

**NOTICE OF MEETING**  
HEALTH CARE CENTER COMMITTEE  
**September 12, 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 – August 8, 2017 9:00 AM

Rocky Knoll Administrator's Report

Travel Notifications

Committee Action

Confirmation of County Administrator's Appointment of Rocky Knoll Administrator

Consideration of July 2017 Financials

Consideration of Accounts Payable Vouchers

Approve Committee Members Attending Other Meetings

Committee Member Reports on Meetings Attended

Period of Public Comment

Adjourn

Health Care Center Committee Meeting - 9:00 a.m. – October 10, 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 09/07/2017 at 10:00 AM*

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

**August 8, 2017**

**Called to Order: 9:00 a.m.**

**Adjourned 10:31 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; Jeremy Fredericks, Accountant; Tracy Wallner, A/R Coordinator; 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 August 4, 2017 at 10:15 a.m. in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve the minutes of the July 11, 2017 meeting. Motion carried.

Ms. Valleskey had the following items to report:

- **Census** – In-house census of 130 with 3 pending admissions and no discharges
- **DHS Survey** – Seven health surveyors arrived August 1<sup>st</sup> and are in-house with plans to exit on August 9. The Life Safety Engineer arrived August 3<sup>rd</sup> and conducted his survey. It is expected that there will be five citations as a result of the visit.
- **Staffing** – Receiving several applications with interviews being conducted for C.N.A. and R.N. vacant positions
- **Nursing Home Administrator** – Confirmation has been received of an accepted offer for the replacement Administrator. Details will be shared once all necessary paperwork and pre-hire requirements are met. Anticipate start date of September 11<sup>th</sup> which will allow for three weeks of transitioning with Ms. Valleskey.

Ms. Valleskey informed members of a travel request for Debra Jacoby, Life Enrichment Director and Janine Bolz, Life Enrichment Aide to attend Challenging Behavioral Specialist Train-The-Trainer in Port Washington on September 19, 2017.

Ms. Wallner reviewed three accounts for Medical Record Numbers 103505, 103489 and 103424 that are deemed uncollected. She requested that the total amount of \$12,249.02 be removed from the books. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented for write-off. Motion carried

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

Jeremy Fredericks reviewed the Rocky Knoll 2<sup>nd</sup> Quarter Variance Report which was received for information only.

Jeremy Fredericks discussed the June 2017 financials. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

Discussion was held on the 2018 Annual Budget which was presented to County Supervisor Adam Payne and Finance Director Wendy Charnon on August 3<sup>rd</sup>. Budget was prepared using an average daily census of 135.6, which is increased from the 131 from current budget. She feels this is very attainable as it is the average we have been running.

Supervisor Hoffmann left the meeting at 10:18 a.m.

Room rate will increase \$5/day effective January 1<sup>st</sup> with proper notification provided to families. Capital outlay items were discussed with the explanation provided as to why we are operationalizing the expenses in the budget rather than requesting separate dollars. A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve the budget with changes as presented. Motion carried by roll call: Supervisors Conrardy, Bemis, Otten and Bosman voting Aye; Supervisor Hoffmann absent for vote. Motion carried.

Supervisors Conrardy and Otten were in attendance at the Budget meeting which was approved at the July 11, 2017 meeting and Supervisor Bemis attended the Nursing Home Administrator interviews (dates were to be determined), which was also approved at the July 11, 2017 meeting by motions of Supervisor Conrardy and seconded by Supervisor Bosman. Motions carried. Supervisor Bemis requested approval for attending the Survey Exit Interview on 8/9/17. Motion by Supervisor Conrardy and seconded by Supervisor Bosman. Motion carried.

A motion was made by Supervisor Bosman and seconded by Supervisor Conrardy to adjourn the meeting at 10:31 a.m. Motion carried and meeting adjourned.

