

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

September 13, 2016

Called to Order: 9:00 AM

Adjourned 10:22 A.M.

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

ALSO PRESENT: Rachelle Valleskey, Rocky Knoll Administrator; Jeremy Fredericks, Accountant; Violet Feldmann - Public, Ken Plummer-Public

Supervisor Bemis called the meeting to order at 9:00 AM. It was noted the agenda was posted on September 9, 2016 at 3:05 p.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 August 9, 2016 meeting. Motion carried.

Ms. Valleskey had the following announcements regarding the facility:

- **Census** – Current in house 135 with 3 anticipated admissions and 2 discharges this week
- **Staffing Shortages** – All nursing homes are facing staffing shortages in all areas for nursing. We are working with the County Human Resource Department to formulate an aggressive advertising campaign but will need to look for funding as the proposed options are costly. State of Wisconsin DHS has issued a memo providing guidance to facilities for potential “helpers” or “hospitality aides” that can do non-direct patient care tasks. As we move forward with this option, we will look to the Committee for approval of a Table of Organization change. We have also reached out to another source for CNA training and offered our facility as a clinical training site. Currently only Lakeshore Technical College hosts Rocky Knoll as a training site.
- **All Staff Meetings** – All staff meetings will be held on September 27, 2016. We are working with Jean Gallimore, Director of HR and Denise Steiner, Payroll to present the transitions to be expected as of January 1, 2017 for all employees coming off the AFSCME Local 2427 contract. Jean will discuss particulars at the September 22nd HR Committee meeting.

Discussion was held on what items from the 2017 proposed capital outlay budget could possibly be purchased in 2016 due to the increased revenue this year. Mr. Fredericks will have a better idea of the financial status towards the end of October and will advise Ms. Valleskey how to proceed.

Ms. Valleskey advised the committee that she de-licensed three nursing home beds which brought our bed capacity to 151. Supervisor Conrardy made a motion to approve the de-licensing of the three beds, and also to include approval to de-license the other three beds for the purpose of renovating to Hospice suites as they become available. The motion was seconded by Supervisor Bosman. Motion carried.

Accounts Payable vouchers were reviewed. A motion was made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve, motion carried.

Jeremy Fredericks presented the July 2016 financials. Revenue and census continue to be higher than budgeted with the revenue surplus at approximately \$311,000 over budget year to date. Motion made by Supervisor Conrardy and seconded by Supervisor Hoffmann to approve financials as presented. Motion carried

Ms. Valleskey discussed changes made to the Proposed 2017 budget, which decreased the tax levy for Rocky Knoll by \$75,700. There will be no request for capital outlay, as all items will be funded in our operational budget. This was accomplished partially by requesting a room rate increase of \$10/day for each room. Rocky Knoll has not increased their rates for two years. The 2017 rate is still comparable to other area nursing homes and is even lower in some instances. Several area nursing homes charge separately for supplies, as well as the bed tax per month which is \$170. A motion was made by Supervisor Conrardy and seconded by Supervisor Otten to approve the Amended 2017 Budget which will include the increased room rate. By roll call Ayes – Supervisors Otten, Conrardy, Bemis and Bosman; No – Supervisor Hoffmann. Motion carried 4-1.

Ms. Valleskey spoke to the Committee about changing the Nursing Supervisors status from Exempt to Non-Exempt so they are able to pick up extra hours and work as a floor nurse. This would help to fill open nursing hours, but they would like to be compensated for their additional time spent at the facility, over 40 hours. Ms. Valleskey was advised from Human Resources that this would need committee support to change the exempt status. An hourly wage would need to be determined for them if this would occur. Ms. Valleskey was advised to discuss options with the Supervisors and bring back her findings at the next meeting.

Public comment was received.

The next meeting will be held on October 11, 2016 at 9:00 a.m. in the West Conference Room.

A motion was made by Supervisor Conrardy and seconded by Supervisor Otten to adjourn the meeting at 10:22 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary