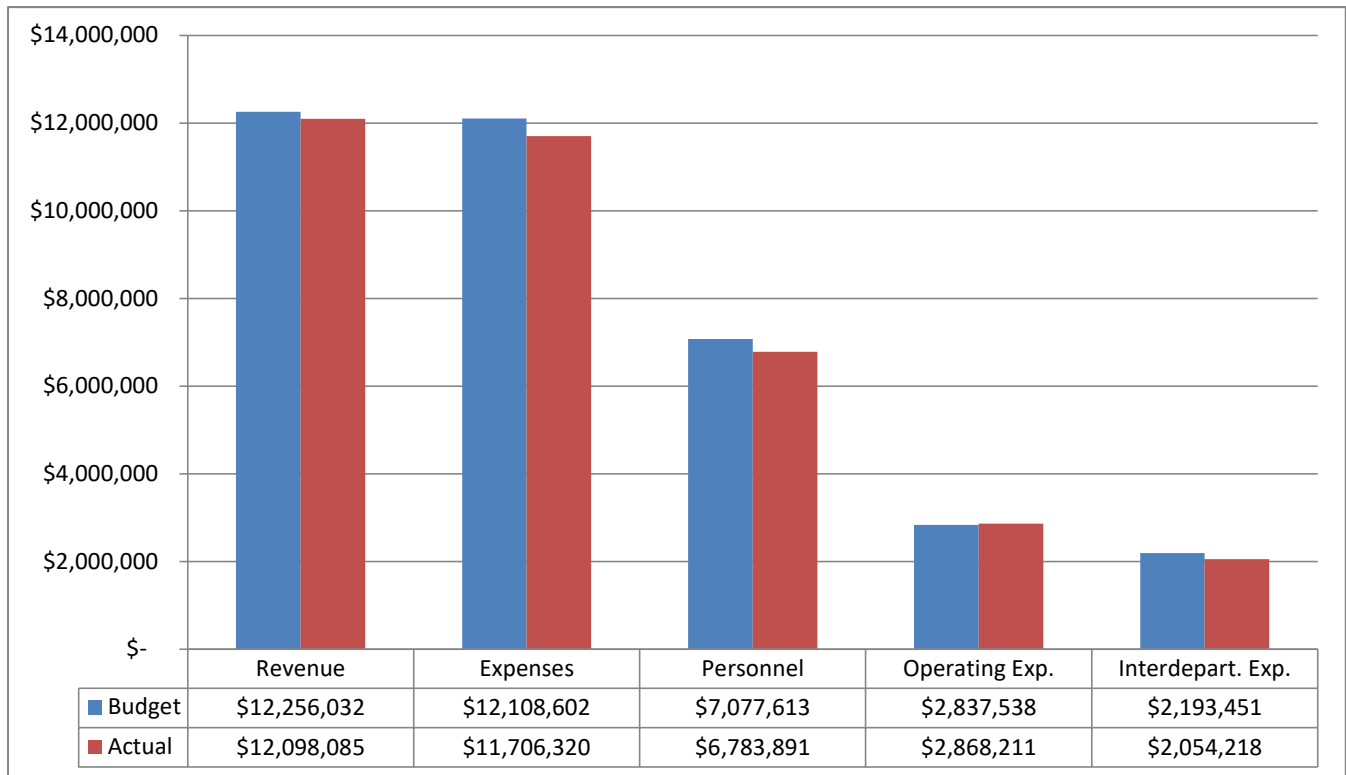
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 70,382	\$ 70,382	\$ -	\$ 774,196	\$ 774,196	\$ -
Intergovernmental	94,202	133,417	39,215	1,036,222	1,181,683	145,461
Health Care Services	937,583	920,594	(16,989)	10,438,980	10,134,337	(304,643)
Other	596	251	(345)	6,634	7,869	1,235
Total Revenue	1,102,763	1,124,644	21,881	12,256,032	12,098,085	(157,947)
Wages and Benefits	669,851	671,613	(1,762)	7,077,613	6,783,891	293,722
Operating	222,837	287,955	(65,118)	2,837,538	2,868,211	(30,673)
Interdepartmental	197,003	178,774	18,229	2,193,451	2,054,218	139,233
Expenses Before Capital & Depreciation	1,089,691	1,138,342	(48,651)	12,108,602	11,706,320	402,282
Net Income/(Loss) before Outlay and Depreciation	13,072	(13,698)	(26,770)	147,430	391,765	244,335
Capital Outlay	26,800	-	26,800	99,581	56,762	42,819
Depreciation	-	45,024	(45,024)	-	507,104	(507,104)
Total Expenses	1,116,491	1,183,366	(66,875)	12,208,183	12,270,186	(62,003)
Other Financing	-	-	-	-	-	-
Change in Net Position	(13,728)	(58,722)	(44,994)	47,849	(172,101)	(219,950)