Angie Iserloth

Recording Secretary

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

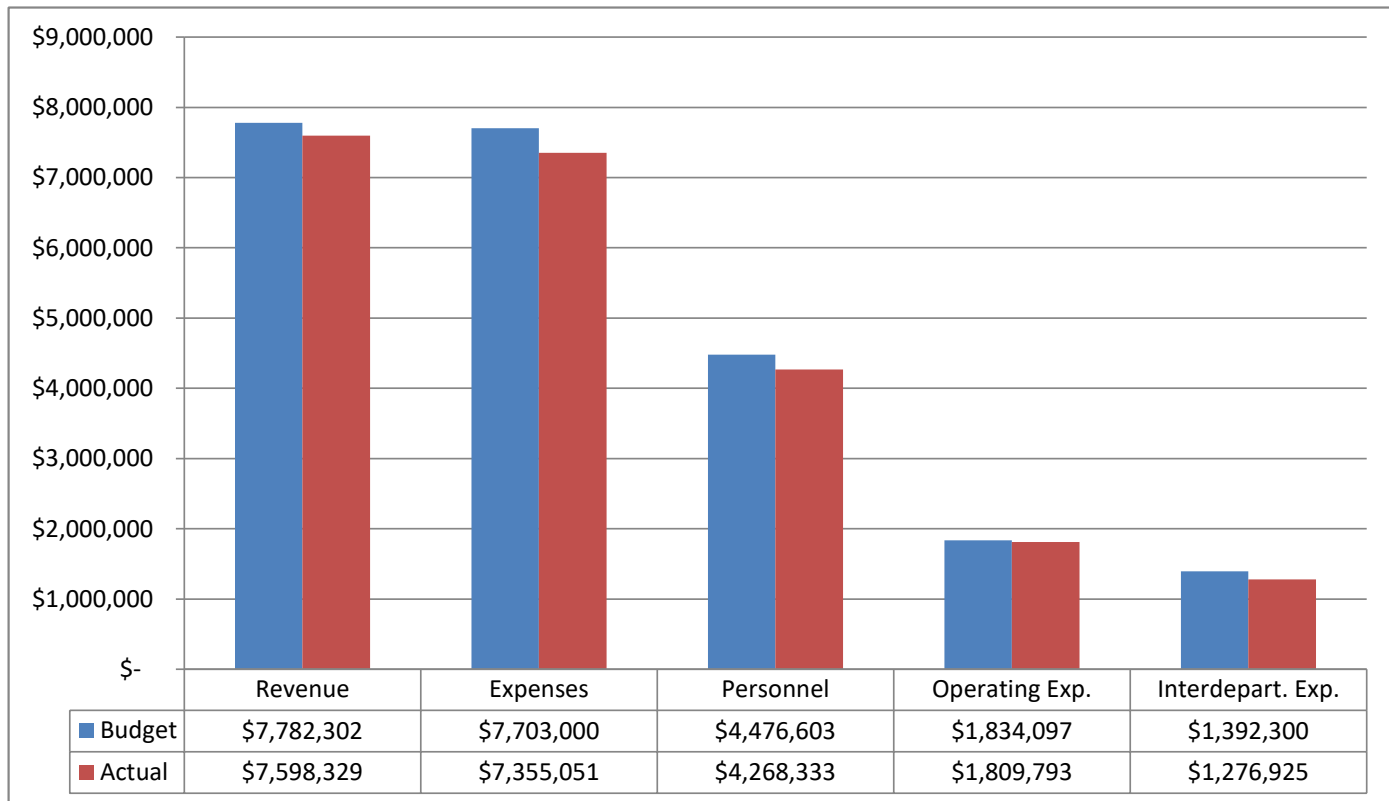
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 70,382	\$ 70,382	\$ -	\$ 492,670	\$ 492,670	\$ -
Intergovernmental	94,202	101,650	7,448	659,414	711,550	52,136
Health Care Services	969,090	911,006	(58,084)	6,626,006	6,389,045	(236,961)
Other	616	1,099	483	4,212	5,064	852
<b>Total Revenue</b>	<b>1,134,290</b>	<b>1,084,137</b>	<b>(50,153)</b>	<b>7,782,302</b>	<b>7,598,329</b>	<b>(183,973)</b>
Wages and Benefits	662,144	635,326	26,818	4,476,603	4,268,333	208,270
Operating	266,970	258,627	8,343	1,834,097	1,809,793	24,304
Interdepartmental	203,642	179,245	24,397	1,392,300	1,276,925	115,375
<b>Expenses Before Capital &amp; Depreciation</b>	<b>1,132,756</b>	<b>1,073,198</b>	<b>59,558</b>	<b>7,703,000</b>	<b>7,355,051</b>	<b>347,949</b>
<b>Net Income/(Loss) before Outlay and Depreciation</b>	<b>1,534</b>	<b>10,939</b>	<b>9,405</b>	<b>79,302</b>	<b>243,278</b>	<b>163,976</b>
Capital Outlay	-	12,957	(12,957)	72,781	34,765	38,016
Depreciation	-	46,346	(46,346)	-	325,538	(325,538)
<b>Total Expenses</b>	<b>1,132,756</b>	<b>1,132,501</b>	<b>255</b>	<b>7,775,781</b>	<b>7,715,354</b>	<b>60,427</b>
Other Financing	-	-	-	-	-	-
<b>Change in Net Position</b>	<b>1,534</b>	<b>(48,364)</b>	<b>(49,898)</b>	<b>6,521</b>	<b>(117,025)</b>	<b>(123,546)</b>

