

SHEBOYGAN COUNTY HEALTH CARE CENTER COMMITTEE MINUTES

**Corrected*

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

August 24, 2010

Called to Order: 10:02 AM

Adjourned: 11:18 AM

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

ALSO PRESENT: Michael Taubenheim, Administrator-RK; Angela Iserloth, Office Manager-RK; JoAnne Ochowicz, DON-RK; Kim Loose, Director Life Enrichment-RK; Victoria Roe, Area Nurse Manager-RK; Sandy Leon, Director of HIS-RK; Judy Meerdink, Staffing Coordinator-RK; John Brill, Bldg. Services Supervisor-RK; Ken Plummer, Director of Social Services-RK; Charlotte Limberg, Dietary Director-RK; Jennifer Rohrbeck, Area Nurse Manager/Clinical Reimbursement-RK; Heidi Washatko, Area Nurse Manager-RK; Cortney Munz, Area Nurse Manager-RK; Marci Kuhn-Area Nurse Manager-RK; Violet Feldmann;

Chairperson Conrardy called the meeting to order at 10:02 a.m. It was noted the agenda was posted on August 18, 2010 at 2:00 PM in compliance with the Open Meeting Law.

A motion was made by Supervisor Cary and seconded by Supervisor Schultz to approve the minutes of the August 10th meeting. Motion carried.

Mr. Taubenheim has introduced a new employee to the Committee: Ms. Cortney Munz as Area Nurse Manager who joined Rocky Knoll on August 23, 2010.

Mr. Taubenheim confirmed to the Committee that Rocky Knoll is spending a fair amount of time training for the new MDS 3 (Minimum Data Set), the new assessment process that the Federal Government is rolling out beginning October 1 for Medicare/Medicaid reimbursement.

Mr. Taubenheim confirmed that at the next Health Care Committee Foundation Meeting on Monday, August 30th, the brochure for marketing and informational purposes will be presented.

Mr. Taubenheim confirmed to the Committee that Rocky Knoll has secured the development of a separate network system to create direct access to the internet and to the software that is required to function as an organization as opposed to going through the existing County network. Equipment has arrived at the Facility and set up is in process. We are working on the software issues to move around the County so that programs are not disturbed.

Mr. Taubenheim will be attending the Executive Committee Meeting this afternoon to answer any questions pertaining to the 2011 five-year capital plan which pertains to the Voice Over Internet Protocol.

Mr. Taubenheim reported to the Committee that Rocky Knoll is in the process of replacing the cylinders on the elevators and at the same time are upgrading the elevator interiors.

Mr. Taubenheim updated the Committee that the #2 well pump has been installed and before making the well operational we need to test the chemicals. Anticipated to be completed within the next two weeks.

Mr. Taubenheim indicated that he is working on two separate issues with our union. The FMLA is being worked on as there are a number of people out on Family Medical Leave instead of taking vacation. The other issue is unemployment compensation where currently we have 24 claims filed and of those claims, 5 were from employees that were terminated or on lay-off status.

Mr. Taubenheim handed out a letter from the State on how our Medicaid rates are adjusted quarterly. He explained how the new rates are being adjusted downward as they utilize an abbreviated RUG's system.

Mr. Taubenheim informed the Committee that Victoria Roe, Area Nurse Manager; and Jennifer Rohrbeck, Area Nurse Manager/Clinical Reimbursement, will be attending the WAMD (Wisconsin Association of Medical Directors) Fall Conference in Madison on October 16.

Mr. Taubenheim handed out a report and updated the Committee on how census is an important part in the budget process. He explained that census is tracked by looking at admissions, discharges, therapeutic leaves, hospitalization and room transfers. The key factor report is a management tool that is used to track census on a daily basis while determining how to staff nurses. The average rates are turned into a daily revenue figure.

Mr. Taubenheim introduced the Department Heads and Area Nurse Managers to the Committee as they were involved in the budget process from start to finish. At the last Health Care Center Committee, Mr. Taubenheim handed out the 2011 Operational Budget for their review and approval. A motion was made by Supervisor Schultz and seconded by Supervisor Cary to approve the 2011 Proposed Budget for Rocky. Motion carried.

Mr. Taubenheim announced that Rocky Knoll is scheduled to discuss their 2011 budget proposal at the Finance Committee Meeting on September 7th, at 3:00 PM, in Room 302 of the County Administrative Building. The Committee has been encouraged to attend. A motion was made by Supervisor Otten and seconded by Supervisor Cary to approve the attendance of all the Health Care Center Committee Members to attend this meeting. Motion carried.

Mr. Taubenheim handed out a draft of a proposed resolution being requested by WACH (Wisconsin Association of County Homes). WACH is asking that each County to adopt a resolution to send to Madison to hold onto the funding. The draft was given to the Health Care Center Committee to obtain their approval to send to our Corporate Counsel to place in the appropriate format. Once received from Corporate Counsel, it will be brought back to the Committee at a later date.

Mr. Taubenheim presented the Committee a Vacant Position Analysis for a Nurse Supervisor position at Rocky Knoll. We have received the resignation from one of our current Nurse Supervisors and we are looking to fill this position by September 15, 2010. A motion was made by Supervisor Otten and seconded by Supervisor Schultz to approve the request to fill the vacant Nurse Supervisor position. Motion carried.

Mr. Taubenheim then presented to the Committee a Vacant Position Analysis for a Billing Supervisor position at Rocky Knoll. We have received a resignation from our current Billing Supervisor and we are looking to fill this position by September 15, 2010. A motion was made by Supervisor Schultz and seconded by Supervisor Otten to approve the request to fill the vacant Billing Supervisor position. Motion carried.

Vouchers were reviewed. A motion was made by Supervisor Cary 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 motion was made by Supervisor Schultz and seconded by Supervisor Otten to adjourn the meeting. Motion carried. Meeting adjourned.

Jill Daane
Recording Secretary