

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

April 8, 2014

Called to Order: 9:00 AM

Adjourned 10:34 A.M.

MEMBERS PRESENT: Supervisor Roger Otten, Chairperson; Supervisor Charles Conrardy, Supervisor Richard Bemis; Supervisor Brian Hoffmann

MEMBERS ABSENT: Supervisor Al Bosman

ALSO PRESENT: Rachelle Valleskey, RK Administrator; Jeremy Fetterer, Rocky Knoll Accountant; Pamela Zastrow-Mgr. Admission & Technology – RK; Jim TeBeest, County Building Services; Tracy Radtke – Accounts Receivable Specialist – RK; Violet Feldmann, Bob Ostermann

Chairperson Otten called the meeting to order at 9:03 AM. It was noted the amended agenda was posted on April 4, 2014 at 9:00 AM in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to approve the minutes of the Health Care Center meeting from March 11, 2014 meeting. Motion carried.

Per the committee's request, Ms. Pamela Zastrow updated the members as to how she is marketing Rocky Knoll, and what steps she is taking to increase the census. She continues to advertise on one billboard along Hwy. 23 where testimonials have been placed from residents who have discharged from Rocky Knoll. Radio spots are being run and ads have been placed in several newsletters in the area at a great rate. She is making contact with hospitals not only locally, but outside the Sheboygan County area and has had great success with new admissions.

Ms. Tracy Radtke was in attendance to review several accounts that are deemed uncollectable and requested approval to remove them from the accounting books. A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to proceed with the write-off. Motion carried.

Jeremy Fetterer presented the February 2014 financials to board members. A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to accept as presented, motion carried.

Ms. Valleskey had the following announcements regarding facility:

- **Census** – In house 132 with 3 pending and 3 planned discharges this week.
- **Survey** – The Annual State Survey was held last week with very positive results. There were five low level citations for Health Safety and 6 low level citations for Life Safety.
- **Morale Boosters Team** – Star Boards will be placed by the elevators on ground floor, for staff residents and visitors to write a nice comment about a staff member who is their star.
- **All Staff Meetings** – Three meetings will be held April 16th in the West Activity Room
- **RN Meeting Update** – Meeting held with staff RNs on March 19th regarding pay adjustments. All RNs were in agreement with no questions or concerns expressed.
- **CBRF Update** – Met with Community Care to discuss contract for Assisted Living. The meeting went well. The next step is to have an Architect or Engineer submit plans to the State for consideration. Reviewed plans with State Engineer at the time of State Survey, he guided on next steps. Currently working on creating a Business Plan to submit for consideration to the HCC.

Ms. Valleskey presented a request for Sandy Leon, Director of Health Information Services to attend training for ICD-10-CM for SNFs on May 21 and 22, 2014 in Green Bay. The money has been budgeted for this conference. A motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve the travel request as presented. Motion carried

Vouchers were reviewed. A motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve the vouchers. Motion carried.

A motion was made by Supervisor Hoffmann and seconded by Supervisor Conrardy to approve the attendance of Chairperson Otten at the Survey Exit Interview that was held at Rocky Knoll on April 3, 2014. Motion carried.

Public comment was received.

A motion was made by Supervisor Conrardy and seconded by Supervisor Bemis to adjourn the meeting at 10:34 a.m. Motion carried. Meeting adjourned.

Angie Iserloth
Recording Secretary