

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

Rocky Knoll Health Care Center
Virtual ZOOM meeting

January 13, 2021

Called to Order: 9:00 a.m.

Adjourned 10:10 a.m.

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

ALSO PRESENT: Jill Mueller, Rocky Knoll Assistant Administrator; 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 January 11, 2021 at 10:40 a.m. in compliance with the Open Meeting Law.

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

Assistant Administrator Mueller had the following items to report:

- **Census** – In-house census 104 (Budgeted for 129); 1 pending admission and 1 pending discharge; Woodland Village Rehab Unit census is 10 (capacity 24); Covid Unit census is 0 (capacity 9).
- **Open Positions** – (1) Full-time RN or LPN position on 2nd shift; (2) Part-Time RN positions on 2nd shift; (1) Full-time RN position 3rd shift; (3) Full-time CNAs and (5) Part-time CNAs on 2nd shift; (1) Full-time CNA and (6) Part-time CNAs on 3rd shift; (1) RN LTE (Covid related); (1 – 3) LTE Personal Care Assistants.
- **COVID-19 Update** – (1) new staff member tested positive late last week; No residents with Covid in the past two weeks. Covid Unit was open Dec. 16 – 28th as we had (1) resident with Covid during that time, and we accepted (1) admission from the hospital into the Covid Unit. Covid Unit was closed on Dec. 28th – cleaned and sealed. It is ready to go if/when we need it. Total of Covid cases from March 12 – January 12: Staff = 69 Residents = 28 Deaths = 3 Covid/Infection Control Surveys = 4 (no citations).
First Covid vaccination Clinic was held on Jan. 7th. We partnered with CVS pharmacy to administer the Moderna vaccine. Total vaccinations = 199; 91 residents and 108 staff members. Second clinic is scheduled for Feb. 4th and third clinic will be March 4th. We are thankful to have this important tool in our toolbox to combat this disease. Video created and posted on our Facebook page about our first vaccination clinic.
- **CARES ACT** – We have not received any funds from Round 3 of the Federal CARES Act: Provider Relief Funds yet. Other funds received in December include:
 - \$46,400 from the State of WI DHS Incentive program for admitting patients from Hospitals
 - \$93,673 from the State of WI DHS Round 2 CARES Act Provider Payment program
 - \$127,212 from the State of WI Routes to Recovery program
- **General Update** – Holiday Family Visitations (Nov. 23 – Jan. 30) in the Family Lounge have been very popular. Groups of 9 plus the resident can safely gather in a brightly decorated room (with plenty of space to socially distance) and enjoy each other's company. The indoor Visiting booth continues to be used regularly as well, to safely accommodate visits with family and friends.

Cindy Stevens, Project Coordinator, presented the committee with a brief overview of their upcoming involvement in the State Grant (CDBG -PF) process. Bids for Project #1 of the grant are due on Feb. 9, 2021. The committee is asked to open the sealed bids at their regularly scheduled meeting, Feb. 10, 2021. The bids will then go to a review committee who will determine the winning bid. Announcement of the bid award will be done at a special meeting of the HCC committee on Feb. 24, 2021. These meetings will be open to the public and will be held virtually (via Zoom). This process will be repeated for all four of the Bid/Contract packages as they become due. She thanked the committee for their oversight and participation.

Assistant Administrator Mueller presented a Consideration of Table of Organization Change to add an Administrative Assistant position. Motion made by Supervisor Damp to approve, seconded by Supervisor Brauer. Motion carried.

Assistant Administrator Mueller presented a VPR for the Administrative Assistant position. Motion made by Supervisor Bosman to approve, seconded by Supervisor Brauer. Motion carried.

Assistant Administrator Mueller presented a VPR for Health Information Services Director. This position will be vacant due to retirement effective April 1, 2021. Motion made by Supervisor Bosman to approve, seconded by Supervisor Montemayor. Motion carried.

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

Supervisor Brauer made a motion to allow Cindy Stevens to virtually sign the Accounts Payable vouchers on the Committee's behalf. Motion seconded by Supervisor Montemayor. Motion carried.

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

Motion made by Supervisor Montemayor and seconded by Supervisor Bosman to adjourn the meeting at 10:10 a.m. Motion carried and meeting adjourned.

Next meeting is scheduled for February 10, 2021 at 9:00 am.

Cindy Stevens
Recording Secretary