

NOTICE OF MEETING

HEALTH CARE CENTER COMMITTEE

May 13, 2014 - 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 - Apr 8, 2014 9:00 AM

RK Administrator's Report
Travel Notifications
Committee Actions

Consideration of County-Owned Vehicle Inventory
Consideration of December 2013 Financials - Final
Consideration of March 2014 Financials
Consideration of Donor Contribution

Review and Approve Vouchers
2 West Dining Room Tour
Approve Committee Members Attendance at Other Meetings
Committee Member Reports on Meetings Attended
Period of Public Comment
Adjourn

Next Scheduled Meetings:

Health Care Center Committee Meeting - 9:00 a.m. - May 27, 2014
Rocky Knoll Health Care Center
Health Care Center Committee Meeting - 9:00 a.m. - June 10, 2014
Rocky Knoll Health Care Center

Prepared by:
Angie Iserloth
Recording Secretary

Roger Otten
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.

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

April 8, 2014

Called to Order: 9:00 AM

Adjourned 10:34 A.M.

MEMBERS PRESENT: Supervisor Roger Otten, Chairperson; Supervisor Charles Conrardy, Supervisor Richard Bemis; Supervisor Brian Hoffmann

MEMBERS ABSENT: Supervisor Al Bosman

ALSO PRESENT: Rachelle Valleskey, RK Administrator; Jeremy Fetterer, Rocky Knoll Accountant; Pamela Zastrow-Mgr. Admission & Technology – RK; Jim TeBeest, County Building Services; Tracy Radtke – Accounts Receivable Specialist – RK; Violet Feldmann, Bob Ostermann

Chairperson Otten called the meeting to order at 9:03 AM. It was noted the amended agenda was posted on April 4, 2014 at 9:00 AM in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to approve the minutes of the Health Care Center meeting from March 11, 2014 meeting. Motion carried.

Per the committee's request, Ms. Pamela Zastrow updated the members as to how she is marketing Rocky Knoll, and what steps she is taking to increase the census. She continues to advertise on one billboard along Hwy. 23 where testimonials have been placed from residents who have discharged from Rocky Knoll. Radio spots are being run and ads have been placed in several newsletters in the area at a great rate. She is making contact with hospitals not only locally, but outside the Sheboygan County area and has had great success with new admissions.

Ms. Tracy Radtke was in attendance to review several accounts that are deemed uncollectable and requested approval to remove them from the accounting books. A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to proceed with the write-off. Motion carried.

Jeremy Fetterer presented the February 2014 financials to board members. A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to accept as presented, motion carried.

Ms. Valleskey had the following announcements regarding facility:

- **Census** – In house 132 with 3 pending and 3 planned discharges this week.
- **Survey** – The Annual State Survey was held last week with very positive results. There were five low level citations for Health Safety and 6 low level citations for Life Safety.
- **Morale Boosters Team** – Star Boards will be placed by the elevators on ground floor, for staff residents and visitors to write a nice comment about a staff member who is their star.
- **All Staff Meetings** – Three meetings will be held April 16th in the West Activity Room
- **RN Meeting Update** – Meeting held with staff RNs on March 19th regarding pay adjustments. All RNs were in agreement with no questions or concerns expressed.
- **CBRF Update** – Met with Community Care to discuss contract for Assisted Living. The meeting went well. The next step is to have an Architect or Engineer submit plans to the State for consideration. Reviewed plans with State Engineer at the time of State Survey, he guided on next steps. Currently working on creating a Business Plan to submit for consideration to the HCC.

Ms. Valleskey presented a request for Sandy Leon, Director of Health Information Services to attend training for ICD-10-CM for SNFs on May 21 and 22, 2014 in Green Bay. The money has been budgeted for this conference. A motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve the travel request as presented. Motion carried

Vouchers were reviewed. A motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve the vouchers. Motion carried.

A motion was made by Supervisor Hoffmann and seconded by Supervisor Conrardy to approve the attendance of Chairperson Otten at the Survey Exit Interview that was held at Rocky Knoll on April 3, 2014. Motion carried.

Public comment was received.

A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to adjourn the meeting at 10:34 a.m. Motion carried. Meeting adjourned.

Angie Iserloth
Recording Secretary



ROCKY KNOLL
HEALTH CARE CENTER
Innovation with Compassion

ORIGINAL DATE: 03/2005

REVISED: 05/2012,
05/2010

POLICY NUMBER: 20.3

Distribution: 13

TITLE: County-Owned Vehicle Policy

Policy: County-owned vehicles shall be identified, inventoried and used for the County benefit rather than for private benefit.