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended November 30, 2017

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,102,763	\$ 1,124,644	\$ 21,881	\$ 12,256,032	\$ 12,098,085	\$ (157,947)
Life Enrichment	23,392	23,889	(497)	248,297	246,562	1,735
Dietary	103,117	101,762	1,355	1,179,020	1,154,136	24,884
RK Administration	114,620	122,311	(7,691)	1,465,516	1,466,650	(1,134)
Building Services	68,008	107,989	(39,981)	901,333	915,580	(14,247)
Health Information	14,894	15,051	(157)	165,996	165,811	185
Nursing	619,595	608,865	10,730	6,487,342	6,184,469	302,873
Ancillary	105,592	115,696	(10,104)	1,210,537	1,114,094	96,443
Environmental Services	40,473	42,778	(2,305)	450,561	458,837	(8,276)
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,089,691	1,138,341	(48,650)	12,108,602	11,706,139	402,463
Capital Outlay	26,800	-	26,800	99,581	56,762	42,819
Depreciation	-	45,024	(45,024)	-	507,104	(507,104)
Total Expenses	\$ 1,116,491	\$ 1,183,365	\$ (66,874)	\$ 12,208,183	\$ 12,270,005	\$ (61,822)

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	12,208,183	11,763,082	445,101
Bottom line For Annual Report	Includes Outlay excludes Depr	47,849	335,003	(287,154)
		147,430	391,765	(244,335)

