



**COMMITTEE MEETING MINUTES
February 24, 2020**

BOARD MEMBERS PRESENT:

Jim Schroeder, Chairperson
Rod Sherwood, Vice Chair
Mary VonRuden, Member
Pete Peterson, Member

ABSENT:

Dean Peterson, Member

RESOURCE PERSONS:

Linda Smith, Administrator
Garlynn Brookshaw, Business Services Director

1. **Call to Order/Roll Call** - The meeting called to order by J. Schroeder at 4:00 p.m. Roll call: J. Schroeder, here; R. Sherwood, here; M. VonRuden, here; and P. Peterson, here. D. Peterson, absent.
2. **Public Comment** – No public comment.
3. **Review of Minutes for January 13, 2020 – Motion made by M. VonRuden, seconded by R. Sherwood, to the minutes of January 13, 2020. Vote 4-0. Motion carried.**
4. **Business Reports -**
 - A. **Presentation of Financials** – G. Brookshaw presented the financials for December 2019.
 - B. **Accounts Receivable – Motion made by R. Sherwood, seconded by M. VonRuden, to approve the write off amount of \$86,412.35 for 2019. Vote 4-0. Motion carried.**
5. **Administrator’s Report –**
 - A. **Census Update** – L. Smith updated on our current census.
Today’s Nursing Home Census = 67 (80 total licensed beds)
Today’s Assisted Living Census = 7 (8 total licensed beds)
 - B. **Monthly Report** – L. Smith reported flooring project has been completed except a few areas that need transitions put in place. Plumbing project going along and it



is expected to be done by Thursday, however, there will be drywall repair to do. The driveway entrance to the grounds was closed off due to it being not drivable. L. Smith commented that staffing levels have made some progress, however, we could still use some p.m. C.N.A.s and R.N.s.

6. **Budget Adjustment** – L. Smith explained the budget adjustment. G. Brookshaw made note that the Amount listed at the top the Budget Adjustment has been fixed to match the amount detailed in the middle of the page.

Motion made by P Peterson, seconded by R. Sherwood, to approve the budget adjustment in the amount of \$159,965.07. Vote 4-0. Motion carried.

7. **Line Item Transfer** – L. Smith stated this is to cover the overage of the water bill. We had excess in our capital budget to cover this.

Motion made by P. Peterson, seconded by R. Sherwood, to approve the line item transfer in the amount of \$6,774.07. Vote 4-0. Motion carried.

8. **Next Meeting Date & Time** - Monday, March 16, at 4 p.m. at Rolling Hills Rehab Center.
9. **Next Month's Agenda Items** – None.
10. **Adjournment** - **Motion made by M. VonRuden, seconded by P. Peterson, to adjourn the meeting at 4:37 p.m. Vote 4-0. Motion carried.**

Submitted by
Garlynn Brookshaw