

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

September 8, 2021

Called to Order: 9:05 a.m.

Adjourned 10:28 a.m.

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

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant; Jill Mueller, Rocky Knoll Assistant Administrator

Chairperson Veldman called the meeting to order at 9:05 a.m. It was noted that the agenda was posted on August 31st, 2021 at 8:15 a.m. in compliance with the Open Meeting Law.

Motion made by Supervisor Damp and seconded by Supervisor Montemayor to approve minutes of the August 11, 2021 meeting. Motion carried.

Administrator Clinton had the following items to report.

- **Census** – In-house census 89 (Budgeted for 124); 4 pending admissions and 1 pending discharge; Woodland Village Rehab Unit census is 13 (capacity 37) and 3 on Covid Unit. Due to limited staff, referrals for admissions are being reviewed on a case by case basis.
- **Open Positions** – (1) Part-time RN position on 1st shift; (1) Weekend only LPN; (1) Full-time RN positions and (2) Part-Time RN positions on 2nd shift. (1) FT LPN 2nd shift; (2) Part-time LPN 2nd shift; (1) Full-time RN position and (3) Part-time RN position on 3rd shift. (3) Part-Time CNAs and (1) Full-time CNA on 1st shift; (4) Full-time CNAs and (4) Part-Time CNAs on 2nd shift; (5) Part-time CNAs and (1) Full-time CAN on 3rd shift. (2) Part-time Personal Care Assistants – one 1st shift and one 2nd shift. Administrator Clinton expressed the continued staffing challenges associated with Covid-19 fatigue, burn-out, and making mental health a focus for all employees. Assistant Administrator Mueller provided an update on the Recruitment and Retention Projects in process to address staffing crisis as well as initiatives to retain and engage current staff.
- **COVID-19 Update** – Due to County positivity rate, ALL staff are tested on Mondays as well as un-vaccinated staff on Thursdays. Administrator Clinton presented the vaccination rate for all staff is 64% and 94% for residents.
- **New Horizon Foods** – August Food Committee feedback was positive for meals. Food Committee will begin selecting a “Meal of the Month”.

Administrator Clinton presented the Pay Policy Exception Request for temporary Nurse Supervisor coverage in the evenings. Motion made by Supervisor Montemayor to approve, seconded by Supervisor Damp. Motion carried.

Administrator Clinton presented the Consideration of Vacant Position Request for Life Enrichment Therapy Assistant. Motion made by Supervisor Montemayor to approve, seconded by Supervisor Bosman. Motion carried.

Administrator Clinton presented the Consideration of Vacant Position Request for Life Enrichment Lead. Motion made by Supervisor Montemayor to approve; seconded by Supervisor Damp. Motion carried.

Administrator Clinton presented the request for hiring of the Life Enrichment Lead Above Midpoint of Salary Range. Motion made by Supervisor Bosman to approve; seconded by Supervisor Montemayor. Motion carried.

Administrator Clinton presented the Consideration of Budget Adjustment to Utilize Public Expenditure Program (CPE). Motion made by Supervisor Montemayor to approve; seconded by Supervisor Damp. Motion carried.

Administrator Clinton presented the Proposed 2022 Rocky Knoll Budget and Recruitment & Retention Proposal Package. Motion made by Supervisor Bosman to approve; seconded by Supervisor Brauer. Motion carried.

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

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

Motion made by Supervisor Damp and seconded by Supervisor Brauer to adjourn the meeting at 10:28 a.m. Motion carried and meeting adjourned.

Jill Mueller

Recording Secretary