

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

March 18, 2020

Called to Order: 9:00 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

Chairperson Otten called the meeting to order at 9:00 a.m. It was noted the agenda was posted on March 10, 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 February 11, 2020 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census** – In-house census 123; 1 pending admission and 2 pending discharges; Woodland Village Rehab Unit census is 15 (capacity 33)
- **Open Positions** – Certified Nursing Assistant positions: 11.6 Open FTE positions. Registered Nurse positions: PM Shift: 1 part-time; Night Shift: 1 part-time
- **New Horizon Foods Update** – Nutrition services team is gaining knowledge in preparation processes and service procedures. A few residents voiced complaints at the Resident Council meeting. Most involved specific food items or service complaints which are being addressed. The upcoming Spring menu will add variety and new items to the menu that the residents will hopefully enjoy. NHF is going to be “show casing” some desserts celebrating Holidays (St. Patrick’s Day, Easter, etc.) as something fun to look forward to. Committed to moving forward.
- **Daycare Update** – Kayla mentioned the opportunity to apply for a Rise Prize award. 1M in combined prizes is awarded to programs or organizations working on solutions directly supporting student parents’ secondary success. It includes organizations seeking to add additional products or solutions to accelerate the success of student parents. Our Daycare program would be eligible to apply.
- **Marketing Consultation** – Kayla presented a quote from Sun Graphics for designing a stand-alone website for Rocky Knoll. She feels we would be more visible with our own website instead of being within the Sheboygan County website. It would also offer Rocky Knoll the ability to more easily update and change the website to publicize events.
- **Staffing Updates** – Infection Preventionist/Nurse Educator/ANM hired: Kelli M Sohn  
Assistant Administrator: Kyle Theiler, accepted offer to start employment May 18, 2020.
- **Travel Updates** – Kayla attended the HealthCare Leadership for Mass Casualty Incidents March 2-7 in Alabama.
- **COVID-19 Update** – There are no active cases of COVID-19 at Rocky Knoll at this time. As of March 5, all employees were required to enter the B-5 entrance and self-screen with temperature and answering a questionnaire. We took a proactive stance and restricted visitors as of March 12. Only employees and other Medical staff or visitors of actively dying residents are allowed to enter the facility. All enter through one entrance and are screened. We have preparations in place for treating positive cases if and when that happens. We are also prepared to house staff members as needed. Supplies are being gathered and requested.

Change in Departmental Table of Organization – Admission/Technology position changed to Area Nurse Manager position discussed. Motion made by Supervisor Conrardy and seconded by Supervisor Glavin to approve. Motion carried.

Sign-on Bonuses for Nursing Positions discussed. Motion made by Supervisor Conrardy and seconded by Supervisor Glavin to approve. Motion carried.

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

January Financials were presented. Motion was made by Supervisor Conrardy and seconded by Supervisor Veldman to approve as presented. Motion carried.

Next meeting is scheduled for April 14, 2020 at 9:00 am. It was noted that the meeting may be cancelled due to COVID-19 precautions. Administrator Clinton and Supervisor Otten to decide.

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