Rocky Knoll Health Care Center Month Ended November 30, 2017

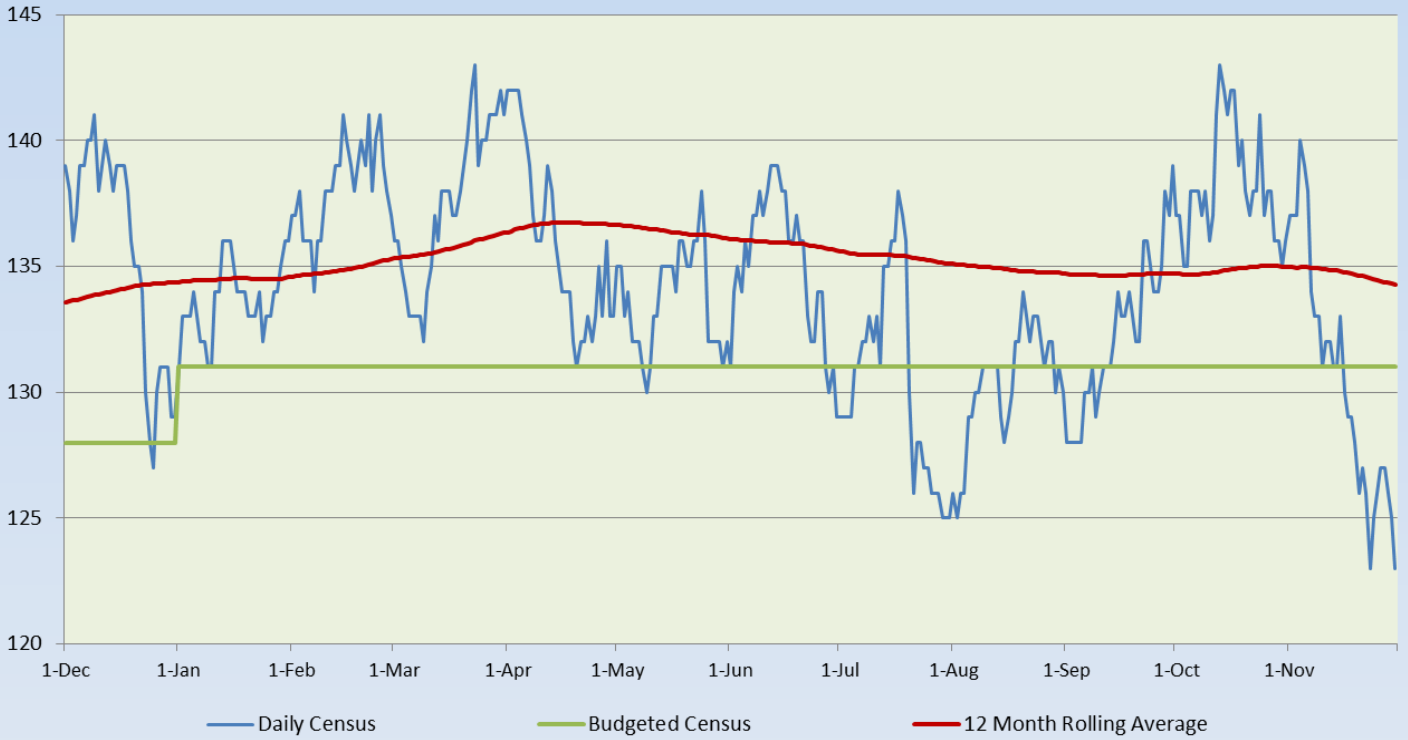


Revenue is \$157,947 under budget. Average census is 134.13 vs budgeted 131.0
 Room & Care revenue is \$253,416 under budget.
 Ancillary revenue is \$50,322 under budget.

Expenses are \$402,282 under budget (excluding capital outlay and depreciation).
 Wage & benefits are under budget \$293,722.
 Purchased services are over budget \$37,169.
 - Ancillary services are under budget \$106,085.
 Repair & maintenance over budget \$12,495.
 General operating is under budget \$17,822.
 Interdepartmental costs are under budget \$139,233.
 - Employee health insurance under budget \$137,179.

Tax levy used through November is \$774,196 or 92% of the Total Tax Levy \$844,577.
 Capital Outlay through November is \$56,762.
 Total depreciation through November is \$507,104.
 Net Position (excluding depreciation) is a positive \$335,003 through November.
 Actual Net Position is a negative \$115,339 through November.

ROCKY KNOLL DAILY CENSUS DECEMBER 01, 2016 THROUGH NOVEMBER 30, 2017



Patient per Day Costs

Expense Category	Through November 2016		Through November 2017	
	Amount	Percentage	Amount	Percentage
Salary/Fringes	185.35	69.11%	189.00	69.32%
Contractual Services	16.71	6.23%	18.56	6.81%
Operating	38.70	14.43%	37.76	13.85%
Utilities	7.41	2.76%	7.98	2.93%
Food	7.55	2.82%	7.08	2.60%
Insurance/Depreciation	12.48	4.65%	12.26	4.50%
TOTAL	268.20	100.00%	272.64	100.00%

