NOTICE OF MEETING

HEALTH CARE CENTER COMMITTEE

December 22, 2015 - 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 - Dec 8, 2015 9:00 AM

Rocky Knoll Administrator's Report
Travel Notifications - None at time of mailing
Committee Action

Consideration of Accounts Payable Vouchers

Consideration of November 2015 Financials

Consideration of Carryover of Unexpended 2015 Funds

Request for Committee Members to Attend Other Meetings
Committee Member Reports on Meetings Attended
Period of Public Comment
Adjourn

Health Care Center Committee Meeting - 9:00 a.m. - January 12, 2016
Rocky Knoll Health Care Center
Rocky Knoll Foundation Meeting - 3:30 p.m. - January 25, 2016
Rocky Knoll Health Care Center
Health Care Center Committee Meeting - 9:00 a.m. - January 26, 2016
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

December 8, 2015 **Called to Order: 9:02 AM** **Adjourned 9:46AM**

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

ALSO PRESENT: Tracy Radtke – AR Coordinator, Rocky Knoll; Jeremy Fetterer - Accountant; Violet Feldmann - Public, Ken Plummer-Public

Supervisor Otten called the meeting to order at 9:02 AM. It was noted the agenda was posted on December 2, 2015 at 2:10 PM in compliance with the Open Meeting Law.

A motion was made by Supervisor Bosman and seconded by Supervisor Bemis to approve the minutes of the Health Care Center meeting from November 10, 2015. Motion carried.

There was no travel for approval.

In the absence of Ms. Valleskey, Ms. Iserloth had the following announcements regarding the facility:

- **Census –** 125 in house; 3 pending short-term admissions and 2 potential long term care admissions; 3 pending discharges
- **Lynn Wege Award –** Hedy Schweizer, Optum NP at Rocky Knoll nominated Sandy Doro, a C.N.A. at Rocky Knoll, for the Lynn Wege Award because of Sandy's caregiving attributes being exceptionally caring, humorous, and genuine. Sandy was selected as the winner and was awarded $200 gift card, flowers, a plaque and a clown figurine. The award was named after Lynn Wege who was a Nurse Practitioner with Optum. Lynn was a special provider who went out of her way to brighten the lives of her residents. As an example, she dressed as a clown on her days off, and went to health care facilities to provide humor and enjoyment to the residents. Lynn developed brain cancer and passed away. The Plymouth review wrote a nice article with a photo of Sandy receiving her award on 11/19/15. We are honored to have Sandy working in our facility.
- **Public Thank You –** Ms. Valleskey received a copy of a newspaper article with a Thank you to the staff at Rocky Knoll for a positive experience from a resident during her five month stay.
- **Grants from DHS –** As reported at the last meeting, Ms. Valleskey submitted a grant request to DHS for funding a Snoozelin Room on the 1 North unit. Decision making will take place in March of 2016.
- **County Department Head Meeting –** Rocky Knoll hosted this month's meeting on December 3, 2015. An overview of the facility was given as well as a brief tour of 1 West, Therapy and Woodland Village.
- **Health Drive –** Contracts have been signed with Health Drive for on-site Audiology, Eye, Dental, and Podiatry services for residents choosing to enroll. Health Drive accepts payment from Medicaid which is a great advantage to many of our residents. December 16 will be the day we transition from the former Aggeus provider to Health Drive. Information packets will be created for the responsible parties of residents.
- **Safe Lift Equipment Grants –** West Bend Mutual Insurance Company has committed to spend $25,000 in 2016 on mechanical lifts, which is the third year the company has made this commitment. Interested facilities must apply for a Grant to be considered for the offering. Based

on the number of grant applications received, the list will be narrowed to the top 5-10 candidates consistent with funds available. Rocky Knoll will be applying for this grant opportunity.

- **Classification Appeal –** The Compensation Study identified the Manger of Building Services position at a DBM of C43, which has now been changed to a DBM of B32 according to a recent e-mail from Jean Gallimore. Rocky Knoll was not notified of this change, and an appeal has now been submitted to request the position be moved back to the proper placement at C43. Ms. Valleskey will attend the Human Resources Committee December 9th at 5:00pm.to appeal this request.

Ms. Valleskey requested approval for herself and Carla Darrah, Director of Nursing to attend the Focus Conference 2015 at the Kalahari Resort in Wisconsin Dells November 17-19, 2015. A motion was made by Supervisor Bemis and seconded by Supervisor Conrardy to approve the travel as presented. Motion carried.

Tracy Radtke, Accounts Receivable Coordinator for Rocky Knoll presented information to the committee members on accounts that have been deemed uncollectable. The total for the year is $11,392.33, one of which dates back to 2010. Motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to approve bad debt as presented. Motion carried.

Jeremy Fetterer presented a request to committee members to allow Rocky Knoll use the capital outlay variance to purchase two additional mechanical lifts for patient transfers. The savings variance was recognized due to purchasing a smaller blast chiller in the dietary department as well as purchasing a smaller washing machine in the laundry department. A motion was made by Supervisor Hoffmann and seconded by Supervisor Bemis to approve the request as presented and forward to Finance for their approval at the December 9th meeting. Motion carried.

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

The October 2015 Financials were presented and discussed. The census average for the year continues to be higher than what was budgeted and Rocky Knoll is still in a great position. A motion was made by Supervisor Bemis and seconded by Supervisor Conrardy to accept as presented. Motion carried.

A motion was made by Supervisor Bemis and seconded by Supervisor Conrardy to approve attendance of committee members at the Human Resource Committee on December 9, 2015 at 5:00 p.m. Motion carried. A motion was also made by Supervisor Conrardy and seconded by Supervisor Bemis to approve attendance of committee members at the Finance Committee on December 9, 2015 at 3:30 p.m. Motion carried.

Public comment was received.

Upcoming meeting scheduled for December 22nd may be cancelled, please watch your email for notifications.

A motion was made by Supervisor Bemis and seconded by Supervisor Bosman to adjourn the meeting at 9:46 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary