

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

January 12, 2022

Called to Order: 9:06 a.m.

Adjourned 9:36 a.m.

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

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

Chairperson Veldman called the meeting to order at 9:06 a.m. It was noted that the agenda was posted on January 7, 2022 at 9:30 a.m in compliance with the Open Meeting Law.

Motion made by Supervisor Brauer and seconded by Supervisor Bosman to approve minutes of the December 8, 2021 meeting. Motion carried.

Administrator Clinton had the following items to report:

- **Census** – In-house census 93 (Budgeted for 116); 0 pending admissions and 1 pending discharge; Woodland Village Rehab Unit census is 7 (capacity 37) and Covid Unit is closed.
- **Open Positions** – (1) Part-time RN position on 1<sup>st</sup> shift; (1) Weekend only LPN; and (1) Full-time RN position on 2<sup>nd</sup> shift. (1) Part-time LPN 2<sup>nd</sup> shift; 4 W/E only CNAs on 1<sup>st</sup> shift; (10) Full-time CNAs and (5) Part-Time CNAs, (5) W/E only on 2<sup>nd</sup> shift; (5) Part-time CNAs, (3) Full-time, (2) W/E only CNAs on 3<sup>rd</sup> shift. (1) Part-time 1<sup>st</sup> shift and (1) Part-time 2<sup>nd</sup> shift Personal Care Assistants. Currently recruiting for Area Nurse Manager/Staff Development and Administrative Assistant positions.
- **COVID-19 Update** – Staff vaccination rate 80% and resident vaccination rate 95%. Unvaccinated staff are required to test bi-weekly. Due to County Covid positivity rate, all other staff are highly encouraged to test on bi-weekly basis. The Federal Covid vaccine mandate has been reinstated with a deadline of January 27, 2022. Administrator Clinton noted that Rocky Knoll is in substantial compliance to meet the upcoming mandate deadline.

Chairperson Veldman noted the first agenda item “Consideration of Daycare Funds moved to Wifi Project” was removed from the agenda.

Administrator Clinton presented the Consideration to use Provider Relief Funds to replace the existing seven water drinking fountains with touchless bottle fillers. Motion made by Supervisor Brauer; seconded by Supervisor Montemayor. Motion carried.

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

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

Motion made by Supervisor Bosman and seconded by Supervisor Montemayor to adjourn the meeting at 9:36 a.m. Motion carried and meeting adjourned.

Jill Mueller  
Recording Secretary