

## ROCKY KNOLL HEALTH CARE CENTER FOUNDATION MINUTES

*\*Corrected Minutes*

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

**February 27, 2017**

**Called to Order: 3:30 PM**

**Adjourned: 4:30 PM**

MEMBERS PRESENT: Charlie Conrardy, Linda Laible, Richard Bemis, Denis Schmideler, Jeremy Fredericks, , Brian Hoffmann, Rachelle Valleskey, Cindy Stevens

MEMBERS ABSENT: Ron Becker, Dale Pauls, Bernie Nowicki

OTHERS PRESENT: None

President Conrardy called the meeting to order at 3:30 PM. It was noted that the agenda was posted on February 23rd, 2017 at 3:30pm in compliance with the Open Meeting Law.

Cindy Stevens had proposed making our meetings more eco-friendly by attempting to eliminate paper copies of meeting materials as much as possible. She loaded the meeting materials on a flash drive and projected them on a screen for members to view as each item was addressed. We will trial this procedure and determine if it is agreeable to everyone

The minutes from our last meeting were reviewed. A motion was made by Linda Laible and seconded by Richard Bemis to approve the minutes of the November 28<sup>th</sup>, 2016 meeting. Motion carried.

A recap of the results from our End of Year Giving drive was presented on the screen. Expenses for supplies, printing, and postage came to \$666.60. We received 13 donations in response for a total amount of \$865.00; resulting in a profit of \$198.40. Although the end result was much lower than hoped for, the committee concluded that it was our first attempt at such a mailing and at least we didn't lose money on it. We did get our name and mission out to the public in doing so, and that is a huge plus. Suggestions for better results were: changing the timing of a similar mailing, having a specific project outlined for the drive, and selecting a different recipient group. (We did not reach out to other Foundations or local businesses in this past mailing because we are aware that they are continually asked to contribute to a variety of causes.) Charlie Conrardy said that he would put together a list of known Foundation donors in the area that may be willing to donate to our mission. Local businesses are more apt to be involved in supporting a specific substantial project that we intend to undertake; such as the addition of a pavilion or a therapeutic garden area. If our intention is to raise funds for such a project, we will reach out to them in a future fund raising drive.

Rachelle addressed the group regarding the continuing Nursing shortage. We have had some success in hiring a few workers but some of our seasoned employees have retired or left at the same time, so we are not gaining too much ground on the problem. There are still approximately 25 nursing vacancies. We have had great success in filling 4 Personal Care Assistant positions. Although they are not able to perform the skilled duties of the credentialed nursing staff, their assistance with meals, tidying up, delivering mail and papers, providing companionship, and transporting residents to and from activities has been invaluable. Two of the Personal Care Assistants enjoy working here so much that they would like to pursue CNA training. They have

applied for the scholarships available through the Foundation for Tuition Reimbursement. One applicant has started the CNA Training course through LTC that began late January. The other applicant is interested in starting the next available class in June. Both will continue to work as Personal Aides while taking the CNA training. A third applicant is not a current employee or student but is very interested in becoming a CNA, and would start the training in June. The committee reviewed the three applications and approved all three for the cost of registration, courses, books and testing (approximately \$775 per student). Having the scholarships available was a huge motivating factor for all three applicants to pursue CNA training. That is exactly what we were hoping for in creating the program! With \$5000 being committed to the program for 2017, we could ultimately support the training of 3 more applicants.

Cindy Stevens told the committee that she would like to send a letter to the vendors from last year's Jolly Holiday event letting them know the date of this year's event and offering them first chance at reserving a booth. She asked for verification of the date, booth size and fees. The date was confirmed as October 28<sup>th</sup>, 2017 from 9am – 2 pm. Booth fees would remain the same as last year at \$50 a booth. We will provide a free lunch to the vendors. Motion made by Denis Schmidler to sponsor the Jolly Holiday event as stated above, seconded by Brian Hoffmann. Motion carried. Cindy will draft and execute the mailing of the letter/email prior to the next meeting.

Cindy Stevens had been contacted by the Nutman Company (Hubertus, WI) inquiring about the Foundation's interest in having them do a fundraiser at the facility. They do approximately 800 sales of this kind at various locations throughout Wisconsin. Their information was presented to the committee and discussed. Rachelle has some familiarity with the company as they set up sales at Aurora Hospital where she was previously employed. She vouched for their great products, fair prices, and professionalism. She did express a concern about whether Rocky Knoll had any sort of non-solicitation clause that would prohibit us from holding such a sale. Rachelle contacted corporate counsel and is waiting for an answer regarding this. We will wait for their response before proceeding with this idea any further. Discussion on this topic to be continued at our next meeting.

Jeremy Fredericks presented the Statement of Financial Position as of January 31, 2017. Total assets as of January 31, 2017 are \$83,839.57. Rachelle informed the group that we were experiencing another issue with the Bistro Grill. It is currently shut off. ~~\*due to the handles heating up and burning an employee.~~ Tim Chisholm is working on ~~\*having the company address~~ ~~\*addressing~~ the problem. Hopefully we will not incur charges in fixing the problem as this is the second ~~\*accident~~ ~~\*incident~~ involving the grill in the short period of time we have had it. ~~\*Between Rachelle and Tim the~~ ~~\*The~~ committee will be kept informed as to the progress of having the grill fixed and ready for spring. There were no questions about the Financial Statement. Motion made by Linda Laible and seconded by Denis Schmidler to approve the Financial Statement. Motion carried.

A motion was made by Richard Bemis and seconded by Brian Hoffmann to adjourn the meeting. Motion carried. The meeting was adjourned at 4:30 pm.

The next Foundation Meeting will be held March 27<sup>th</sup>, 2017 at 3:30 pm. at Rocky Knoll Health Care Center in the West Conference room.

Cindy Stevens  
Recording Secretary