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended December 31, 2017

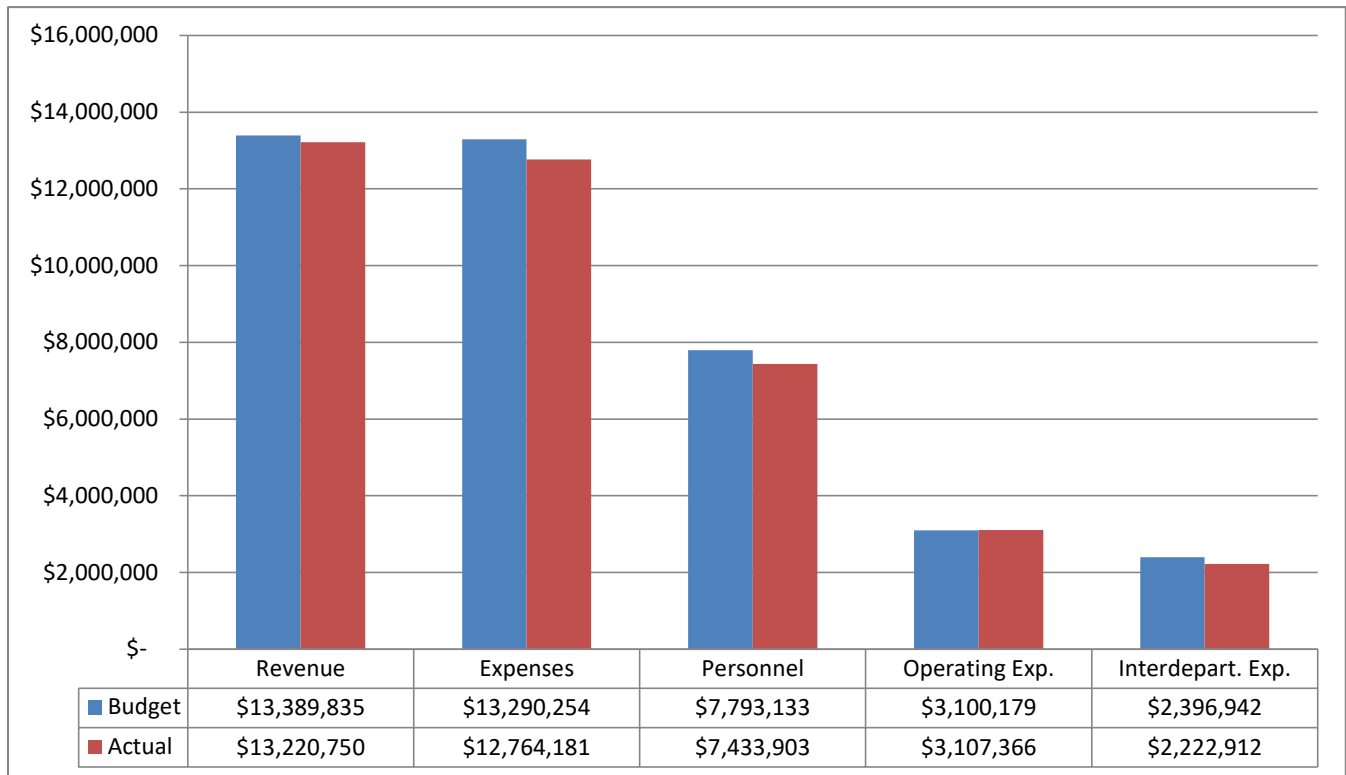
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 70,381	\$ 70,381	\$ -	\$ 844,577	\$ 844,577	\$ -
Intergovernmental	94,201	133,417	39,216	1,130,423	1,315,100	184,677
Health Care Services	968,605	917,712	(50,893)	11,407,585	11,052,049	(355,536)
Other	616	1,156	540	7,250	9,024	1,774
Total Revenue	1,133,803	1,122,666	(11,137)	13,389,835	13,220,750	(169,085)
Wages and Benefits	715,520	650,013	65,507	7,793,133	7,433,903	359,230
Operating	262,641	239,155	23,486	3,100,179	3,107,366	(7,187)
Interdepartmental	203,491	168,694	34,797	2,396,942	2,222,912	174,030
Expenses Before Capital & Depreciation	1,181,652	1,057,862	123,790	13,290,254	12,764,181	526,073
Net Income/(Loss) before Outlay and Depreciation	(47,849)	64,804	112,653	99,581	456,569	356,988
Capital Outlay	-	37,055	(37,055)	99,581	93,817	5,764
Depreciation	-	44,359	(44,359)	-	551,463	(551,463)
Total Expenses	1,181,652	1,139,276	42,376	13,389,835	13,409,461	(19,626)
Other Financing	-	-	-	-	-	-
Change in Net Position	(47,849)	(16,610)	31,239	-	(188,711)	(188,711)