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

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
<b>Total Revenue</b>	<b>\$ 1,134,290</b>	<b>\$ 1,084,137</b>	<b>\$ (50,153)</b>	<b>\$ 7,782,302</b>	<b>\$ 7,598,329</b>	<b>\$ (183,973)</b>
Life Enrichment	24,234	23,420	814	152,871	146,187	6,684
Dietary	107,193	102,357	4,836	750,816	737,477	13,339
RK Administration	132,835	128,989	3,846	952,458	941,635	10,823
Building Services	87,341	102,150	(14,809)	578,920	577,710	1,210
Health Information	15,440	15,311	129	105,384	104,485	899
Nursing	611,245	576,168	35,077	4,105,991	3,880,689	225,302
Ancillary	112,653	84,801	27,852	770,577	672,345	98,232
Environmental Services	41,815	40,005	1,810	285,983	294,436	(8,453)
Outpatient Services	-	-	-	-	-	-
<b>Expenses Before Capital &amp; Depreciation</b>	<b>1,132,756</b>	<b>1,073,201</b>	<b>59,555</b>	<b>7,703,000</b>	<b>7,354,964</b>	<b>348,036</b>
Capital Outlay	-	12,957	(12,957)	72,781	34,765	38,016
Depreciation	-	46,346	(46,346)	-	325,538	(325,538)
<b>Total Expenses</b>	<b>\$ 1,132,756</b>	<b>\$ 1,132,504</b>	<b>\$ 252</b>	<b>\$ 7,775,781</b>	<b>\$ 7,715,267</b>	<b>\$ 60,514</b>

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	7,775,781	7,389,816	385,965
Bottom line For Annual Report	Includes Outlay excludes Depr	6,521	208,513	(201,992)
		79,302	243,278	(163,976)

**Rocky Knoll Health Care Center**  
**Month Ended July 31, 2017**



Revenue is \$183,973 under budget. Average census is 134.86 vs budgeted 131.0

Room & Care revenue is \$200,471 under budget.

Ancillary revenue is \$34,209 under budget.

Expenses are \$347,949 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget \$208,270.

Purchased services are over budget \$17,770.

- Ancillary services are under budget \$84,799.

Repair & maintenance under budget \$536.

General operating is under budget \$32,427.

Interdepartmental costs are under budget \$115,375.

- Employee health insurance under budget \$111,986.

Tax levy used through July is \$492,670 or 58% of the Total Tax Levy \$844,577.

Capital Outlay through July is \$34,765.

Total depreciation through July is \$325,538.

Net Position (excluding depreciation) is a positive \$208,513 through July.

Actual Net Position is a negative \$82,260 through July.

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



**Patient per Day Costs**

<b>Expense Category</b>	<b>Through July 2016</b>		<b>Through July 2017</b>	
Salary/Fringes	184.78	69.04%	185.70	69.13%
Contractual Services	17.59	6.57%	18.24	6.79%
Operating	37.84	14.14%	37.30	13.88%
Utilities	7.47	2.79%	7.94	2.96%
Food	7.54	2.82%	7.14	2.66%
Insurance/Depreciation	12.41	4.64%	12.32	4.59%
<b>TOTAL</b>	<b>267.63</b>	<b>100.00%</b>	<b>268.64</b>	<b>100.00%</b>