

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE
March 18, 2020 - 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

Approve Minutes of Health Care Center Committee Meeting on February 11, 2020

Rocky Knoll Administrator's Report

- CNA Staffing Overview
- New Horizon Foods Update

Travel Notifications

Review of 4th Quarter Variances Year End

Committee Action

Consideration of Change in Departmental Table of Organization – Admission/Technology position changed to Area Nurse Manager position
Consideration of Sign-on Bonuses for Nursing Positions
Consideration of Accounts Payable Vouchers
Consideration of January Financials

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

Public Comment

Adjourn

Rocky Knoll Foundation Meeting – March Meeting cancelled
Rocky Knoll Health Care Center
Health Care Center Committee Meeting – April 14, 2020 scheduled
Rocky Knoll Health Care Center

Prepared by:
Kayla Clinton
Recording Secretary

Roger Otten
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 03/10/2020 @ 11:15am

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

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

REQUEST FOR CHANGE IN DEPARTMENTAL TABLE OF ORGANIZATION

Department: <i>RK Nurse Management</i>	Date: <i>3/5/20</i>
Effective Date of Change: <i>4/1/20</i>	

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
<i>Area Nurse Manager</i>	<i>3</i>			<i>4</i>		
TOTALS						

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

Admission/technology position changed to Area nurse manager position.

BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

This person has been working as ANM role, technology has not been part of the role.

ADDITIONAL INFORMATION

Is there any other information that the liaison committee or Human Resources Committee should have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination: Approved Denied

Date: _____

Signature: _____

Liaison Committee Action: Approved Denied

Date: _____

Committee Chair: _____

Human Resources Committee: Approved Denied

Date: _____

Committee Chair: _____



Memorandum

TO: Human Resources Committee members

FROM: Kayla Clinton, Rocky Knoll Administrator *KC*

DATE: February 27, 2020

SUBJECT: Consideration of Sign on Bonuses for Certified Nursing Assistants and Registered Nurses

Rocky Knoll's five star quality rating is in jeopardy due to three full-time open Registered Nurse (RN) positions for the 2nd and 3rd shifts and 10 full-time Certified Nursing Assistant (CNA) positions (three on 1st shift, four on 2nd shift and three on 3rd shift). RN and CNA to resident ratios is one of the components used in the quality rating. We currently have a five star rating for staffing, with a very narrow margin sliding towards four stars. In order to maintain and improve our quality of care for our residents, we need to fill these open positions.

The first proposal is to offer a \$1,000 sign on bonus for three RNs accepting full-time positions on 2nd and 3rd shift. This would amount to \$3,000 in expenses. The Health Care Committee has approved a \$500 bonus after 6 months of employment with the remaining \$500 to be paid out at the first anniversary date.

The second proposal is to offer a \$1000 sign on bonus for four CNAs accepting full-time positions on 2nd shift and 3 CNAs on 3rd shift. This would amount to \$7,000 in expenses. The Health Care Committee has approved a \$500 bonus after 6 months of employment with the remaining \$500 to be paid out at the first anniversary date.

The third proposal is to offer a \$250 sign on bonus for three CNAs accepting full-time positions on 1st shift. This would amount to \$750 in expenses. The Health Care Committee has approved a \$250 bonus to be paid out at the first anniversary date.

In total, the three proposals would amount to \$13,304. The proceeds for which will be covered by the reduced need to pay CNAs and Nurses overtime and CNA agency costs to fill the current open positions due to staffing shortages.

Thank you for your consideration.

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

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 70,542	\$ 70,542	\$ -	\$ 70,542	\$ 70,542	\$ -
Intergovernmental	122,929	122,925	(4)	122,929	122,925	(4)
Health Care Services	977,253	1,064,924	87,671	977,253	1,064,924	87,671
Other	357	1,024	667	357	1,024	667
Interdepartmental (Hwy)	2,458	2,387	(71)	2,458	2,387	(71)
Total Revenue	1,173,539	1,261,802	88,263	1,173,539	1,261,802	88,263
Wages and Benefits	684,666	749,079	(64,413)	684,666	749,079	(64,413)
Operating	276,346	229,043	47,303	276,346	229,043	47,303
Interdepartmental	219,459	199,028	20,431	219,459	199,028	20,431
Expenses Before Capital & Depreciation	1,180,471	1,177,150	3,321	1,180,471	1,177,150	3,321
Net Income/(Loss) before Outlay and Depreciation	(6,932)	84,652	91,584	(6,932)	84,652	91,584
Capital Outlay	-	35,244	(35,244)	-	35,244	(35,244)
Depreciation	-	-	-	-	-	-
Total Expenses	1,180,471	1,212,394	(31,923)	1,180,471	1,212,394	(31,923)
Other Financing	-	-	-	-	-	-
Change in Net Position	(6,932)	49,408	56,340	(6,932)	49,408	56,340

