

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE

May 13, 2020 - 9:00 AM

Sheboygan County
Administration Building
508 New York Ave, Room 302
Sheboygan, WI 53081

Call to Order

Certification of Compliance with Open Meeting Law

Approve Minutes of Health Care Center Committee Meeting on March 18, 2020

Rocky Knoll Administrator's Report

- RK Introduction
- Covid-19 Update

Travel Notifications

Review of 1st Quarter Variances Year End

Committee Action

- Consideration of County Owned Vehicle Policy and List
- Consideration of Accounts Payable Vouchers
- Consideration of March Financials

Approval of Attendance at Other Meetings or Functions / Reports on Meetings Attended

Adjourn

Rocky Knoll Foundation Meeting – May meeting cancelled
Health Care Center Committee Meeting – June 10, 2020 scheduled

Prepared by:
Kayla Clinton
Recording Secretary

Jacqueline Veldman
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 05/11/2020 @ 11:15am

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

VARIANCE REPORT FOR DEPARTMENT -- ROCKY KNOLL HCC
FOR THE QUARTER ENDING 03/31/2020

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Public Charges for Services		
	Health Care Services	185,832.24	Due to higher Medicaid reimbursement rate and Medicare switching to the Patient Driven Payment Model (PDPM)
	Interest and Other Revenue		
	Other Misc. Revenue	19,371.32	Focus on Energy Rebate for LED Light Project higher than Budgeted
	Personnel Related Expenditure		
X	Wages	47,755.33	Due to Timing of the Budget Adjustments for New Horizon Food Contracted Services
	Overtime	(11,023.60)	Due to staffing shortages in Dietary, Environmental Services, Nursing and staffing of the Pandemic Units
X	Benefits	22,738.77	Due to Timing of the Budget Adjustments for New Horizon Food Contracted Services
	Operating Expenses		
X	Purchased Services	(188,735.78)	Due to Timing of the Budget Adjustments for New Horizon Food Contracted Services
X	Repairs and Maintenance	120,301.52	Projects have been delayed due to facility being on lockdown
X	General Operating	56,930.96	Due to Timing of the Budget Adjustment for New Horizon Food Contracted Services
X	Bad Debt Expense	(3,191.00)	Posting Error-Correction posted 4/1/20/20
	Interdepartmental Charges		
	Employee Related Insurance	113,030.05	Due to open positions, staff benefit plan options selected and Timing of the Budget Adjustments for New Horizon Food Contracted Services
X	Capital Outlay	174,272.42	Projects have been delayed due to facility being on lockdown
	Depreciation	(161,868.83)	By practice depreciation is not budgeted
	Variances Less Than Justification Threshold	(3,780.50)	
	TOTAL	371,632.90	

 <p>ROCKY KNOLL HEALTH CARE CENTER <i>Innovation with Compassion</i></p>	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.

Asset Number	Unit Number	Description	Date Acquired	Serial Number	License Number	Asset Cost	Date Removed
1016976	RK#1	2010 Ford F-350 Pick-Up Truck 4WD Diesel	4/6/2010	1FTWF3BRXAE37845	79423	\$ 25,651.00	
1017394	RK#5	2015 Ford Starcraft Mini Bus	12/29/2014	1FDEE3FL8FDA12274	89992	\$ 48,093.50	
1017517	RK#2	2016 Ford F-250 SRW 4X4 Reg Cab	1/20/2016	1FTBF2B69GFB62405	92147	\$ 30,854.50	
1017780	1017780	2017 Dodge Grand Caravan SE	4/20/2018	2C7WDG8G6HR855372		\$ 36,315.88	

