

ROLLING HILLS

Rehabilitation Center – Special Care Home

14345 County Hwy B • Sparta, Wisconsin 54656 (608) 269-8800 • Fax (608) 269-4386

www.rollinghillsrehab.org

COMMITTEE MEETING MINUTES

November 28, 2016

PRESENT:

Pete Peterson, Chairperson
Rod Sherwood, Vice Chairperson
Mary VonRuden, Member
Jim Schroeder, Member
Dean Peterson, 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; J. Schroeder, here; P. Peterson, here; and D. Peterson, here @ 4:05 p.m.

2. **Motion made by R. Sherwood, seconded by M. VonRuden, to approve the minutes of October 24, 2016. Vote 4-0. Motion carried.**

3. G. Brookshaw distributed financial statements for October 2016.

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

Today's Nursing Home Census = 83 (90 total licensed beds)

Today's Assisted Living Census = 7 (8 total licensed beds)

B. L. Anderson commented the auditorium flooring is finished. The C.N.A. night shift differential was increased from \$.50 to \$1.00 per hour. L. Anderson stated we are advertising in new places for exposure to hopefully recruit some registered nurses.

5. L. Anderson stated after our last meeting we have started writing the request for proposals for an operational study. L. Anderson commented she met with Lisa Hanson, Monroe County Purchasing Coordinator, to develop an RFP and the RFPs should be available in time for the December meeting if it is acceptable to this committee. The consensus of the committee is to agree with L. Anderson proceeding with this process.

6. L. Anderson stated we need to do the procurement of the van that was budgeted in our 2016 budget. This is going to delay us paying the 20% of this grant until 2017. L. Anderson requests that this expense be carried over to 2017.

Motion made by D. Peterson, seconded by J. Schroeder, to move the expense from 2016 to 2017. Vote 5-0. Motion carried.

7. G. Brookshaw stated this request is for the Dietary Director, Dan Roes.

Motion made by D. Peterson, seconded by R. Sherwood, to approve the request for credit card for Dan Roes, Dietary Director. Vote 5-0. Motion carried.

8. L. Anderson stated we are looking at the number of beds that we feel would be adequate to maintain in the facility. If we are able to average an occupancy rate of 95%, we can bill for bedhold and we also will not be paying bed tax on these beds that are empty. We would like to delicense from 90 to either 85 or 84.

Motion made by J. Schroeder, seconded by R. Sherwood, to decrease licensed beds from 90 to 85. Vote 5-0. Motion carried.

9. Next meeting date is Monday, December 22, 2016, at 4:00 p.m.
10. Strategic Plan, budget adjustments, RFP
8. **Motion made by D. Peterson, seconded by, R. Sherwood, to adjourn the meeting at 4:41 p.m. Vote was 5-0. Motion carried.**

Submitted by,
Garlynn Brookshaw