

ROLLING HILLS

Rehabilitation Center – Special Care Home

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www.rollinghillsrehab.org

COMMITTEE MEETING MINUTES

October 24, 2016

PRESENT:

Pete Peterson, Chairperson
Rod Sherwood, Vice Chairperson
Mary VonRuden, Member
Dean Peterson, Member

ABSENT:

Jim Schroeder, Member

RESOURCE PERSONS:

Linda Anderson, Administrator
Garlynn Brookshaw, Business Manager

1. The meeting called to order by P. Peterson at 4:00 p.m. Roll call: M. VonRuden, here; R. Sherwood, here; D. Peterson, here; and P. Peterson, here.
2. **Motion made by R. Sherwood, seconded by D. Peterson, to approve the minutes of September 21, 2016. Vote 4-0. Motion carried.**
3. G. Brookshaw distributed financial statements for September 2016.

G. Brookshaw informed the committee of a regulation set by the State of Wisconsin where nursing homes have to electronically submit all direct care hours on a quarterly basis. Our current payroll software needed a new program added and an interface upgrade in order to make this happen. The cost of this upgrade is to be around \$4,000 and was not budgeted due to us being notified after the budget process was complete.

Motion made by D. Peterson, seconded by R. Sherwood, to approve the Budget Adjustment to move \$4,000 from Program Cost to Computer and Computer Supplies budget. Vote 4-0.

4. A. L. Anderson updated on our current census.

Today's Nursing Home Census = 81 (90 total licensed beds)
Today's Assisted Living Census = 6 (8 total licensed beds)

- B. L. Anderson commented the parking lot is in progress of being redone. It is supposed to be asphalted tomorrow. L. Anderson stated new regulations came out from the Feds and the first phase needs to be implemented by November 28th. The other two phases in 2017 and 2018. L. Anderson reported the abatement of the auditorium is beginning on November 7th.

5. L. Anderson discussed with the committee that there is money in the 2017 budget to do an operational study of Rolling Hills. The Wipfli Company was recommended to us as one company that has expertise in this area. The committee directed L. Anderson to proceed with seeking information on a marketing and financial study. The committee would like to determine if it is in the best interest of Monroe County to repair the existing building and maintain current services or build new and reconfigure services.
6. Next meeting date is Monday, November 28, 2016, at 4:00 p.m.
7. Strategic Plan, budget adjustments,
8. **Motion made by R. Sherwood, seconded by, D. Peterson, to adjourn the meeting at 4:51 p.m. Vote was 4-0. Motion carried.**

Submitted by,

Garlynn Brookshaw