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended December 31, 2017

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,133,803	\$ 1,122,666	\$ (11,137)	\$ 13,389,835	\$ 13,220,750	\$ (169,085)
Life Enrichment	24,177	24,319	(142)	272,474	270,879	1,595
Dietary	113,420	111,548	1,872	1,292,440	1,265,683	26,757
RK Administration	126,545	110,523	16,022	1,592,061	1,577,172	14,889
Building Services	82,949	73,752	9,197	984,282	989,332	(5,050)
Health Information	15,387	15,491	(104)	181,383	181,302	81
Nursing	664,724	589,968	74,756	7,152,066	6,774,438	377,628
Ancillary	112,638	91,930	20,708	1,323,175	1,206,024	117,151
Environmental Services	41,812	40,331	1,481	492,373	499,169	(6,796)
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,181,652	1,057,862	123,790	13,290,254	12,763,999	526,255
Capital Outlay	-	37,055	(37,055)	99,581	93,817	5,764
Depreciation	-	44,359	(44,359)	-	551,463	(551,463)
Total Expenses	\$ 1,181,652	\$ 1,139,276	\$ 42,376	\$ 13,389,835	\$ 13,409,279	\$ (19,444)

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	13,389,835	12,857,998	531,837
Bottom line For Annual Report	Includes Outlay excludes Depr	-	362,752	(362,752)
		99,581	456,569	(356,988)

Rocky Knoll Health Care Center
Month Ended December 31, 2017



Revenue is \$169,085 under budget. Average census is 133.47 vs budgeted 131.0

Room & Care revenue is \$298,802 under budget.

Ancillary revenue is \$55,498 under budget.

Expenses are \$526,073 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$359,230.

Purchased services are over budget \$22,811.

- Ancillary services are under budget \$120,371.

Repair & maintenance over budget \$11,913.

General operating is under budget \$26,219.

Interdepartmental costs are under budget \$174,030.

- Employee health insurance under budget \$162,077.

Tax levy used through December is \$844,577 or 100% of the Total Tax Levy \$844,577.

