NOTICE OF MEETING

HEALTH CARE CENTER COMMITTEE

October 14, 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 - Sep 23, 2014 9:00 AM

RK Administrator's Report
Committee Action

Consideration of Accounts Payable Vouchers

Travel Notifications
Approve Committee Members Attendance at Other Meetings
Committee Member Reports on Meetings Attended
Period of Public Comment
Adjourn

Next Scheduled Meetings:

Rocky Knoll Foundation Meeting - 3:30 p.m. - October 27, 2014
Rocky Knoll Health Care Center
Health Care Center Committee Meeting - 9:00 a.m. - October 28, 2014
Rocky Knoll Health Care Center
Health Care Center Committee Meeting - 9:00 a.m. - November 11, 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

September 23, 2014 **Called to Order: 9:00 AM** **Adjourned 10:55 AM**

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

ALSO PRESENT: Rachelle Valleskey, RK Administrator; Jeremy Fetterer, Rocky Knoll Accountant; Tim Chisholm, Maintenance Supervisor; Patti Walsdorf, Scheduling Coordinator; Violet Feldmann, Ken Plummer

Chairperson Otten called the meeting to order at 9:00 AM. It was noted the agenda was posted on September 17, 2014 at 10:45 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 August 26, 2014. Motion carried.

Tim Chisholm updated board members of staff changes which included two Environmental Service Worker retirements this year and one potential in 2015. The latest addition to the ESW department as well as the newest Maintenance worker has proven to be excellent additions to the staff at Rocky Knoll. Many ongoing projects happening in the facility such as door repairs, new nurses' stations and wall updating; Annex exterior has been painted; various repairs and updates are underway with the Retro Commissioning Project. Maintenance staff will clean coils on the air handler unit and the hot water recirculation line project will also be done by our staff, which will in turn save approximately $7,300. Focus on Energy rebates for lighting upgrades and for the new gas dryer in laundry department are being recognized. The two largest chillers are repaired (Woodland Village compressor (1) control panel replaced. Kitchen compressors 1 and 2 repaired).

Ms. Patti Walsdorf, Scheduling Coordinator at Rocky Knoll gave an overview of her job duties within the facility. Patti has been with Rocky Knoll for 18 years, and her primary responsibility is to produce the schedule for all nursing staff in the building while staying within the budget parameters. This is challenging with the requirement to put out a four-week schedule two weeks in advance of when the schedule starts. The census fluctuates so much, so it is very difficult to predict the staffing needs that far in advance. If needs change once the schedule is posted, she needs to make phone calls to increase staff, or low census if applicable. She also works on granting nursing staff vacations.

Ms. Valleskey had the following announcements regarding the facility:

- **Census –** 124 In house, 1 in hospital. Pending are four referrals and two discharges
- **Break Room Project –** Broke ground on September 15th with an anticipated completion date of December 10th. There is a lot of enthusiasm from staff and residents.
- **Relocation Assessment –** In collaboration with Tom Eggebrecht a snap shot study was conducted of the cost benefit to Sheboygan County to have Rocky Knoll. Residents

determined to likely require IMD status, if they were to move, would cost the county more money than is being spent with current tax levy for Rocky Knoll. With the current seven residents identified, the cost savings is $24,204 annually to Sheboygan County. I have now been asked to provide a higher level of detail to the identified seven residents. This will be completed today and submitted to Adam Payne.

- **Nursing Staffing –** The breakdown of nursing hours that Rocky Knoll uses compared to the state requirement was explained to the board members. The State mandates are 2.00 PPD for CNA's and 1.16 PPD for Direct Care Nurses, which are followed by the majority of nursing homes. The following shows the State Comparison to Rocky Knoll Using a census of 125:
    - Rocky Knoll currently is at 360 hours of C.N.A. care in a 24-hour period (State required is 250 hours)
    - Rocky Knoll currently is at 160 hours of Direct Nursing care in a 24-hour period (State required is 145 hours)
    - The combined estimated dollars spent over and above what is required by the state for Rocky Knoll is $690,324.50 annually. That is approximately what the tax levy is for Rocky Knoll.
- **Visit from Governor's office –** Cindy Polzin, Director of Legislative Affairs from Governor Walker's office will be visiting Sheboygan County tomorrow and will meet with a variety of departments for an Administrative roundtable, lunch, and a tour of Sargento Company in Plymouth. The day will end with a meeting and discussion of future development and work force needs.
- **Airborne Isolation Room –** the TB patient we were caring for has been discharged to home isolation and (DOT) Direct Observation Therapy.
- **Sheboygan County Museum –** I spoke with Dave Reiss who has posters of Rocky Koll from prior to 1950 when the facility was still operating as a TB Sanitarium. Will look to see if the quality warrants framing and hanging in the building to preserve some of the history.
- **State Investigations –** Two self-reports of resident to resident altercations were recently sent to the Division of Quality Assurance, State of Wisconsin based on meeting criteria required to submit. Follow up visit and investigation from State Surveyor(s) may occur as a result.
- **Morale Boosters** – Events in August included free bottles of ice water for the staff and a $25 gift basket to be raffled off to staff members who had perfect attendance for the month. We are hoping to expand on these events for future months.
- **Jingle –** Jim DeKoch from The DK Company visited last Friday to share the beginning efforts on the jingle, and to interview residents who were willing to be involved in creating voice overs for the radio spots. By the end of the week we should have a draft copy. The music is very pleasing and the lyrics are simple and powerful.
- **Crisis Network –** Health & Human Services chairs a quarterly meeting that brings health and service providers together from the community who inevitably work together to provide for the clients receiving Chapter 51 and Chapter 55 services. Rocky Knoll has made a renewed effort to be in attendance at these meetings, and to collaborate with the team.

Ms. Valleskey advised board members that the County is still working on the Overall Compensation Study for county workers, with a deadline for completion of December 2015.

Ms. Valleskey asked the Committee if they would approve a Private Room Rate for Woodland Village, which currently does not exist. There are many times when residents stay in Woodland for therapy, but when they have 'graduated' from therapy, they do not want to move to other private rooms in the building (current rate $305), but are not able to pay the higher rate for staying in the Rehab Unit (current rate $405/day). Ms. Valleskey is proposing a Woodland

Village Private Room Rate of $355/day. A motion was made by Supervisor Bemis and seconded by Supervisor Hoffmann to approve the rate. By call of the role all Supervisors voted Aye. Motion carried.

Jeremy Fetterer presented the Financials for August 2014. A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve. Motion carried.

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

Public comment was received.

The next meeting is scheduled for October 14, 2014.

A motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to adjourn the meeting at 10:55 a.m. Motion carried. Meeting adjourned.

Angie Iserloth
Recording Secretary