

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

October 8, 2019

Called to Order: 9:00 a.m.

Adjourned 11:30 a.m.

MEMBERS PRESENT: Supervisor Roger Otten, Chairperson; Supervisor Al Bosman, Vice Chairperson; Charles Conrardy, Secretary; Supervisor James Glavan Supervisor

MEMBERS ABSENT: Supervisor Jacqueline Veldman

ALSO PRESENT: Kayla Clinton, Rocky Knoll Administrator; Jeremy Fredericks, Accountant; County Administrator Adam Payne; County Board Supervisor William Goehring; Stacy Wagner, Rocky Knoll Food Service Supervisor; Tracy Radtke, Accounts Receivable Coordinator; Annette Thomas, Janine Drew, Melissa Petrie, Roger Abraham, Richard Bemis

Vice-Chairperson Otten called the meeting to order at 9:00 a.m. It was noted the agenda was posted on October 4, 2019 at 9:00 a.m. in compliance with the Open Meeting Law.

A motion was made by Supervisor Conrardy and seconded by Supervisor Glavan to approve the minutes, with corrections as requested by Supervisor Bosman, from the September 10, 2019 meeting. Motion carried.

Vice-Chairperson Otten opened nominations for election of Chairperson to the Health Care Center Committee. Supervisor Glavan nominated Supervisor Otten as Chairperson. No other nominations, so motion to close nominations for Chairperson made by Supervisor Bosman, seconded by Supervisor Conrardy and motion carried. Motion to elect Supervisor Otten as Chairperson was made by Supervisor Glavan and seconded by Supervisor Bosman, motion carried.

Nominations to replace Vice-Chairperson Otten for the Health Care Center Committee were opened. Supervisor Glavan nominated Supervisor Bosman as Vice-Chairperson. No other nominations so motion to close nominations for Chairperson made by Supervisor Conrardy, seconded by Supervisor Glavan and motion carried. Motion to approve Supervisor Bosman as Vice-Chairperson was made by Supervisor Conrardy and seconded by Supervisor Glavan, motion carried.

Ms. Clinton gave the Committee Members and meeting attendees a tour of the proposed Rocky Knoll Daycare area and the current Dietary Services Department.

Ms. Clinton provided a general overview of comparisons for the Requests for Proposals received for the dining services at Rocky Knoll. The two companies submitting proposals were Unidine, Inc. and New Horizons. After discussion and comparison, it was requested that Ms. Clinton reach out to New Horizons and ask them to provide the committee with a presentation of their services. She may continue negotiations with Unidine, Inc. but at this time, no formal decision will be made until the Committee has time to review all information.

Ms. Clinton had the following items to report:

- **Census** – In-house census 129; 7 pending admissions and 2 pending discharges; Woodland Village Rehab Unit census is 22 (capacity 33)

- **Open Positions** – Certified Nursing Assistant positions: Day shift: 3 full-time, 3 part-time and 1 weekend only; PM Shift: 3 full-time, 6 part-time pm and 2 weekend only; Night Shift: 6 part-time and 1 weekend only. Registered Nurse positions: Day shift: 2 part-time; PM Shift: 1 part-time; Night Shift: 1 part-time
- **Tri-Shaw Bicycle for walking path** – Tri-Shaw bike is being returned, and we will be testing a golf cart for use on the resident walking path
- **Annual Facility Survey** – Surveyors entered our facility Monday, October 7th and are scheduled to exit Wednesday, October 9th. Supervisor Otten would like to be notified if we know what time the exit will be scheduled that date.

Ms. Clinton and Barbara Andrews, Director of Clinical Services will attend the 18th Annual FOCUS Conference in Wisconsin Dells November 20-21, 2019. Motion was made by Supervisor Glavan and seconded by Supervisor Bosman to approve as presented. Motion carried.

Ms. Radtke provided details of Accounts Receivables she is requesting be written off as follows: MRN #103927 for \$617.12; MRN #300038 for \$3,191 and MRN #101864 for \$6,529.31 for a total of \$9,937.43. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

Accounts Payable Vouchers were reviewed. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented. Motion carried.

August 2019 financials were presented. Motion was made by Supervisor Conrardy and seconded by Supervisor Glavan to approve as presented. Motion carried

Ms. Clinton provided information regarding the request to fill the Social Worker position at Rocky Knoll. The current budget is for a .6 FTE and she is requesting it be filled at a .9 FTE which is approved in the Rocky Knoll 2020 budget, pending the full County Board budget approval. Motion was made by Supervisor Conrardy and seconded by Supervisor Bosman to approve as presented and forward to the Human Resources committee for action so the position can be posted. Motion carried.

A motion was made by Supervisor Bosman and seconded by Supervisor Glavan to approve the attendance of Supervisor Otten at the September 18th Finance Committee meeting. Motion carried.

Public comment was received.

A motion was made by Supervisor Glavan and seconded by Supervisor Conrardy to adjourn the meeting at 11:30 a.m. Motion carried and meeting adjourned.

Angie Iserloth
Recording Secretary