

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

February 11, 2020

Called to Order: 9:01 a.m.

Adjourned 10:05 a.m.

MEMBERS PRESENT: Supervisor Roger Otten, Chairperson; Supervisor Al Bosman, Vice Chairperson; Charles Conrardy, Secretary; Supervisor James Glavan; Supervisor Jacqueline Veldman

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant; Tim Chisholm, Rocky Knoll Building Services Manager; Chris Gerend, New Horizon Foods Area Manager

Chairperson Otten called the meeting to order at 9:00 a.m. It was noted the agenda was posted on February 7, 2020 at 11:15 a.m. in compliance with the Open Meeting Law.

Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve minutes of the January 14, 2020 meeting. Motion carried. Supervisor Otten later requested to amend the minutes to add Supervisor Conrardy's motion to come out of closed session that was seconded by Supervisor Glavan. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census 131; 3 pending admissions and 3 pending discharges; Woodland Village Rehab Unit census is 24 (capacity 33)
- **Open Positions** – Certified Nursing Assistant positions: Day shift: 3 full-time, 7 part-time and 1 weekend only; PM Shift: 3 full-time, 7 part-time, and 1 weekend only; Night Shift: 6 part-time and 1 weekend only. Registered Nurse positions: PM Shift: 1 part-time; Night Shift: 1 part-time; 1 part-time pm shift Personal Care Assistant; ANM/Education/Infection Control: 1 full-time
- **New Horizon Foods Transition Update** – Chris Gerend reported that the Dietary Manager and Registered Dietary Clinician were in place and working out well. 13 previous employees have stayed on and 11 new employees were hired. The Resident Council food meeting was well attended and there were only positive comments about the transition. Many compliments were given regarding the actual service of meals
- **Daycare Update** – Chappa Construction will be the contractor completing the remodel. Kayla is meeting with Growing Generations to discuss a discounted rate for County employees
- **Marketing Consultation** – Kayla would like to consider bringing in a Marketing Consultant to promote and help ensure the success of the Daycare program
- **Administration Reorganization Update** – Project Coordinator has been hired. Assistant Administrator interviews are taking place. Currently accepting applications for ANM position that just opened up
- **Building Updates** - Tim Chisholm provided updates regarding the lighting upgrade and the Focus on Energy rebate for the project as well as an incentive rebate for the new dishwasher. He reported that the State Grant application team has been meeting and progressing well on getting all of the necessary steps in place prior to submitting the application

Travel Notifications were given: Director of Clinical Services to attend Wisconsin Director of Nursing Council Symposium Feb. 24 – 27 in Wisconsin Dells. Administrator to attend HealthCare Leadership

for Mass Casualty Incidents, March 8-13 in Anniston, AL. Expenses for this conference are paid for through FEMA who sponsors the event.

Adjustment of Discretionary fees was discussed with committee members by Ms. Clinton. Motion was made by Supervisor Bosman and seconded by Supervisor Conrardy to approve as discussed. Motion carried.

Hiring ESW 1 above Midpoint was discussed. Motion made by Supervisor Conrardy and seconded by Supervisor Veldman to approve. Motion carried.

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

December 2019 Preliminary financials were presented. Motion was made by Supervisor Bosman and seconded by Supervisor Glavan to approve as presented. Motion carried.

Ms. Clinton will not be able to attend the next scheduled meeting. Committee decided to meet the following week on March 18, 2020 at 9:00 am.

A motion was made by Supervisor Conrardy and seconded by Supervisor Glavan to adjourn the meeting at 10:05 a.m. Motion carried and meeting adjourned.

Cindy Stevens  
Recording Secretary