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

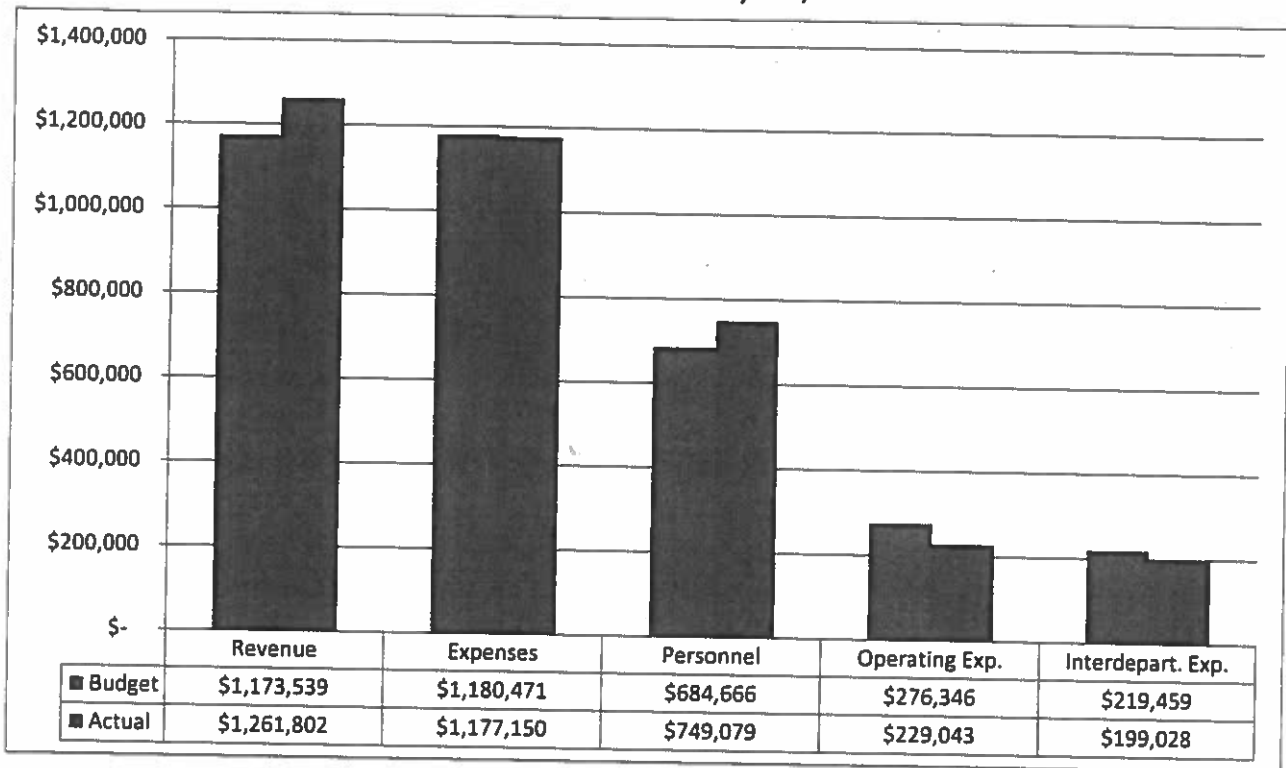
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,173,539	\$ 1,261,802	\$ 88,263	\$ 1,173,539	\$ 1,261,802	\$ 88,263
Life Enrichment	24,350	24,773	(423)	24,350	24,773	(423)
Dietary	111,274	165,585	(54,311)	111,274	165,585	(54,311)
RK Administration	158,787	139,030	19,757	158,787	139,030	19,757
Building Services	78,699	69,912	8,787	78,699	69,912	8,787
Health Information	16,897	15,891	1,006	16,897	15,891	1,006
Nursing	627,058	604,941	22,117	627,058	604,941	22,117
Ancillary	110,856	108,993	1,863	110,856	108,993	1,863
Environmental Services	52,550	48,024	4,526	52,550	48,024	4,526
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,180,471	1,177,149	3,322	1,180,471	1,177,149	3,322
Capital Outlay	-	35,244	(35,244)	-	35,244	(35,244)
Depreciation	-	-	-	-	-	-
Total Expenses	\$ 1,180,471	\$ 1,212,393	\$ (31,922)	\$ 1,180,471	\$ 1,212,393	\$ (31,922)

Total Expense Calc For Annual Report
Bottom line For Annual Report

Includes Outlay excludes Depr
Includes Outlay excludes Depr

1,180,471	1,212,394	(31,923)
(6,932)	49,408	(56,340)
(6,932)	84,652	(91,584)

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



Revenue is \$88,263 over budget. Average census is 130.48 vs budgeted 129

Room & Care revenue is \$50,961 under budget.

