

NOTICE OF MEETING
HEALTH CARE CENTER COMMITTEE

October 10, 2017 - 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

Approval of Minutes

Health Care Center Committee - Regular Meeting – September 12, 2017 9:00 AM

Rocky Knoll Administrator's Report

Travel Notifications

Committee Action

Consideration of Transfer of Funds for Equipment Purchases

Consideration of August 2017 Financials

Consideration of Accounts Payable Vouchers

Approve Committee Members Attending Other Meetings

Committee Member Reports on Meetings Attended

Period of Public Comment

Adjourn

Rocky Knoll Foundation Meeting – 3:00 p.m. – October 23, 2017

Rocky Knoll Health Care Center

Health Care Center Committee Meeting – 9:00 a.m. – November 14, 2017

Rocky Knoll Health Care Center

Prepared by:

Angie Iserloth

Recording Secretary

Richard Bemis
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 on 10/06/2017 at 9:45 AM

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

September 12, 2017

Called to Order: 9:00 a.m.

Adjourned 9:41 a.m.

MEMBERS PRESENT: Supervisor Richard Bemis, Chairperson; Supervisor Brian Hoffmann, Vice-Chairperson; Supervisor Charles Conrardy, Secretary; Supervisor Al Bosman; Supervisor Roger Otten

ALSO PRESENT: Rachelle Valleskey, Rocky Knoll Administrator; Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant; Adam Payne, County Administrator; Tim Chisholm, Manager of Building Services

Supervisor Bemis called the meeting to order at 9:00 a.m. It was noted the agenda was posted on September 7, 2017 at 10:00 a.m. in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Otten to approve the minutes of the August 8, 2017 meeting as corrected. Motion carried.

Ms. Valleskey had the following items to report:

- **Census** – In-house census of 131 and 2 in hospital; 2 pending admissions and 4 discharges
- **DHS Survey** – Upon exit of the survey team, two citations were issued related to topics of MDS Accuracy and Infection Prevention. The team was very complimentary of the facility, staff and the care of the residents. The Plans of Correction were submitted September 5, 2017. We will continue to follow up with the Medicare.gov website to learn what effect these great results may have on our overall star rating. We are hopeful to regain a 5-Star status. The facility was also issued five Life Safety violations. The Life Safety Plan of Correction was sent and an immediate acceptance and approval was received.
- **Staffing** – With recent hires there are currently only 14 open CNA positions on all shifts combined, and 5 licensed staff positions. Staff overtime and agency personnel usage is decreasing.
- **Medicaid Rates** – Over 60% of the residents at Rocky Knoll have Medical Assistance or Family Care payer sources. With the Governor's budget slated to be approved by end of September, Skilled nursing facilities will retroactively receive an increase of 2% for Medicaid reimbursement back to July 1. Additionally, Rocky Knoll's supplemental payment will increase by \$42.50/patient day which will dramatically improve the financial picture for the facility.

Ms. Valleskey informed members that Sandy Leon; Director of Health Information Services will attend the WHIMA 2017 Fall Conference in Green Bay September 14, 2017.

Ms. Kayla Clinton was introduced and appointed by County Administrator Adam Payne as the new Administrator of Rocky Knoll Health Care Center. Ms. Clinton most recently worked as a Nursing Home Administrator at a Sheboygan facility and will be a great addition to Rocky Knoll. Ms. Clinton will work beside Ms. Valleskey until her retirement on October 2, 2017. Motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve the appointment; by call of the roll, motion carried with all voting Aye. County Administrator Payne offered tremendous appreciation and couldn't be more proud of the leadership Ms. Valleskey brought to Rocky Knoll and Sheboygan County over the past five years. She provided high level reporting and details to the Committee to keep them informed. Ms. Valleskey received a round of applause at the County Department Heads meeting last week and is leaving the County on a high note and will be dearly missed.

Jeremy Fredericks discussed the July 2017 financials. If the Wisconsin budget gets passed by the end of September, it will be retro to July and will have a positive impact on the numbers. Motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve as presented. Motion carried.

Accounts Payable vouchers were reviewed. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

A motion was made by Supervisor Bosman and seconded by Supervisor Conrardy to adjourn the meeting at 9:41 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary



TO: Health Care Center Committee Members
 FROM: Katherine Clinton, Nursing Home Administrator
 DATE: October 5, 2017
 RE: Transfer 2017 Budgeted Funds to Purchase Needed Equipment

Action Requested – Authorize Rocky Knoll to transfer budget funds to Machinery & Equipment from the Dietary General Account to purchase a blender and the Ancillary Services General Account to purchase an Alternating Air Mattress and 2 Bariatric Beds.

