NOTICE OF MEETING

HEALTH CARE CENTER COMMITTEE

March 13, 2018 - 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 – February 13, 2018 9:00 AM

Facility Updates – Tim Chisholm, Manager of Building Services

Rocky Knoll Administrator's Report

Travel Notifications – None at time of posting

Committee Action

Consideration of Accounts Payable Vouchers

Consideration of January 2018 Financials

Consideration of Vacant Position Requests

Environmental Services Worker I & II; LTE's (2) Building Services Department

Approval of Committee Members Attending Other Meetings / Reports on Meetings Attended

Adjourn

Rocky Knoll Foundation Meeting - 3:00 p.m. – March 26, 2018
Rocky Knoll Health Care Center

Prepared by:
Angie Iserloth
Recording Secretary

Richard Bemis
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.

Posted on 3/08/2018 at 11:30 AM

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

February 13, 2018 **Called to Order: 9:00 a.m.** **Adjourned 9:53 a.m.**

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

MEMBERS ABSENT: Supervisor Brian Hoffmann, Vice-Chairperson

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant

Supervisor Bemis called the meeting to order at 9:00 a.m. It was noted the agenda was posted on February 7, 2018 at 10:30 a.m. in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve the minutes of the December 12, 2017 meeting. Motion carried.

Ms. Clinton had the following items to report:

- **Census –** In-house census 127; 3 potential admissions and 3 pending discharges
- **Open Positions –** Three full-time/6 part-time pm shift and 1 part-time night shift C.N.A.'s and 4 part-time night shift C.N.A's; 2 full-time p.m. shift and 1 full-time/1 part-time night shift Registered Nurse; one Personal Care Assistant on day shift. Quarterly update of open nursing staff will be provided quarterly to the Human Resource Committee per their request
- **Compliance Visits –** Surveyors visited the facility on two anonymous complaints – one by staff and one by a resident. Both issues were unsubstantiated
- **Quarterly QA Meetings** – Updates will be given to this committee as they work through Performance Improvement Plans.
- **Courier Service** – The part-time courier driver hired through Sheboygan County will provide drop off and pick up services daily at Rocky Knoll
- **County Administrator Goals –** Details were shared on the goal that incorporated Rocky Knoll and a few other departments
- **LeadingAge Meeting** – Takeaway from the last meeting was the new survey process. A few county homes have already been surveyed using the new process and stated the majority of the process is interview based – In a 50-bed facility with 37 residents in-house, all residents were interviewed.

Ms. Clinton will attend the WACH Conference in Madison on February 13 & 14, 2018. Ms. Leon will attend the WHIMA Conference in Wisconsin Dells on March 29, 2018. All conferences have been included in the budget. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

Accounts Payable Vouchers were reviewed. Motion was made by Supervisor Bosman and seconded by Supervisor Otten to approve as presented. Motion carried.

Jeremy Fredericks discussed the November 2017 financials. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

Jeremy Fredericks discussed the preliminary December 2017 financials. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

Ms. Clinton requested approval of a Blanket Vacant Position for the Environmental Service Worker I and Environmental Service Worker II positions. A long-time employed retired from the ESWI position and the other employee in the ESWII position left for another full-time job. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve and forward to the Human Resource Committee for action. Motion carried.

A motion was made by Supervisor Conrardy and seconded by Supervisor Otten to adjourn the meeting at 9:53 a.m. Motion carried and meeting adjourned. Next meeting will be on March 13, 2018. Supervisor Bosman will be absent.

Angie Iserloth
Recording Secretary

Rocky Knoll Health Care Center
Budget to Actual Comparison
Month Ended January 31, 2018

