

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

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

May 25, 2010

Called to Order: 10:03 AM

Adjourned: 12:05 PM

MEMBERS PRESENT: Supervisor Charles Conrardy, Chairperson; Supervisor Roger Otten; Supervisor Val Schultz, Supervisor Eustacio Medina, Supervisor Dale Cary

ALSO PRESENT: Michael Taubenheim, Administrator RK; Violet Feldmann

Chairperson Conrardy called the meeting to order at 10:03 a.m. It was noted the agenda was posted on May 21, 2010 at 11:45 AM in compliance with the Open Meeting Law.

A motion was made by Supervisor Otten and seconded by Supervisor Medina to approve the minutes of the March 15th meeting. Motion carried.

Mr. Taubenheim informed the Committee that Rocky Knoll has an Area Nurse Manager position that is vacant and we are actively working to fill. There have not been very many good strong candidates, but we are continuing to recruit for that position.

Rocky Knoll is in the process of training our staff on the Electronic Health Record System. Currently there are three components of the system turned on: Electronic billing, MDS's (Minimum Data Set), and we are just rolling out the first clinical piece where the line nursing staff are working on completing the basic level information into the system.

Rocky Knoll has installed CO detectors throughout the facility and the County Electrician has just issued instructions on how they will alert them so the fire department will know how to respond.

Mr. Taubenheim has expressed concern that the Foundation Committee was in need of being re-energized as the attendance was starting to deteriorate. Currently there are seven Board Members on the Foundation Committee and Mr. Taubenheim reported that the Committee is moving forward to have more structured meetings. The Foundation must also develop a public image throughout the community and to inform everyone that the purpose of the Foundation is to enrich the lives of the residents and families of Rocky Knoll Health Care Center. Currently the Foundation is developing plans for several projects such as a Memory Garden and Outdoor Bistro Area. Chairman Conrardy mentioned that we should plan to invite some of the Chamber of Commerce members to attend meetings at Rocky Knoll and have them tour the Facility. Supervisor Otten has asked that a report on the Foundation be completed at least quarterly to keep the Health Care Center Committee abreast of its progress.

Mr. Taubenheim informed the Committee that he had a meeting last week with Adam Payne, the County Administrator, to discuss Rocky Knoll's strategic plan. A binder of materials was assembled for this meeting and a copy of the contents of this binder will be given to each Health Care Center Committee member for their review. The binder contains various elements which make up the overall plan for the facility.

Mr. Taubenheim informed the Committee that there were a number of travel notifications which includes attendance at regional and local seminars on a variety of subjects.

Mr. Taubenheim presented the County-Owned Vehicle Policy and Rocky Knoll's list of vehicle inventory to the Committee asking for their approval. The County-Owned Vehicle Policy and the vehicles inventory list has been approved by the Health Care Committee.

Mr. Taubenheim updated the Committee that the census at Rocky Knoll has been down fairly significantly – approximately 13 patients per day. Even though the census is down, we are still ahead of budget. The financial information will be presented at the next Committee Meeting. Rocky Knoll is planning to train our staff and to add a cardiac left ventricular assist device method to assist people waiting for heart transplants. Rocky Knoll is also planning to expand their Alzheimer's and Dementia units in the future.

The Accounts Receivable/Write Off Report was discussed by Mr. Taubenheim. He presented the overall summary of where the Accounts Receivables are going back as far as February 2007 to current and explained that the DSO (Days Sales Outstanding) pertains to billing and is a way of measuring our receivables and how to collect it. Mr. Taubenheim also presented a packet of write offs (breakdown of charges) and explained the contributing factors for outstanding debts and requested approval of the Health Care Center Committee. Mr. Taubenheim will plan to review any future write offs on a quarterly basis going forward. A motion was made by Supervisor Schultz and seconded by Supervisor Carey to approve the write offs. Motion carried.

Mr. Taubenheim provided the Committee with a work order/contract for the repair of the well pump to Well #2 at Rocky Knoll which was drilled in 1972 at 400 feet deep, with a 10" pump. This well pump has been giving erratic readings. The well company has tested and checked the well only to find a significant amount of corrosion to the pump which is in need of rebuilding or replacement. Therefore, the well has been shut down, leaving us operating on one well. Supervisor Schultz suggested that we look into the energy usage involved with the purchase of a new pump and whether there will be some rebates involved and to check about warranty. The Committee asked for us to obtain a second bid as well. Mr. Taubenheim indicated that he would try to present the requested information to the Committee at its next meeting.

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

There were no meetings for Committee members to report on.

Public comment was received.

A review of the upcoming Committee Meetings was discussed and it was determined that the Health Care Center Committee will be held twice a month for now and when both the Health & Human Services Committee and the Health Care Center Committee meetings get established, we will try to hold a joint committee meeting a couple of times a year.

A motion was made by Supervisor Medina to adjourn the meeting which was seconded by Supervisor Cary. Motion carried. Meeting adjourned.

Jill Daane
Recording Secretary