Ancillary revenue is \$142,601 over budget.

Expenses are \$3,321 under budget (excluding capital outlay and depreciation).

Wage & benefits are over budget \$64,413.

Purchased services are under budget \$17,447.

- Ancillary services are under budget \$1,931.

Repair & maintenance under budget \$4,042.

General operating is under budget \$28,537.

Interdepartmental costs are under budget \$20,431.

- Employee health insurance under budget \$21,021.

Tax levy used through January is \$70,542 or 8% of the Total Tax Levy \$846,506.

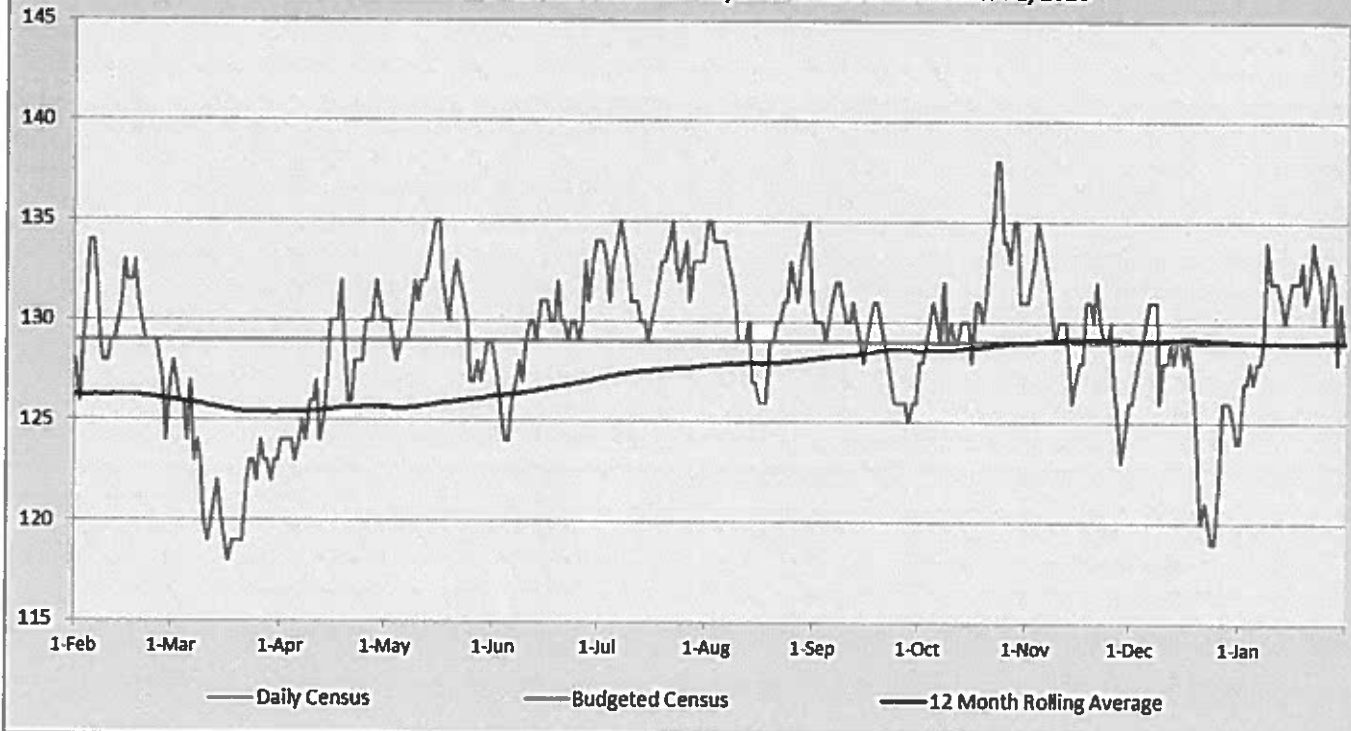
Capital Outlay through January is \$35,244.

Total depreciation through January is \$.

Net Position (excluding depreciation) is a positive \$49,408 through January.

Actual Net Position is a positive \$84,652 through January.

ROCKY KNOLL DAILY CENSUS FEBRUARY 01, 2019 THROUGH JANUARY 31, 2020



Expense Category	Patient per Day Costs			
	Through January 2019		Through January 2020	
Salary/Fringes	198.53	70.43%	223.76	75.65%
Contractual Services	20.89	7.41%	17.78	6.01%
Operating	37.20	13.20%	43.58	14.73%
Utilities	7.03	2.49%	6.08	2.06%
Food	6.15	2.18%	3.59	1.21%
Insurance/Depreciation	12.09	4.29%	0.99	0.33%
TOTAL	281.89	100.00%	295.78	100.00%