

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

Rocky Knoll Health Care Center
Virtual ZOOM meeting

May 12, 2021

Called to Order: 9:01 a.m.

Adjourned 10:05 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: Kayla Clinton, Rocky Knoll Administrator, Jill Mueller, Rocky Knoll Assistant Administrator; Jeremy Fredericks, Accountant; Matt Burton, Student Administrator

Chairperson Veldman called the meeting to order at 9:01 a.m. It was noted that the agenda was posted on May 10, 2021 at 9:00 a.m. in compliance with the Open Meeting Law.

Motion made by Supervisor Damp and seconded by Supervisor Montemayor to approve minutes of the April 14th, 2021 meeting. Motion carried.

Student Administrator Burton gave an overview of the Intergenerational Programming Leadership Project he created and implemented at Rocky Knoll for the residents and daycare children. Matt was recognized by Chaase Banquet for his work on this project and was awarded the Co-Winner of the External Leadership Project Award at UW-Eau Claire.

Administrator Clinton had the following items to report.

- **Census** – In-house census 102 (Budgeted for 124); 4 pending admissions and 0 pending discharge; Woodland Village Rehab Unit census is 16 (capacity 37).
- **Open Positions** – (2) Part-time RN positions on 1st shift; (2) Full-time RN positions on 2nd shift; (2) Part-Time RN positions on 2nd shift; (1) Part-Time RN position on 3rd shift; (3) Part-Time CNAs on 1st shift; (4) Full-time CNAs and (5) Part-Time CNAs on 2nd shift; (5) Part-time CNAs on 3rd shift. Administrator Clinton explained the staffing challenges and that a formal recruitment and retention proposal is in process.
- **COVID-19 Update** – Staff testing continues on weekly basis; however, vaccinated staff no longer need to be tested unless facility is in an outbreak. Administrator Clinton presented the vaccination rate for all staff which is 55%. New guidance for residents and families willing to disclose vaccination status do not have to wear masks during visits if vaccinated. Infection Preventionist has been doing additional training, education, and offering onsite vaccinations for staff not vaccinated.
- **New Horizon Foods** – Recently reviewed the contract with New Horizon Foods and no additional cost increase other than 3% per diem rate. New regional consultant dietician started in April. NHF currently recruiting the following positions: Registered Dietician, Café Manager and Culinary Chef. Looking to restart communal dining in summer. Food committee began in person meetings in April to review and address feedback and food concerns.
- **Building Updates** – Maintenance Department has been busy fixing hot water supply leak, leaning light pole in the main parking lot, addressing water softener issues, and working on the 1W dining room expansion. State Grant boiler project is making good progress.

Accounts Payable vouchers were reviewed. Motion made by Supervisor Bosman to approve and allow Jill Mueller to virtually sign on the Committee members behalf, seconded by Supervisor Damp. Motion carried.

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

Administrator Clinton requested approval to utilize Contingency Funds for Training. Motion made by Supervisor Brauer and seconded by Supervisor Montemayor. Motion carried.

Motion made by Supervisor Bosman and seconded by Supervisor Montemayor to adjourn the meeting at 10:05 a.m. Motion carried and meeting adjourned.

Next meeting is scheduled for June 9, 2021 at 9:00 am at Rocky Knoll Heath Care Center and remotely via Zoom link.

Jill Mueller
Recording Secretary