Procedure: The following provisions shall be implemented to insure compliance with Chapter 58 (County-owned Vehicles) of the Sheboygan County Code of Ordinances:

1. By April 30 of each even numbered year, the Administrator of Rocky Knoll will prepare an inventory of all motor vehicles assigned to the Center. It shall include: model, type, mileage, purpose for the use of, and staff assigned to each vehicle.
2. The Administrator shall report the inventory to the Health Care Center Committee as a part of the Committee's first meeting in May after the Committee's Organizational Meeting. The policy will be reviewed and revisions made at that time, if necessary.
3. Copies of the Inventory shall be provided to the County Administrator and the County Purchasing Agent.
4. The Rocky Knoll logo shall be displayed on each Health Care Center vehicle to clearly identify it as a County-owned vehicle.
5. A log shall be utilized that indicates the date, estimate time of usage and user of each vehicle. Logs will be retained for three years.
6. Approval must be obtained from the Administrator in advance to take the County vehicle overnight prior to a next day departure for a seminar/meeting. When attending an overnight conference, staff may use the vehicle to obtain a meal if the location is within no more than a 15-mile radius of the seminar/meeting.
7. Use of Rocky Knoll vehicles for personal reasons is prohibited.

Rocky Knoll Health Care Center Vehicle Inventory April 7, 2014

2010 Ford F-350 Pick-up Truck
Color: Blue
VIN #: 1FTWF3BRXAEB37845 RK#1
License: WI, Municipal 79423

1999 Chevrolet 3500 1 Ton Pick-up Truck
Color: Red
License: WI, Municipal 54511 RK#2
VIN #: 1GCHK34R1XR724261

2003 Dodge Grand Caravan Mini-van
Color: Tan
License: WI, Municipal 19286 RK#3
VIN #: 2D4GP34L13R263871

2007 Ford E 350 Braun Para-Transit Van
Color: White
License: WI, Municipal 36199 RK#4
VIN #: 1FTSS34L97DB10587
Lift Capacity: 800 # Max.
Lift Dimensions: 33" wide x 54" long

2010 Ford E-450/ Elkhart Coach/Bus
Color: White RK#5
License: 170-ZYG
VIN # 1FD4E4FPOADA03705

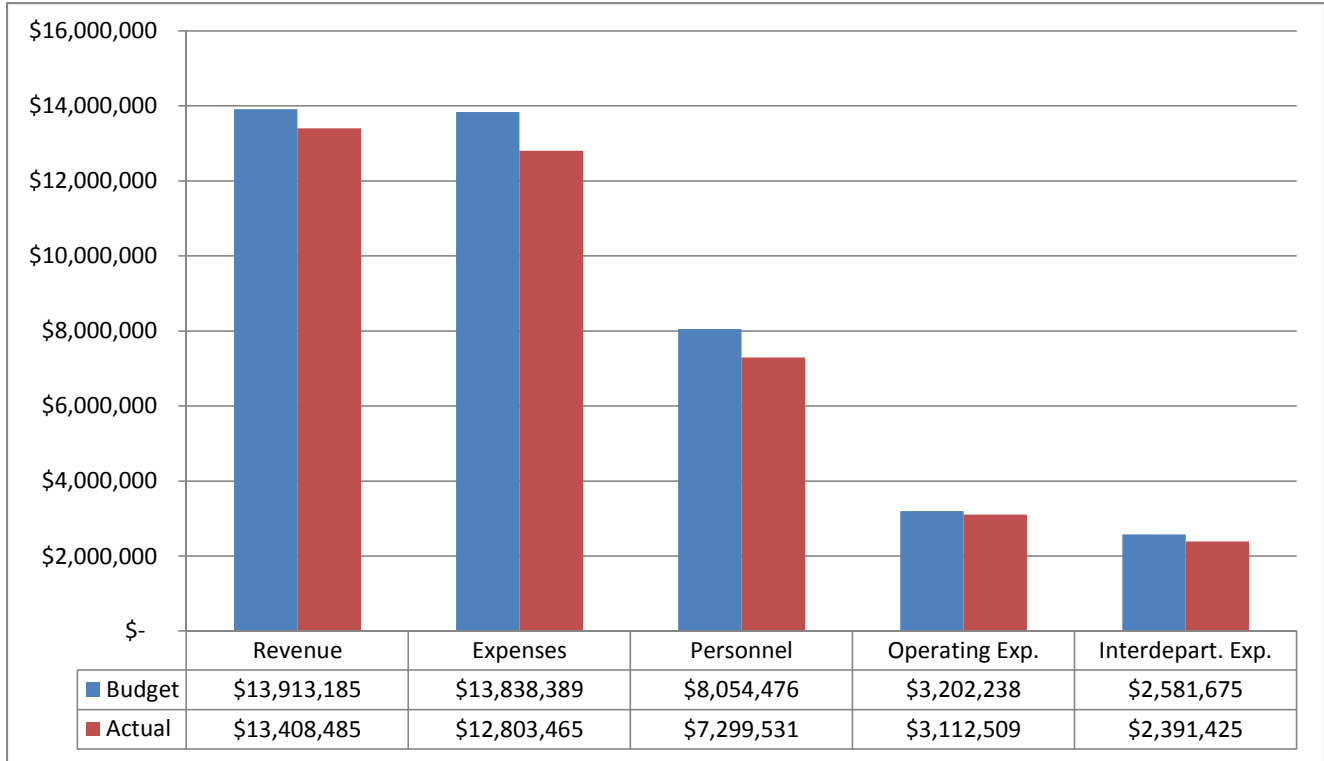
2010 Super Z Lawnmower
Model: 927988B
Serial # 10021086