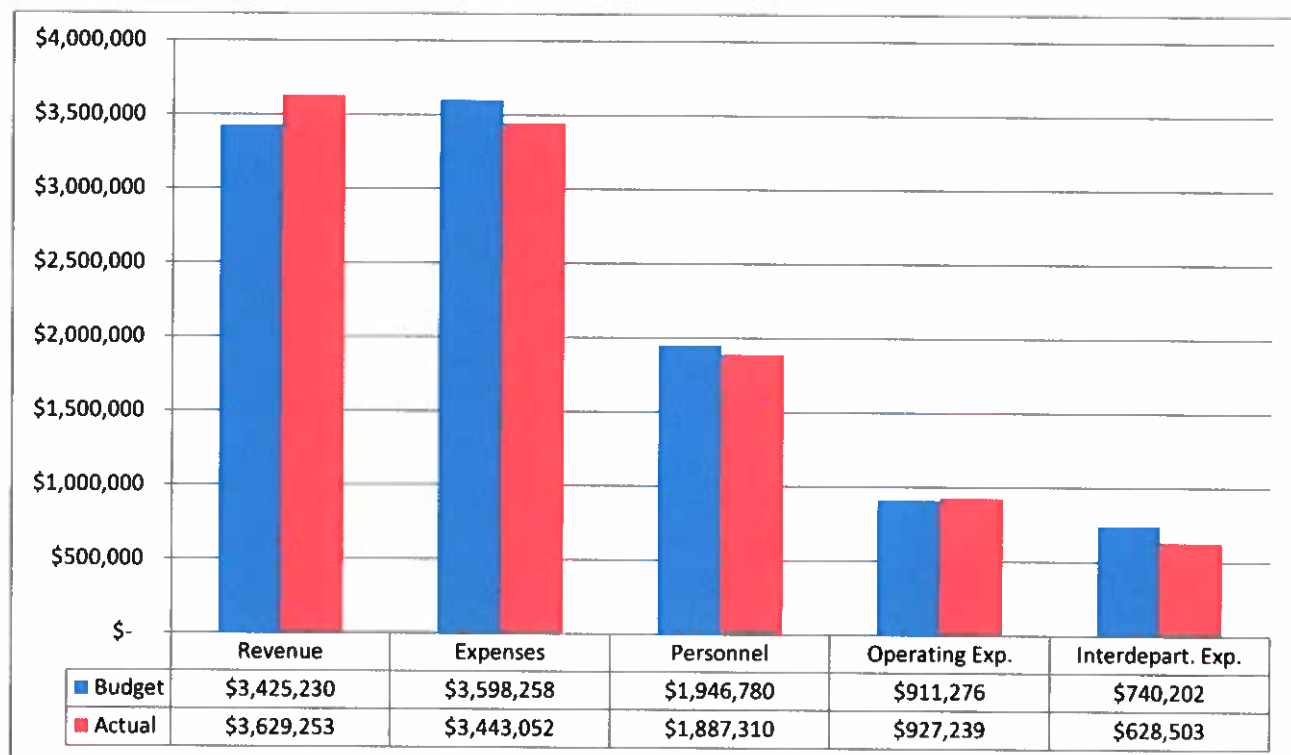
Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended March 31, 2020

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 70,542	\$ 70,542	\$ -	\$ 211,626	\$ 211,626	\$ -
Intergovernmental	122,929	122,925	(4)	368,787	368,775	(12)
Health Care Services	976,778	976,932	154	2,836,157	3,021,948	185,791
Other	607	14,008	13,401	1,286	20,686	19,400
Interdepartmental (Hwy)	2,458	1,988	(470)	7,374	6,218	(1,156)
Total Revenue	1,173,314	1,186,395	13,081	3,425,230	3,629,253	204,023
Wages and Benefits	661,987	584,722	77,265	1,946,780	1,887,310	59,470
Operating	259,137	290,313	(31,176)	911,276	927,239	(15,963)
Interdepartmental	226,196	177,190	49,006	740,202	628,503	111,699
Expenses Before Capital & Depreciation	1,147,320	1,052,225	95,095	3,598,258	3,443,052	155,206
Net Income/(Loss) before Outlay and Depreciation	25,994	134,170	108,176	(173,028)	186,201	359,229
Capital Outlay	29,000	-	29,000	241,300	117,650	123,650
Depreciation	-	47,991	(47,991)	-	161,869	(161,869)
Total Expenses	1,176,320	1,100,216	76,104	3,839,558	3,722,571	116,987
Other Financing	-	-	-	-	-	-
Change in Net Position	(3,006)	86,179	89,185	(414,328)	(93,318)	321,010

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended March 31, 2020

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,173,314	\$ 1,186,395	\$ 13,081	\$ 3,425,230	\$ 3,629,253	\$ 204,023
Life Enrichment	26,999	24,364	2,635	73,763	73,167	596
Dietary	102,844	111,844	(9,000)	319,105	415,234	(96,129)
RK Administration	141,623	129,306	12,317	434,998	392,041	42,957
Building Services	78,187	77,874	313	372,223	255,852	116,371
Health Information	16,223	16,245	(22)	49,089	48,841	248
Nursing	610,538	573,224	37,314	1,866,633	1,778,417	88,216
Ancillary	112,553	54,120	58,433	323,444	314,684	8,760
Environmental Services	58,353	55,133	3,220	159,003	154,703	4,300
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,147,320	1,042,110	105,210	3,598,258	3,432,939	165,319
Capital Outlay	29,000	-	29,000	241,300	117,650	123,650
Depreciation	-	47,991	(47,991)	-	161,869	(161,869)
Total Expenses	\$ 1,176,320	\$ 1,090,101	\$ 86,219	\$ 3,839,558	\$ 3,712,458	\$ 127,100
Total Expense Calc For Annual Report	Includes Outlay excludes Depr			3,839,558	3,560,702	278,856
Bottom line For Annual Report	Includes Outlay excludes Depr			(414,328)	68,551	(482,879)
				(173,028)	186,201	(359,229)

Rocky Knoll Health Care Center **Month Ended March 31, 2020**



Revenue is \$204,023 over budget. Average census is 127.38 vs budgeted 129

Room & Care revenue is \$140,777 under budget.

