

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

Rocky Knoll Health Care Center
In-Person & Virtual ZOOM meeting

March 9, 2022

Called to Order: 9:01 a.m.

Adjourned 10:12 a.m.

MEMBERS PRESENT: Supervisor Jacqueline Veldman, Chairperson; Supervisor Fran Damp; Supervisor Curt Brauer (On Zoom), Vice Chairperson; Supervisor Al Bosman, Secretary; Supervisor Marilyn Montemayor (On Zoom)

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant; Claire Richards, Rocky Knoll Student Administrator; Alayne Krause, Deputy Administrator (On Zoom)

Chairperson Veldman called the meeting to order at 9:01 a.m. It was noted that the agenda was posted on March 7, 2022 at 5:00 p.m. in compliance with the Open Meeting Law.

Motion made by Supervisor Montemayor and seconded by Supervisor Damp to approve minutes of the February 9, 2022 meeting. Motion carried.

Administrator Clinton had the following items to report:

- **Census** – In-house census 99 (Budgeted for 116); 2 pending admissions and 3 pending discharge; Woodland Village Rehab Unit census is 14 (capacity 37) and Covid Unit is closed.
- **Open Positions** – (1) full time RN on 2nd shift, (1) part time RN on 1st shift, (1) part time RN/LPN, (1) weekend only LPN, (10) full time 2nd shift CNAs, (5) full time 3rd shift CNAs, (6) part time 2nd shift CNAs, (5) part time 3rd shift CNAs, (4) Weekend only 1st shift CNAs, (6) weekend only 2nd shift CNAs, and (2) weekend only 3rd shift CNAs. Currently recruiting for Area Nurse Manager/Staff Development and Administrative Assistant positions.
- **National Guard** – On February 23, 18 National Guard Members arrived for orientation. Over the course of two weeks, we lost 6 members and received 3. As of today, we have 15 guard members until March 13. We were told we would have 10 members through April 25, which has turned into 9 members. Collectively, guard members have worked over 440 hours in the last 2 weeks.
- **New Horizon Foods** – Update regarding dining services and quality were given.

Administrator Clinton presented the Consideration to Pursue New Food and Dining Services Provider/Request for Proposal. Motion made by Supervisor Brauer; seconded by Supervisor Damp. Motion carried.

Administrator Clinton presented the Consideration of Nursing Department Reorganization and Table of Organization Change. Motion made by Supervisor Bosman; seconded by Supervisor Damp. Motion carried.

Administrator Clinton presented the Consideration of Promotion Request in concurrence with Table of Organization Change. Motion made by Supervisor Damp; seconded by Supervisor Montemayor. Motion carried.

Administrator Clinton presented the Consideration of Pay Policy Exemption for positions in Life Enrichment, Health Information, and Environmental Services. Motion made by Supervisor Montemayor; seconded by Supervisor Damp. Motion carried.

Accounts Payable vouchers were reviewed. Motion made by Supervisor Bosman to approve and allow Claire Richards to virtually sign on behalf of the committee members that attended the meeting via Zoom, seconded by Supervisor Damp. Motion carried.

Accountant Fredericks presented the January Financials. Motion made by Supervisor Damp and seconded by Supervisor Bosman to approve as presented. Motion carried.

Motion made by Supervisor Damp and seconded by Supervisor Brauer to adjourn the meeting at 10:12 a.m.
Motion carried and meeting adjourned.

Claire Richards
Recording Secretary