

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

Rocky Knoll Health Care Center
In-Person & Virtual ZOOM meeting

July 14, 2021

Called to Order: 9:00 a.m.

Adjourned 9:58 a.m.

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

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jill Mueller, Rocky Knoll Assistant Administrator; Jeremy Fredericks, Accountant; Tim Chisholm, Maintenance Supervisor; Cindy Stevens, Project Manager; Bernie Rammer, County Purchasing Agent; Claire Richards, Interim Student Administrator

Chairperson Veldman called the meeting to order at 9:00 a.m. It was noted that the agenda was posted on July 9, 2021 at 4:00 p.m. in compliance with the Open Meeting Law.

Motion made by Supervisor Damp and seconded by Supervisor Montemayor to approve minutes of the June 9, 2021 meeting. Motion carried.

The meeting was turned over to Bernie Rammer, Sheboygan County Purchasing Agent. Mr. Rammer explained that 2 bids were received for the CDBG Grant - Project #4 - Duct Cleaning and Fire Damper Inspection. After review, the grant committee's recommendation is to award the bid to the low bidder, Life Safety Services, LLC.

Supervisor Montemayor made a motion to formally award the bid to Life Safety Services, LLC and authorize the County to enter a contract with them for the Duct Cleaning Project. Motion seconded by Supervisor Bosman. Motion carried.

Mr. Rammer informed the group that there was only one bid received for the CDBG Grant – Project #2. The review committee has decided to reject the bid. They are working on a revision of Project #2 and will be sending it out for re-bid as soon as possible.

Administrator Clinton had the following items to report.

- **Census** – In-house census 106 (Budgeted for 124); 2 pending admissions and 2 pending discharge; Woodland Village Rehab Unit census is 21 (capacity 37).
- **Open Positions** – (1) Part-time RN position on 1st shift; (2) Full-time RN positions on 2nd shift; (3) 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 continued staffing challenges associated with Covid-19 fatigue, burn-out, and making mental health a focus for all employees. Administrator Clinton provided an update on the Recruitment and Retention Projects in process to address staffing crisis and incentives to retain current staff.
- **State Survey Follow-up** - State visited on June 16, 2021 to follow-up on a self-report incident of sexual misconduct and no citation was received.
- **COVID-19 Update** – Staff testing for non-vaccinated staff is on a monthly basis. Administrator Clinton presented the vaccination rate for all staff which is 59%.

- **New Horizon Foods** – June Food Committee feedback was very positive for the meals. The Rock Café Manager did a sushi making demonstration for residents in June. Dietary will focus on making the mechanical soft diet more appealing to residents.
- **Ground Floor Dining Re-Opened** – On June 28th the ground floor dining room re-opened for approximately 32 residents from 2West, 1North, and 2North units. Residents are excited to be back together in a larger setting for meals and to not have to eat in their doorways anymore due to Covid-19.

Administrator Clinton presented the Consideration of 2nd and 3rd Shift Differentials for Registered Nurses. Motion made by Supervisor Brauer to approve, seconded by Supervisor Montemayor. Motion carried.

Administrator Clinton presented the Consideration of 2nd Shift Registered Nurse, Licensed Practical Nurse and Certified Nursing Assistant Incentive Pay. Motion made by Supervisor Brauer to approve, seconded by Supervisor Bosman. Motion carried.

Administrator Clinton presented the Temporary Critical Bonus for Registered Nursing Leadership. Motion made by Supervisor Brauer to approve, seconded by Supervisor Montemayor. Motion carried.

Tim Chisholm presented two Capitol Project Funding Requests. Request #1 is a complete replacement of the AHU #2 Chiller for Bldg A and Request #2 is a complete replacement of the cooling tower and McQuay Chiller for Bldg B. Motion made by Supervisor Montemayor to approve, seconded by Supervisor Damp. Motion carried.

Accounts Payable vouchers were reviewed. Motion made by Supervisor Bosman to approve and allow Jill Mueller to virtually sign for the two Committee members behalf that attended the meeting via Zoom, seconded by Supervisor Montemayor. Motion carried.

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

Motion made by Supervisor Damp and seconded by Supervisor Montemayor to adjourn the meeting at 9:58 a.m. Motion carried and meeting adjourned.

There is a special meeting scheduled for August 4, 2021 at 9 a.m. to open bids for the Asbestos Abatement State Grant Project. The next regular meeting is scheduled for August 11, 2021 at 9:00 a.m. Both meetings will be held at Rocky Knoll Heath Care Center and also remotely via Zoom link.

Jill Mueller

Recording Secretary