Ancillary revenue is \$339,450 over budget.

Expenses are \$155,206 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$59,470.

Purchased services are over budget \$188,736.

- Ancillary services are under budget \$8,692.

Repair & maintenance under budget \$120,302.

General operating is under budget \$56,931.

Interdepartmental costs are under budget \$111,699.

- Employee health insurance under budget \$109,697.

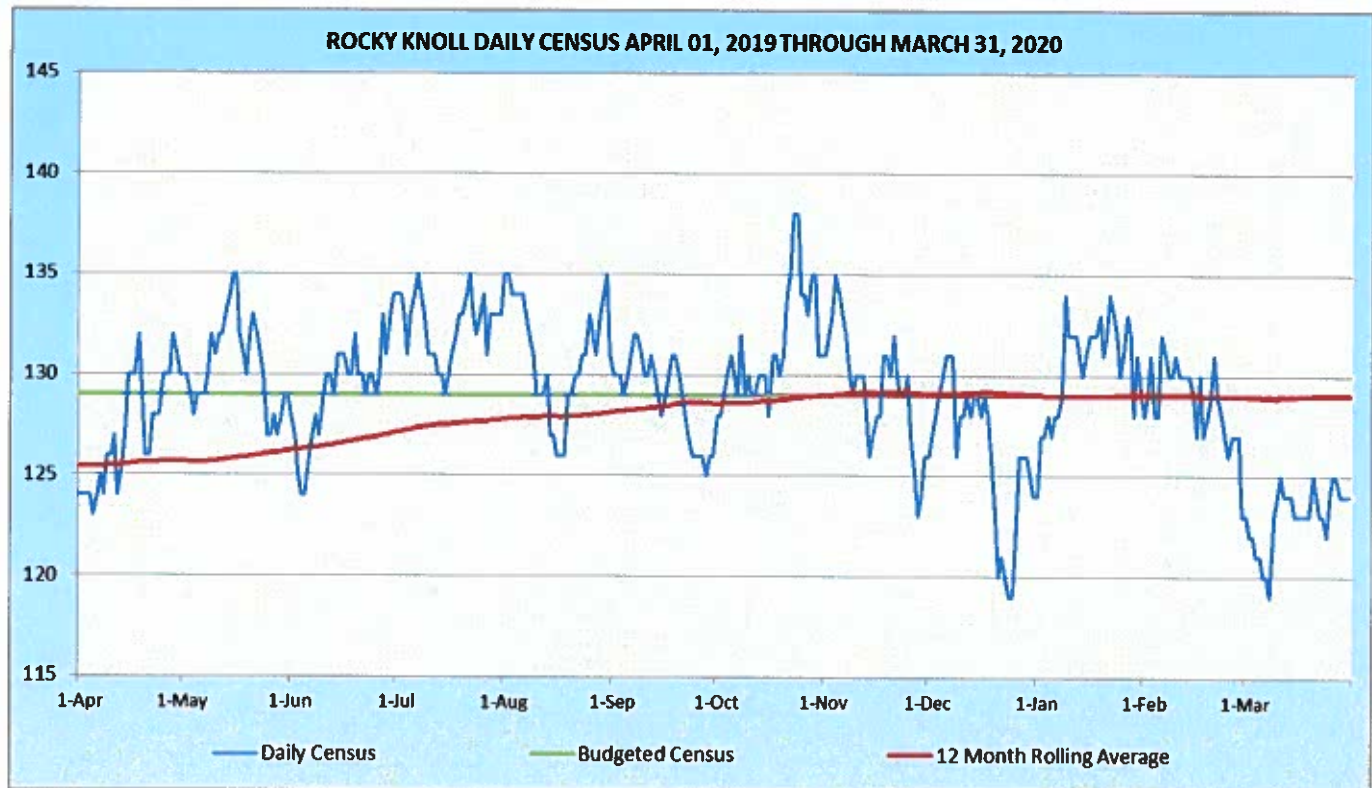
Tax levy used through March is \$211,626 or 25% of the Total Tax Levy \$846,506.

Capital Outlay through March is \$117,650.

Total depreciation through March is \$161,869.

Net Position (excluding depreciation) is a positive \$68,551 through March.

Actual Net Position is a positive \$24,332 through March.



Expense Category	Patient per Day Costs			
	Through March 2019		Through March 2020	
Salary/Fringes	208.15	71.14%	206.32	68.42%
Contractual Services	20.24	6.92%	17.85	5.92%
Operating	37.34	12.76%	51.32	17.02%
Utilities	7.09	2.42%	7.86	2.61%
Food	6.73	2.30%	3.20	1.06%
Insurance/Depreciation	13.04	4.46%	15.00	4.97%
TOTAL	292.59	100.00%	301.55	100.00%