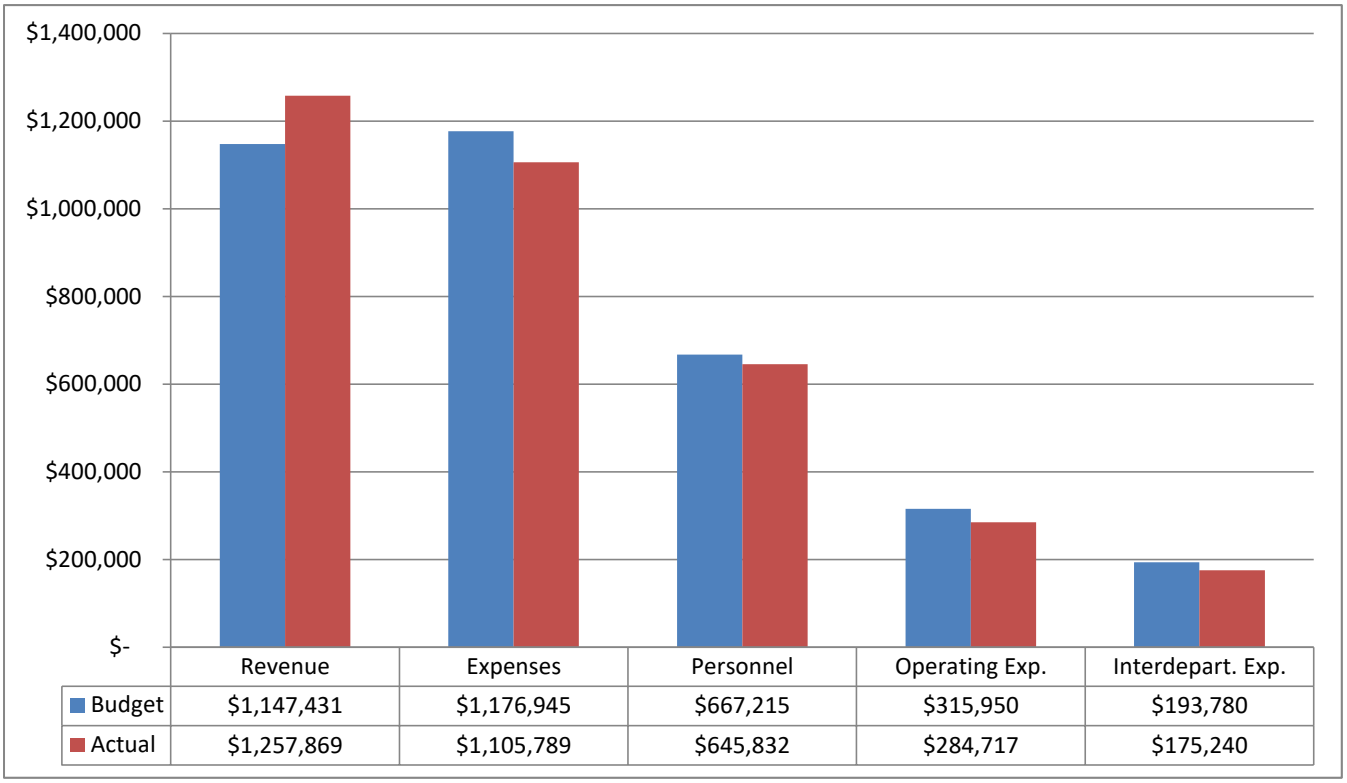
	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Property Tax Levy	$ 55,907	$ 55,907	$ -	$ 55,907	$ 55,907	$ -
Intergovernmental	110,552	117,033	6,481	110,552	117,033	6,481
Health Care Services	967,916	1,083,418	115,502	967,916	1,083,418	115,502
Other	8,493	1,384	(7,109)	8,493	1,384	(7,109)
Interdepartmental (Hwy)	4,563	127	(4,436)	4,563	127	(4,436)
Total Revenue	1,147,431	1,257,869	110,438	1,147,431	1,257,869	110,438
Wages and Benefits	667,215	645,832	21,383	667,215	645,832	21,383
Operating	315,950	284,717	31,233	315,950	284,717	31,233
Interdepartmental	193,780	175,240	18,540	193,780	175,240	18,540
Expenses Before Capital & Depreciation	1,176,945	1,105,789	71,156	1,176,945	1,105,789	71,156
Net Income/(Loss) before Outlay and Depreciation	(29,514)	152,080	181,594	(29,514)	152,080	181,594
Capital Outlay	45,500	1,761	43,739	45,500	1,761	43,739
Depreciation	-	44,300	(44,300)	-	44,300	(44,300)
Total Expenses	1,222,445	1,151,850	70,595	1,222,445	1,151,850	70,595
Other Financing	-	-	-	-	-	-
Change in Net Position	(75,014)	106,019	181,033	(75,014)	106,019	181,033

Rocky Knoll Health Care Center
Budget to Actual Comparison by Division
Month Ended January 31, 2018