Justification of Blender – The blender in the dietary department stopped working and needs to be replaced.

Fiscal Impact – Budgeted funds from the Dietary General Account will be used for the purchase the blender.

ACCOUNT NUMBER bu.object.subsidiary	AMOUNT debit or (credit)	REMARK	ASSET NUMBER	ACCOUNT DESCRIPTION
320.565005	1,329.00	Blender		Machinery & Equipment
325.533505	(1,329.00)	Blender		General

Justification of Alternating Air Mattress & 2 Bariatric Beds – Rocky Knoll has been renting Alternating Air Mattresses and Bariatric Beds for most of 2017. Purchasing these items will reduce the ongoing rental cost and will receive a 50% reimbursement on the bariatric equipment from Medicaid in 2018.

Fiscal Impact – Budgeted funds from the Ancillary Services General Account and remaining Capital Outlay funds from Machinery & Equipment Account will be used to purchase the Alternating Air Mattress and 2 Bariatric Beds.

ACCOUNT NUMBER bu.object.subsidiary	AMOUNT debit or (credit)	REMARK	ASSET NUMBER	ACCOUNT DESCRIPTION
320.565010	3,471.00	Alt-Air Mattress, 2 Bariatric Beds		Machinery & Equipment
339.533505	(3,471.00)	Alt-Air Mattress, 2 Bariatric Beds		General

Equipment Costs

Alternating Air Mattress	\$1,214
<u>2 Bariatric Beds</u>	<u>\$3,302</u>
Total Purchase Cost	\$4,516

2017 Budgeted Funds

Ancillary Services General	\$3,471
<u>Machinery & Equipment</u>	<u>\$1,045</u>
Total Budgeted Funds	\$4,516

