

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

Sheboygan County Transportation Facility  
W5741 CTH J, Plymouth, WI 53073

October 14, 2020

Called to Order: 9:00 a.m.

Adjourned 9:50 a.m.

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

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Madeline Stechner, Director of Clinical Services RK; Jill Mueller, Assistant Administrator; Tim Chisholm, Maintenance Supervisor; Tracy Wallner, Rocky Knoll Accounts Receivable Coordinator; Jeremy Fredericks, Accountant; Cindy Stevens, Recording Secretary

Chairperson Veldman called the meeting to order at 9:00 a.m. It was noted that the agenda was posted on October 12, 2020 at 3:15 p.m. in compliance with the Open Meeting Law.

Motion made by Supervisor Damp and seconded by Supervisor Bosman to approve minutes of the September 9, 2020 meeting. Motion carried.

Tracy Wallner presented an overview of 2020 - 3<sup>rd</sup> Quarter Bad Debt (totaling \$8658.51). There were no questions from the committee members. Motion made by Supervisor Bosman, seconded by Supervisor Montemayor. Motion carried.

Administrator Clinton introduced Madeline Stechner and Jill Mueller to the committee. They each gave a brief summary of their backgrounds. The committee welcomed them to the Rocky Knoll team.

Administrator Clinton had the following items to report:

- **Census** – In-house census 122 (Budgeted for 129); 1 pending admission and 2 pending discharges; Woodland Village Rehab Unit census is 21 (capacity 33). 2 residents are hospitalized with Covid -19, their return to the facility is expected this weekend.
- **Open Positions** – Part-time Registered Nurse positions: 2 (LPN or RN) 2<sup>nd</sup> shift; 5 Full-time CNA positions 2<sup>nd</sup> and 3<sup>rd</sup> shifts; 11 part-time CNAs 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> shifts; LTE Personal Care Assistant: (five applicants, only hired one); LTE Nurses for Infection Control (one applicant, two open positions); Area Nurse Manager. Note: Nurse Aid in Training class scheduled for November 2-13, 2020.
- **The Rock Café** – Soft opening was Sept. 16. Business has been limited to employees and cash only (waiting for credit/debit card machine from County). Furnishings and artwork installed recently. Grand Opening being planned.
- **COVID-19 Update** – 3 positive employees as of October 9th and 1 positive resident. As of October 12<sup>th</sup>, there were 8 positive residents. All staff members, 1W and 2N residents were tested on October 13<sup>th</sup> – results pending. Residents on 1N and 2W were tested yesterday, October 13<sup>th</sup> and all tested negative. Woodland Village will be tested today, and 1W will be tested again tomorrow, October 15<sup>th</sup>. We will be testing twice weekly based on Sheboygan County's positivity rate. The entire Leadership team has stepped up to perform testing. Hazard pay is in effect for employees working on the Covid-19 unit and/or units where there is an outbreak.

Administrator Clinton presented a VPR (Vacant Position Request) for an Area Nurse Manager. The need for this additional position is driven by added management responsibilities and care needs due to Covid-19. Motion made by Supervisor Damp to approve, seconded by Supervisor Montemayor. Motion carried.

Administrator Clinton presented a VPR for Director of Clinical Services. Motion made by Supervisor Montemayor to approve, seconded by Supervisor Bosman. Motion carried.

Administrator Clinton presented an Equity adjustment for an Environmental Service Worker. Tim Chisholm explained the reasoning behind the request. Motion made by Supervisor Bosman to approve, seconded by Supervisor Brauer. Motion carried.

Tim Chisholm asked if the committee would be agreeable to adjusting the ESW worker's pay back to June 8th when the "inequity" was first noted by the employee. The decision to do this is ultimately decided by HR. Motion made by Supervisor Brauer and seconded by Supervisor Bosman to approve with the stipulation that HR agrees to do so. Motion carried.

Accounts Payable vouchers were reviewed. Motion made by Supervisor Bosman to approve, seconded by Supervisor Montemayor. Motion carried.

Accountant Fredericks presented the August Financials. Motion made by Supervisor Damp and seconded by Supervisor Montemayor to approve as presented. Motion carried.

Motion made by Supervisor Damp and seconded by Supervisor Bosman to adjourn the meeting at 9:50 a.m. Motion carried and meeting adjourned.

Next meeting is scheduled for November 11, 2020 at 9:00 am.; to be held at the Transportation Facility.

Due to Covid-19 restrictions, the Rocky Knoll Foundation will not meet until further notice.

Cindy Stevens  
Recording Secretary