

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

Rocky Knoll Health Care Center  
N7135 Rocky Knoll Parkway  
Plymouth, WI 53073

**June 13, 2024**

**Call to order: 9:02 AM**

**Adjourned: 9:52 AM**

**MEMBERS PRESENT:** Supervisor Marilyn Montemayor, Chairperson, Supervisor Jackie Veldman, Vice Chair, Supervisor Suzanne Speltz, Secretary, Supervisor Carl Nonhof, and Supervisor Christian Ellis

**ALSO PRESENT:** Kayla Clinton, Rocky Knoll Administrator, Jeremy Fredericks, Accountant, and Mandy Kohal, Rocky Knoll Deputy Administrator

Chairperson Montemayor called the meeting to order at 9:02 a.m.

The Chairperson certified compliance with the open meeting law. The amended agenda was posted on June 11, 2024 at 3:50PM.

Motion made to approve the minutes for the meeting on May 9, 2024 as written by Supervisor Nonhof, with a second by Supervisor Speltz, motion carried

Rocky Knoll Administrator's Report

**Census:** 134 /120 (Actual/Budget) Pending admissions: 1  
Pending discharges: 1

**Monthly Census:** February 118

March 129

April 132

May

Woodland Village: 27/33

**Staffing:**

9 registered nurse positions: 2 Weekend only 1st shift

1 PT RN .6

1 PT RN .7

1 full-time 2nd , RN (1.0) or

2 full-time 2nd LPN

2 part-time LPN or RN (.8) 2nd

1 part-time .6 LPN or RN 3rd

1 full-time RN 3rd

37 CNA positions: 4 weekend only, 1st shift, 4 part-time

11 full-time, 6 part-time 2nd , 8 weekend only, 2nd shift  
1 full-time, 3 part-time 3rd shift, 1 weekend only

1 PCA PM shift  
2 PCA AM personal care assistants day shift

**Updates:**

Mother's Day and Father's Day Breakfast  
Elkhart High School Service Day  
Flag Day Program Friday  
First music Bistro night at Wednesday June 19 th  
Human Resources Generalist  
Staff Accountant  
Social Services Assistant

Committee Action

- Consideration of Salary Changes  
Motion made by Supervisor Speltz to approve the request, second by Supervisor Veldman, motion carried
- Consideration of Change in Table of Organization  
Motion made by Supervisor Ellis to approve the request, second by Supervisor Nonhof, motion carried
- Consideration to Hire Above Midpoint  
Motion made by Supervisor Nonhof to approve the request, second by Supervisor Speltz motion carried
- Consideration of Bad Debt Write Off  
Motion made by Supervisor Veldman to approve the request, second by Supervisor Speltz motion carried
- Consideration of Accounts Payable  
Motion made by Supervisor Veldman to approve the request, second by Supervisor Ellis motion carried
- Consideration of April 2024 Financials  
Motion made by Supervisor Veldman to approve the April 2024 Financials, second by Supervisor Speltz, motion carried

Approval of Attendance at Other Meetings or Functions/Reports on Meetings attended.  
None

Public Comment

None  
Rocky Knoll Foundation Meeting- Not scheduled at this time

9:52 AM - Motion made to adjourn by Supervisor Speltz, second by Supervisor Veldman, motion carried.

Amanda Kohal  
Recording Secretary

Suzanne Speltz  
Committee Secretary