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended August 31, 2017

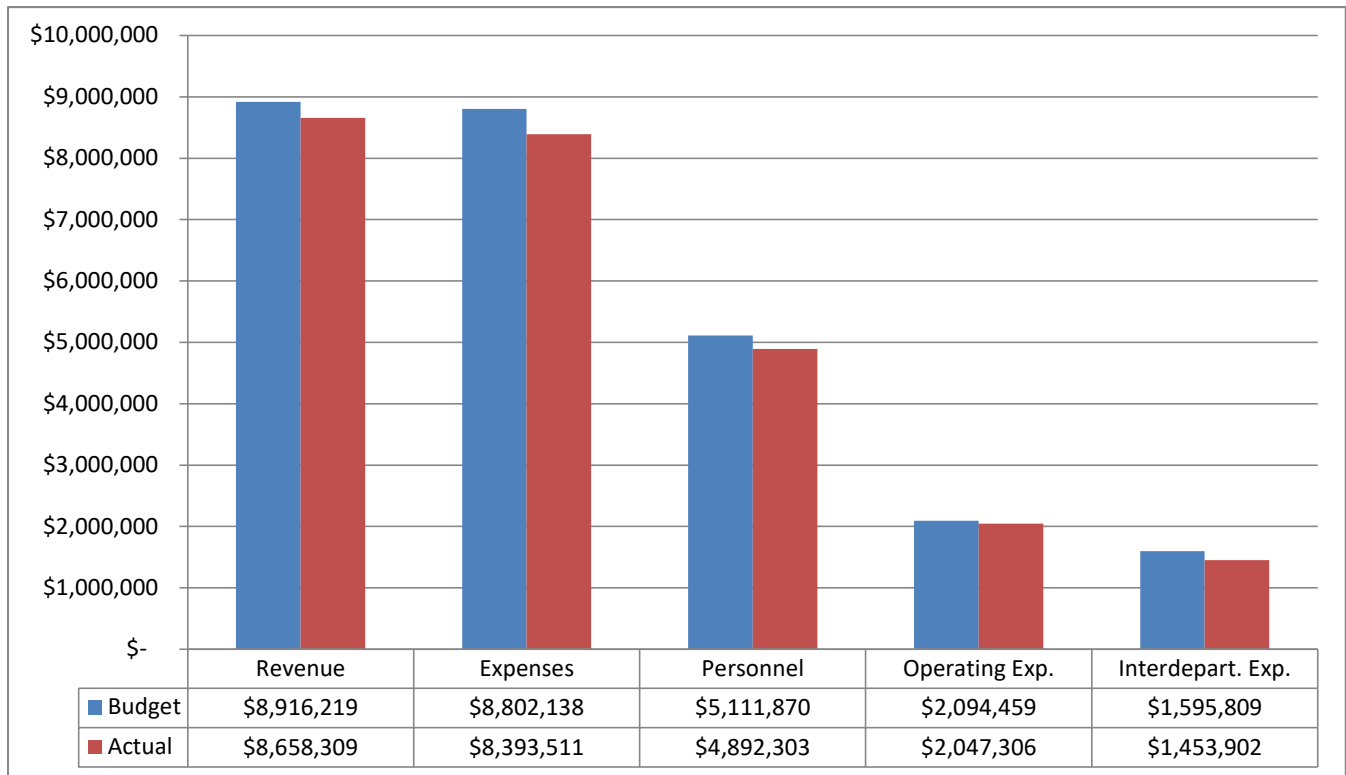
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 70,381	\$ 70,381	\$ -	\$ 563,051	\$ 563,051	\$ -
Intergovernmental	94,202	101,650	7,448	753,616	813,200	59,584
Health Care Services	968,719	886,200	(82,519)	7,594,725	7,275,245	(319,480)
Other	615	1,749	1,134	4,827	6,813	1,986
Total Revenue	1,133,917	1,059,980	(73,937)	8,916,219	8,658,309	(257,910)
Wages and Benefits	635,267	623,969	11,298	5,111,870	4,892,303	219,567
Operating	260,362	237,513	22,849	2,094,459	2,047,306	47,153
Interdepartmental	203,509	176,977	26,532	1,595,809	1,453,902	141,907
Expenses Before Capital & Depreciation	1,099,138	1,038,459	60,679	8,802,138	8,393,511	408,627
Net Income/(Loss) before Outlay and Depreciation	34,779	21,521	(13,258)	114,081	264,798	150,717
Capital Outlay	-	2,248	(2,248)	72,781	37,013	35,768
Depreciation	-	46,270	(46,270)	-	371,808	(371,808)
Total Expenses	1,099,138	1,086,977	12,161	8,874,919	8,802,332	72,587
Other Financing	-	-	-	-	-	-
Change in Net Position	34,779	(26,997)	(61,776)	41,300	(144,023)	(185,323)

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended August 31, 2017

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	\$ 1,133,917	\$ 1,059,980	\$ (73,937)	\$ 8,916,219	\$ 8,658,309	\$ (257,910)
Life Enrichment	24,183	25,407	(1,224)	177,054	171,594	5,460
Dietary	106,329	108,156	(1,827)	857,145	845,634	11,511
RK Administration	126,955	126,194	761	1,079,413	1,067,829	11,584
Building Services	87,341	65,578	21,763	666,261	643,287	22,974
Health Information	15,387	15,158	229	120,771	119,643	1,128
Nursing	584,468	553,656	30,812	4,690,459	4,434,346	256,113
Ancillary	112,657	102,386	10,271	883,234	774,731	108,503
Environmental Services	41,818	41,829	(11)	327,801	336,266	(8,465)
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,099,138	1,038,364	60,774	8,802,138	8,393,330	408,808
Capital Outlay	-	2,248	(2,248)	72,781	37,013	35,768
Depreciation	-	46,270	(46,270)	-	371,808	(371,808)
Total Expenses	\$ 1,099,138	\$ 1,086,882	\$ 12,256	\$ 8,874,919	\$ 8,802,151	\$ 72,768

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	8,874,919	8,430,524	444,395
Bottom line For Annual Report	Includes Outlay excludes Depr	41,300	227,785	(186,485)
		114,081	264,798	(150,717)

Rocky Knoll Health Care Center Month Ended August 31, 2017



Revenue is \$257,910 under budget. Average census is 134.28 vs budgeted 131.0

Room & Care revenue is \$282,846 under budget.

Ancillary revenue is \$34,785 under budget.

Expenses are \$408,627 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$219,567.

Purchased services are over budget \$16,665.

- Ancillary services are under budget \$100,226.

Repair & maintenance under budget \$24,952.

General operating is under budget \$27,678.

Interdepartmental costs are under budget \$141,907.

- Employee health insurance under budget \$136,417.

Tax levy used through August is \$563,051 or 67% of the Total Tax Levy \$844,577.

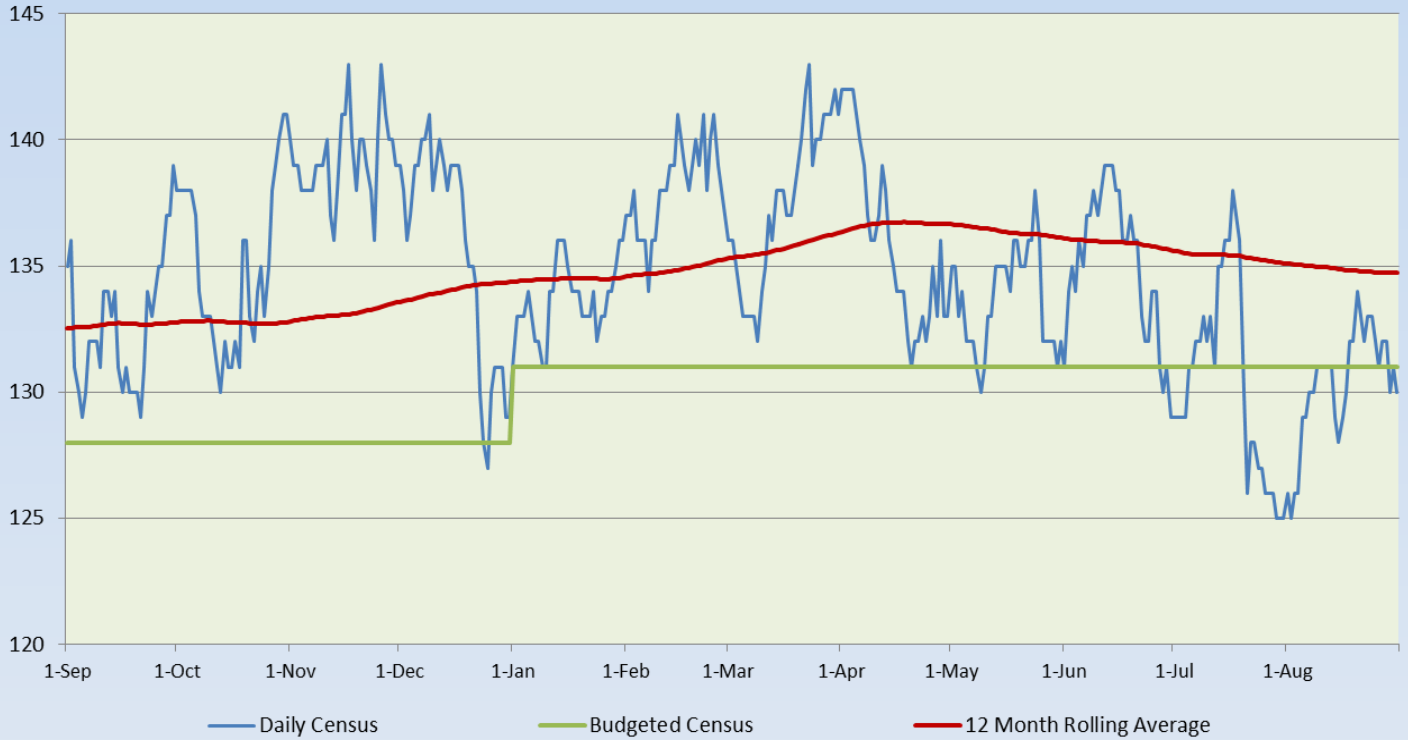
Capital Outlay through August is \$37,013.

Total depreciation through August is \$371,808.

Net Position (excluding depreciation) is a positive \$227,785 through August.

Actual Net Position is a negative \$107,010 through August.

ROCKY KNOLL DAILY CENSUS SEPTEMBER 01, 2016 THROUGH AUGUST 31, 2017



Patient per Day Costs				
Expense Category	Through August 2016		Through August 2017	
	Salary/Fringes	183.60	68.52%	186.21
Contractual Services	17.30	6.46%	18.21	6.78%
Operating	39.65	14.80%	36.74	13.68%
Utilities	7.53	2.81%	8.07	3.00%
Food	7.50	2.80%	7.07	2.63%
Insurance/Depreciation	12.36	4.61%	12.33	4.59%
TOTAL	267.94	100.00%	268.63	100.00%