Tim Chisholm

Phone: 920-893-6441
Rocky Knoll Health Care Center Fax: 855-716-7528
N7135 Rocky Knoll Parkway.
Plymouth, WI 53073

Attachment: County-Owned Vehicle Inventory 2014 RK (2028 : County-Owned Vehicle Inventory)

Rocky Knoll Health Care Center For Month Ending December 31, 2013



Revenue is \$504,700 under budget. Average census 132.0 vs budgeted 142.0

Room & Care Revenue is \$685,316 under budget

Ancillary Revenue is \$93,330 over budget

Expenses are under budget \$1,034,924 (excluding capital outlay and depreciation)

Wage & benefits are under budget \$754,945

Purchased services are over budget \$117,940

- Ancillary services are over budget \$173,188

Repair & maintenance under budget \$58,552

General operating is under budget \$134,067

Interdepartmental cost under budget \$190,250

- Employee health insurance under budget \$180,323

Total tax levy through December is \$801,881

Total depreciation through December is \$623,519

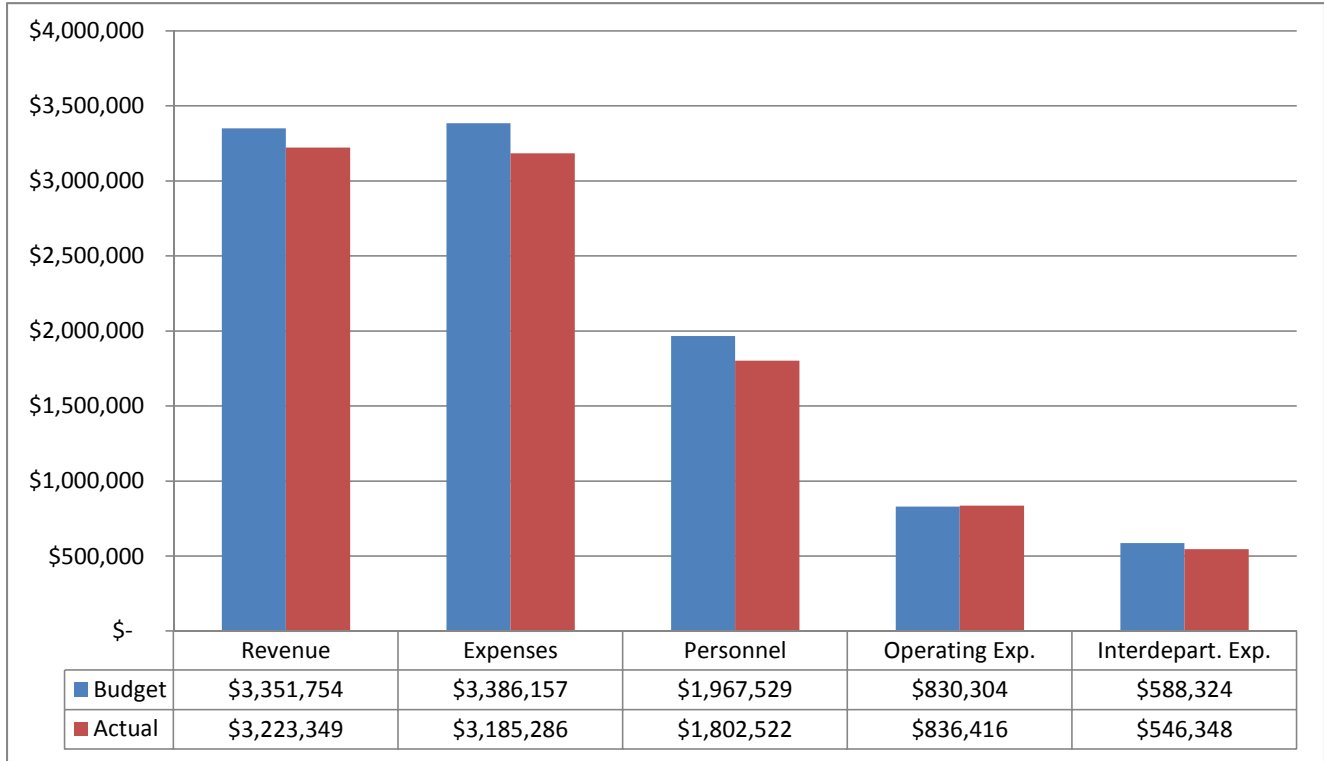
Total operating transfer in through December is \$11,405 for water tower heat exchanger

