

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

March 15, 2010

Called to Order: 10:31 AM

Adjourned: 12:02 PM

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

MEMBERS ABSENT: Supervisor Eustacio Medina, Secretary; Supervisor Constance Ziegelbauer

ALSO PRESENT: Michael Taubenheim, Administrator-RK; Emily Rosenberg, Billing Supervisor

Chairperson Conrardy called the meeting to order at 10:31 a.m. It was noted the agenda was posted on March 10, 2010 at 5:00 PM in compliance with the Open Meeting Law.

A motion was made by Supervisor Hoffmann and seconded by Supervisor Otten to approve the minutes of the March 1st meeting. Motion carried.

Mr. Taubenheim informed the Committee that Rocky Knoll is recruiting for an Area Nurse Manager. Currently we are down two Area Nurse Managers as one has left and another is out on medical leave. We will keep the Committee updated on this.

The Rocky Knoll Activities Department is in the process of changing their department name to "Life Enrichment" which would better describe their role in the care delivery system and new programs to enrich our residents. This would be part of a National Effort to embrace culture change in care services and more reflective of the residents own choices in the options available.

Mr. Taubenheim informed the Committee that John Brill, Building Services Supervisor, had attended an Energy Conservation and Power Consumption seminar in Appleton on March 11. Emily Rosenberg, Billing Supervisor, will be attending a Medicare Planning Seminar in Green Bay on April 9.

Mr. Taubenheim reported that Rocky Knoll needs to replace a kitchen steamer system that is currently down in our Dietary Department. The current unit was obtained in 1992 and this is the second time that it needs some major repairs. Therefore, we are requesting approval to replace it with a more updated unit. A motion was made by Supervisor Hoffmann and seconded by Supervisor Otten to approve the purchase of a new kitchen steamer system. Motion carried.

Mr. Taubenheim reported that Rocky Knoll has three bathtub lifts that are not functioning safely and is requesting approval to purchase three 350 lb. Supine Tub Stretcher Lifters that goes with the new tubs that were recently purchased. Mr. Taubenheim was asked to look into the cost of purchasing a bariatric capacity bathtub and lift for those larger residents. A motion was made by Supervisor Hoffmann and seconded by Supervisor Otten to approve the purchase of the three Supine Tub Stretcher Lifters. Motion carried.

Mr. Taubenheim presented the Center's Annual Report for 2009. He explained that Rocky Knoll had another good year in 2009 despite the challenging economy. The development of the 2010 budget for Rocky Knoll calls for the Tax Levy requirement to be reduced by another \$222,806 or 11%. As Medicaid reimbursement continues to be a concern, Mr. Taubenheim had recently attended a two-day session to keep abreast of the changes that pertain to the MDS (Minimum Data Set) and RUG (Resource Utilization Group) rates that determines the type of reimbursement Rocky Knoll receives from Medicaid. As presented at our March 1st Committee meeting, the MDS and RUG rates system helps to determine what we will be billed for and what we will be paid; therefore, we need to make sure that our data is accurate.

Mr. Taubenheim informed the Committee of the restructuring of the Billing Department at Rocky Knoll Health Care Center and introduced Emily Rosenberg as the Billing Supervisor. Ms. Rosenberg reviewed the highlights of the past practices of the Billing Department going back beginning in 2007 and what we have been doing to make our billing process more proactive to date. Therefore, it has been determined that a review of the Center's bad debts will be presented to the Committee on a quarterly basis to describe the methods being established for collecting past due accounts and the current standardized billing procedures being developed in our challenging economy.

The Committee had received copies of Collective Bargaining Issues, MOU's (Memorandum of Understanding) and personnel issues. Included in this packet were copies of two letters that have gone out to the RN Union Local 5011. One letter indicated that by the end of this month, Rocky Knoll is eliminating the position and compensation known as "Unit Coordinator". The second letter to the RN Union Local 5011 is to notify a reduction of the weekend only RN program.

Mr. Taubenheim updated the Committee about the designated smoking area being put in place at Rocky Knoll Health Care Center. The total project for a brick patio with a retaining wall and landscaping with a partial awning came in at \$11,175 from our vendor quote. We will inform the Committee as to what our vendor will quote on the price of providing a concrete patio.

Supervisor Otten made a motion and Chairperson Conrardy seconded to approve Supervisor Hoffmann's attendance at the Finance Committee Meeting on March 10. Motion carried.

Supervisor Otten made a motion and Chairperson Conrardy seconded to approve Supervisor Hoffmann's attendance at the Human Resources Committee Meeting on March 3. Motion carried.

Vouchers were reviewed and discussed. A motion was made by Supervisor Hoffmann and seconded by Supervisor Otten to approve the vouchers as presented. Motion carried.

There was no public comment.

In reviewing the upcoming scheduled Health Care Committee Meetings, it has been determined that Mr. Taubenheim will be out of town for the April 5th, therefore this meeting has been cancelled. The next Health Care Committee Meeting has not been scheduled at this time due to the County Board elections and appointment of the new committees.

A motion was made by Supervisor Hoffmann to adjourn the meeting which was seconded by Supervisor Otten. Motion carried and meeting was adjourned.

Jill Daane
Recording Secretary