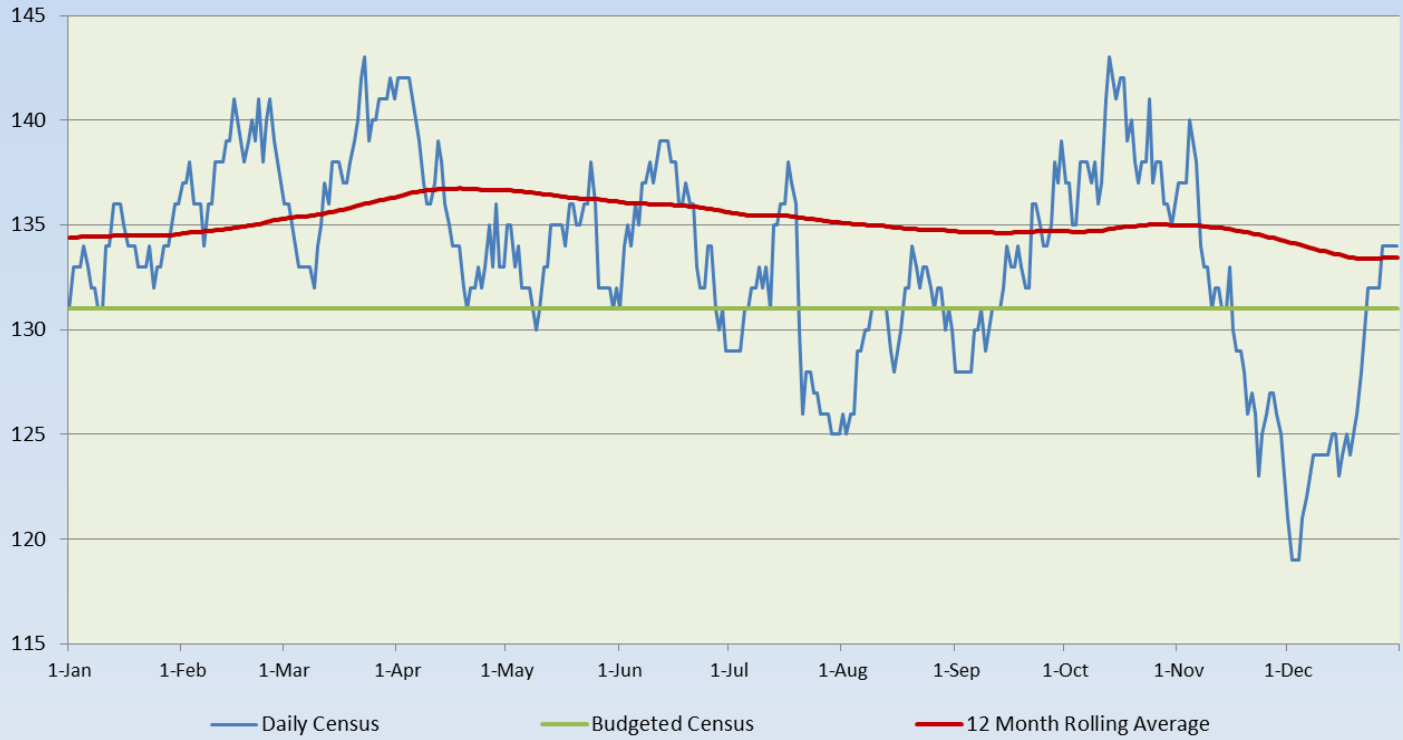
Capital Outlay through December is \$93,817.

Total depreciation through December is \$551,463.

Net Position (excluding depreciation) is a positive \$362,752 through December.

Actual Net Position is a negative \$94,894 through December.

ROCKY KNOLL DAILY CENSUS JANUARY 01, 2017 THROUGH DECEMBER 31, 2017



Patient per Day Costs

Expense Category	Through December 2016		Through December 2017	
	Amount	Percentage	Amount	Percentage
Salary/Fringes	185.57	68.87%	190.07	69.54%
Contractual Services	16.46	6.11%	18.52	6.78%
Operating	39.96	14.83%	37.53	13.73%
Utilities	7.39	2.74%	7.76	2.84%
Food	7.64	2.84%	7.21	2.64%
Insurance/Depreciation	12.44	4.62%	12.25	4.48%
TOTAL	269.46	100.00%	273.34	100.00%



Sheboygan County

VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 1/31/2018
To: Health Care Center Committee Members & Human Resources Committee
From: Kayla Clinton, NHA

Position Request:

Position: Health Care Center Workers (Environmental Services Workers) Blanket VPR for 2018
Reason for Vacancy: Retirement / Resignations

Justification:

These positions are responsible for maintaining the facility environment in a clean, safe and sanitary condition by performing complex housekeeping tasks and laundry task.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No
 If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

DBM Salary Range of Requested Position: A13 \$29,321 - \$41,049

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$29,890	\$12,093	\$41,983

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (**salaried positions only**).
4. HR begins recruitment process.