	Month to Date			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Total Revenue	$ 1,147,431	$ 1,257,869	$ 110,438	$ 1,147,431	$ 1,257,869	$ 110,438
Life Enrichment	22,319	23,147	(828)	22,319	23,147	(828)
Dietary	103,893	99,815	4,078	103,893	99,815	4,078
RK Administration	155,521	136,530	18,991	155,521	136,530	18,991
Building Services	122,470	76,393	46,077	122,470	76,393	46,077
Health Information	15,472	15,446	26	15,472	15,446	26
Nursing	612,500	572,491	40,009	612,500	572,491	40,009
Ancillary	100,240	133,748	(33,508)	100,240	133,748	(33,508)
Environmental Services	44,530	48,219	(3,689)	44,530	48,219	(3,689)
Outpatient Services	-	-	-	-	-	-
Expenses Before Capital & Depreciation	1,176,945	1,105,789	71,156	1,176,945	1,105,789	71,156
Capital Outlay	45,500	1,761	43,739	45,500	1,761	43,739
Depreciation	-	44,300	(44,300)	-	44,300	(44,300)
Total Expenses	$ 1,222,445	$ 1,151,850	$ 70,595	$ 1,222,445	$ 1,151,850	$ 70,595

Total Expense Calc For Annual Report	Includes Outlay excludes Depr	1,222,445	1,107,550	114,895
Bottom line For Annual Report	Includes Outlay excludes Depr	(75,014)	150,319	(225,333)
		(29,514)	152,080	(181,594)

Rocky Knoll Health Care Center
Month Ended January 31, 2018



	Revenue	Expenses	Personnel	Operating Exp.	Interdepart. Exp.
Budget	$1,147,431	$1,176,945	$667,215	$315,950	$193,780
Actual	$1,257,869	$1,105,789	$645,832	$284,717	$175,240

Revenue is $110,438 over budget. Average census is 134.26 vs budgeted 135.6

Room & Care revenue is $116,426 over budget.

Ancillary revenue is $547 over budget.

Expenses are $71,156 under budget (excluding capital outlay and depreciation).

Wage & benefits are under budget $21,383.

Purchased services are over budget $6,988.

- Ancillary services are over budget $18,933.

Repair & maintenance under budget $42,834.

General operating is over budget $10,566.

Interdepartmental costs are under budget $18,540.

- Employee health insurance under budget $12,376.

Tax levy used through January is $55,907 or 8% of the Total Tax Levy $670,883.

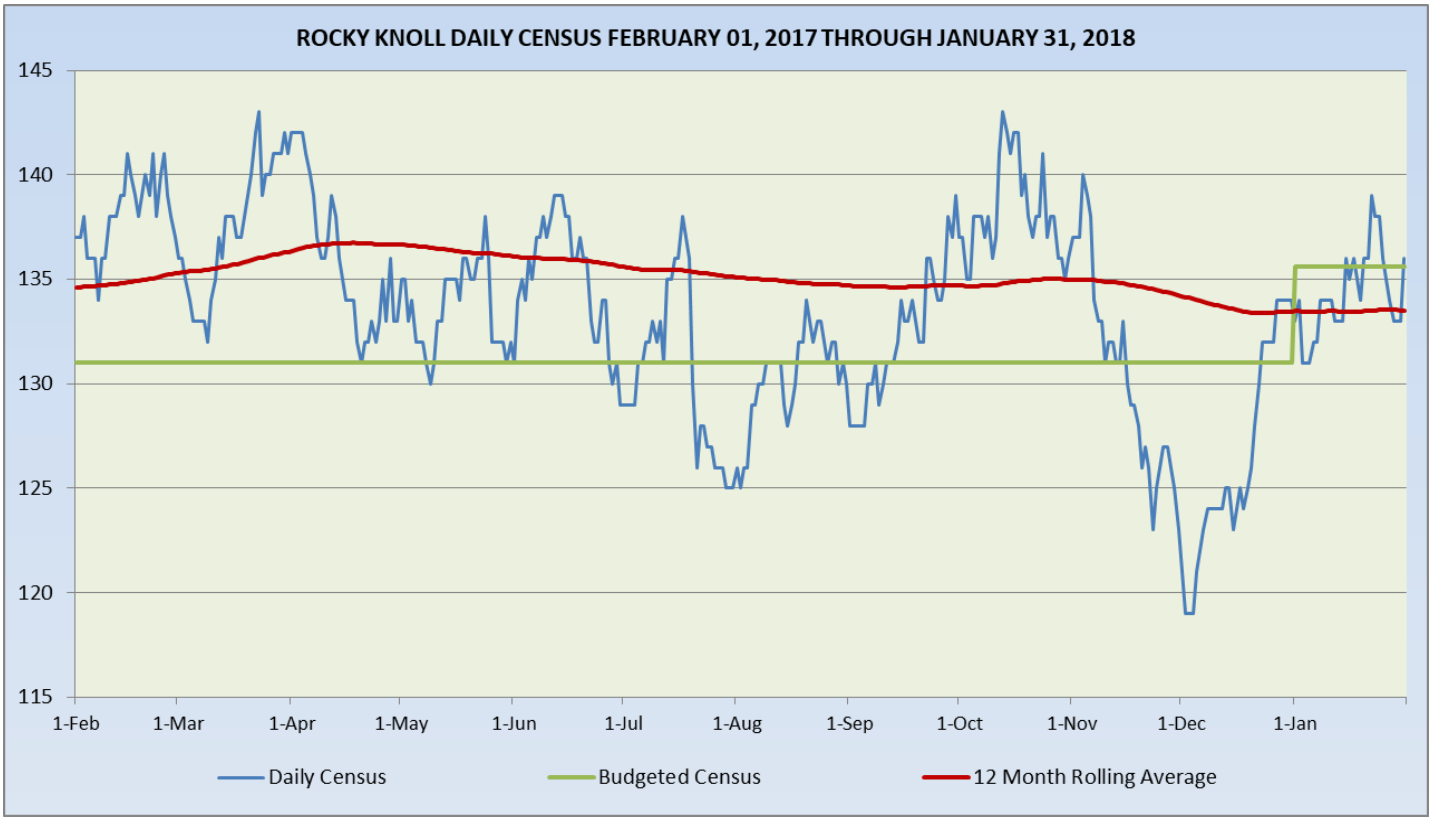
Capital Outlay through January is $1,761.

