

## SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

November 10, 2021

Called to Order: 9:01 a.m.

Adjourned 9:39 a.m.

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

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant; Jill Mueller, Rocky Knoll Assistant Administrator, Claire Richards; Student Administrator; Cortney Grabinski; Director-Clinical Services, Ashleigh Frable; Director-Health Information Systems

Chairperson Veldman called the meeting to order at 9:01 a.m. It was noted that the agenda was posted on November 8, 2021 at 7:55 a.m. in compliance with the Open Meeting Law.

Motion made by Supervisor Brauer and seconded by Supervisor Montemayor to approve minutes of the October 13, 2021 meeting. Motion carried.

Student Administrator Richards and Assistant Administrator Mueller had the following items to report.

- **Census** – In-house census 97 (Budgeted for 124); 1 pending admissions and 1 pending discharge; Woodland Village Rehab Unit census is 14 (capacity 37) and Covid Unit is closed. Due to limited staff, referrals for admissions are being reviewed on a case by case basis.
- **Open Positions** – (1) Part-time RN position on 1<sup>st</sup> shift; (1) Weekend only LPN; (1) Full-time RN positions and (2) Part-Time RN positions on 2<sup>nd</sup> shift. (2) Part-time LPN 2<sup>nd</sup> shift; (1) Full-time RN position and (3) Part-time RN position on 3<sup>rd</sup> shift. (4) Part-Time CNAs and (1) Full-time CNA on 1<sup>st</sup> shift; (6) Full-time CNAs and (6) Part-Time CNAs on 2<sup>nd</sup> shift; (5) Part-time CNAs and (1) Full-time CNAs on 3<sup>rd</sup> shift. (1) Part-time Personal Care Assistant 1<sup>st</sup> Shift.
- **Annual Survey Results** – Received two health inspection citations and 10 citations for Life Safety. Plan of Correction approved and does not impact 5 star rating.
- **COVID-19 Update** – Un-vaccinated staff are tested on Mondays and Thursdays. Student Administrator Richards presented the vaccination rate for all staff is 70%. Rocky Knoll Leadership team is working through the Covid-19 vaccination mandate details. All staff, volunteers and vendors need to be at least partially vaccinated by December 4, 2021 and fully vaccinated by January 5, 2022. Rocky Knoll will be accepting medical and religious waivers and will provide reasonable accommodations of weekly testing and wearing full PPE for those with approved waivers.
- **Recruitment and Retention Update** – Assistant Administrator Mueller reviewed Recruitment and Retention initiatives in process to promote Rocky Knoll and recruitment efforts. Funding was approved to assist in providing wage increases, expanded benefits, staff appreciation and additional advertising to promote Rocky Knoll and drive recruitment of new staff. New social media efforts in process include 'Why Rocky Knoll' video, City Bus Advertising in Sheboygan and Manitowoc, TikTok recruiting videos for social media and creation of a branded brochure and hiring ads to distribute within the community.

Administrator Clinton presented the Consideration of Vacant Position Request for Health Unit Coordination. Motion made by Supervisor Brauer to approve, seconded by Supervisor Montemayor. Motion carried.

Administrator Clinton presented the Consideration of Vacant Position Request for Payroll Assistant. Motion made by Supervisor Brauer to approve; seconded by Supervisor Montemayor. Motion carried.

Administrator Clinton presented the request for Equity Adjustment for three Personal Care Assistants. Motion made by Supervisor Brauer to approve; seconded by Supervisor Bosman. Motion carried.

Administrator Clinton presented the request for Table of Organization Change for Health Information Services Department. Motion made by Supervisor Brauer to approve; 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 for the one Committee members behalf that attended the meeting via Zoom, seconded by Supervisor Montemayor. Motion carried.

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

Motion made by Supervisor Brauer and seconded by Supervisor Bosman to adjourn the meeting at 9:39 a.m. Motion carried and meeting adjourned.

Jill Mueller

Recording Secretary