Attachment: December Final 2013 (2030 : December 2013 Financials - Final)

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended December 31, 2013

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 66,823	\$ 66,823	\$ -	\$ 801,881	\$ 801,881	\$ -
Intergovernmental	101,231	100,362	(869)	1,192,070	1,193,507	1,437
Health Care Services	1,012,012	927,027	(84,985)	11,917,534	11,334,183	(583,351)
Other	145	20,914	20,769	1,700	78,914	77,214
Total Revenue	\$ 1,180,211	\$ 1,115,126	\$ (65,085)	\$ 13,913,185	\$ 13,408,485	\$ (504,700)
Wages and Benefits	668,359	(75,043)	743,402	8,054,476	7,299,531	754,945
Operating	264,022	240,027	23,995	3,202,238	3,112,509	89,729
Interdepartmental	219,234	186,410	32,824	2,581,675	2,391,425	190,250
Total before Capital & Depreciation	1,151,615	351,394	800,221	13,838,389	12,803,465	1,034,924
Capital Outlay	-	(112,500)	112,500	106,198	-	106,198
Depreciation	-	199,947	(199,947)	-	623,519	(623,519)
Total Expenses	\$ 1,151,615	\$ 438,841	\$ 712,774	\$ 13,944,587	\$ 13,426,984	\$ 517,603
Operating Transfer In	-	11,405	(11,405)	-	11,405	(11,405)
Total Transfers In/Out	\$ -	\$ 11,405	\$ (11,405)	\$ -	\$ 11,405	\$ (11,405)

Rocky Knoll Health Care Center For Month Ending March 31, 2014



Revenue is \$128,404 under budget. Average census 127.71 vs budgeted 135.C

Room & Care Revenue is \$180,153 under budget

Ancillary Revenue is \$53,691 over budget

Expenses are under budget \$200,871 (excluding capital outlay and depreciation)

Wage & benefits are under budget \$165,007

Purchased services are over budget \$94,705

- Ancillary services are over budget \$59,799

Repair & maintenance under budget \$59,943

General operating is under budget \$23,328

Interdepartmental cost under budget \$41,975

- Employee health insurance under budget \$37,820

Total tax levy through March is \$211,559

Capital Outlay through March is \$3,434

Total depreciation through March is \$136,420

Attachment: March 2014 Financials (2031 : March 2014 Financials)

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended March 31, 2014

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	\$ 70,520	\$ 70,520	\$ -	\$ 211,560	\$ 211,559	\$ (1)
Intergovernmental	93,831	93,831	-	272,401	272,401	-
Health Care Services	987,218	929,681	(57,537)	2,867,004	2,738,358	(128,646)
Other	272	490	218	789	1,031	242
Total Revenue	\$ 1,151,841	\$ 1,094,522	\$ (57,319)	\$ 3,351,754	\$ 3,223,349	\$ (128,405)
Wages and Benefits	677,065	594,415	82,650	1,967,529	1,802,522	165,007
Operating	266,301	268,846	(2,545)	830,304	836,416	(6,112)
Interdepartmental	202,020	181,539	20,481	588,324	546,348	41,976
Total before Capital & Depreciation	1,145,386	1,044,800	100,586	3,386,157	3,185,286	200,871
Capital Outlay	-	-	-	-	3,434	(3,434)
Depreciation	-	45,539	(45,539)	-	136,420	(136,420)
Total Expenses	\$ 1,145,386	\$ 1,090,339	\$ 55,047	\$ 3,386,157	\$ 3,325,140	\$ 61,017