Total depreciation through January is $44,300.

Net Position (excluding depreciation) is a positive $150,319 through January.

Actual Net Position is a positive $107,780 through January.

JF3/6/2018



Patient per Day Costs				
Expense Category	**Through January 2017**		**Through January 2018**	
Salary/Fringes	189.33	70.25%	189.06	68.42%
Contractual Services	16.42	6.09%	21.48	7.77%
Operating	35.94	13.34%	39.36	14.24%
Utilities	8.83	3.28%	8.19	2.96%
Food	6.85	2.54%	6.69	2.42%
Insurance/Depreciation	12.12	4.50%	11.55	4.18%
TOTAL	269.49	100.00%	276.33	100.00%

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/5/2018
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:
Position: Limited Term Employee – Summer Help (2)
Reason for Vacancy: Seasonal

Justification:
Rocky Knoll Building Services Would like to hire two LTEs to provide services such as cutting the grass using both riding and hand held equipment, pruning and watering all outdoor plants, landscape maintenance, Cleaning windows and other light duties as necessary. This will allow the skilled maintenance workers to concentrate on preventative maintenance and upkeep within the facility to assure regulatory compliance.

Staffing Consideration:
Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:
Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:
DBM Salary Range of Requested Position: $10.50 - $11.50 / hour
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$7,176 / per LTE	$652 / per LTE	$7,828 / per LTE

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Kayla Clinton/ai Date: 3/8/18

Liaison Committee Signature_____ Date:_____

Human Resources Committee Signature_____ Date:_____

Form Process:
1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature **(salaried positions only)**.
4. HR begins recruitment process.

Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/5/2018
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:
Position: Health Care Center Workers (Environmental Services Worker I)
Reason for Vacancy: Retirement

Justification:
This position is responsible for maintaining the facility environment in a clean, safe and sanitary condition by performing complex housekeeping tasks and laundry task.

Staffing Consideration:
Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:
Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:
DBM Salary Range of Requested Position: DBM A13
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$23,696	$9,954	$33,650

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Kaya Clinton/ai Date: 3/8/18

Liaison Committee Signature_____ Date: _____

Human Resources Committee Signature_____ Date: _____

Form Process:
1. Department Head completes VPR.
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Sheboygan County
VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 3/5/2018
To: Health Care Center Committee Members
From: Katherine Clinton, NHA

Position Request:
Position: Health Care Center Workers (Environmental Services Worker II)
Reason for Vacancy: Resignation

Justification:
This position is responsible for maintaining the facility environment in a clean, safe and sanitary condition by performing complex housekeeping tasks as well as tasks of an ESW I.

Staffing Consideration:
Department has considered all alternate options as it relates to overall staff needs? Yes ☒ No ☐

Budget Consideration:
Is this position within the Department's annual operation budget? Yes ☒ No ☐
If not, please state the amount over budget as well as the proposed source of funds: Click here to enter text.

Costs:
DBM Salary Range of Requested Position: DBM A13
The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
$27,739	$10,645	$38,384

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature Kayla Clinton/ai Date: 3/8/18

Liaison Committee Signature_____ Date: _____

Human Resources Committee Signature_____ Date: _____

Form Process:
1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
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