



**COMMITTEE MEETING MINUTES  
August 17, 2020**

**BOARD MEMBERS PRESENT:**

Toni Wissestad, Chair  
Mary VonRuden, Vice Chair  
Alan McCoy, Member  
Adam Balz, Member  
Wally Habhegger, Member

**RESOURCE PERSONS:**

Linda Smith, Administrator  
Garlynn Brookshaw, Business Services Director  
Tina Osterberg, Monroe County Administrator

1. **Call to Order/Roll Call** - The meeting called to order by T. Wissestad at 4:00 p.m. Roll call: T. Wissestad, here; M. VonRuden, here; A. McCoy, here; W. Habhegger, here; and A. Balz, here.
2. **Public Comment – None**
3. **Review of Minutes for July 20, 2020 – Motion made by M. VonRuden, seconded by A. Balz to approve the July 20, 2020 minutes. Vote 5-0. Motion carried.**
4. **Business Reports -**
  - A. **Presentation of Financials** – G. Brookshaw discussed financials for July 2020.
  - B. **Budget Adjustment – Motion made by A. McCoy, seconded by M. VonRuden, to approve the Budget Adjustment for \$351,423.19. Vote 5-0. Motion carried.**

**Motion made by A. Balz, seconded by W. Habhegger, to approve the Budget Adjustment for \$28,966.36. Vote 5-0. Motion carried.**

5. **Administrator's Report –**
  - A. **Census Update** – L. Smith updated on our current census.  
Today's Nursing Home Census = 60 (80 total licensed beds)  
Today's Assisted Living Census = 7 (8 total licensed beds)
  - C. **Monthly Report** – L. Smith reported an infection control focused survey was conducted in the building with one citation given. L. Smith discussed the plan of correction with the committee and stated the facility is back in compliance. L. Smith stated the '65 roof is repaired and are now working on the '48 section of the building, however, waiting on the chiller and inside work. L. Smith updated outside visits for families have started under a strict structure. There has been good



participation and good response. There is work being done by the state for inside visits when the weather gets colder.

6. **Preliminary Budget** – G. Brookshaw informed private pay rate increases need to be approved by this committee in order to proceed with the preliminary budget for 2021.

**Motion made by A. McCoy, seconded by W. Habegger, to increase the private pay daily rate by \$10. Vote 4-1. Motion carried.**

**Motion made by W. Habegger, seconded by A. Balz, to approve the increase in daily rate by \$4. Vote 5-0. Motion carried.**

L. Smith explained the increase in food cost and recommended increasing ADRC meals from \$4.10 to \$4.30 per meal.

**Motion made by W. Habegger, seconded by A. McCoy, to approve the increase Vote 5-0. Motion carried.**

7. **Building Project** –

**A. Recommendation from Monroe County Board Committee as a Whole Discussion** – T. Wissestad presented an overview of the discussion held at the Monroe County Board Committee as a Whole meeting. T. Wissestad explained the resolution that was written by T. Osterberg to address all the concerns and questions that the Monroe County Board brought up at the meeting.

**Motion made by W. Habegger, seconded by A. Balz, to endorse the Resolution Allocating Use of General Fund Reserves for Rolling Hills Nursing Home and Senior Living Facility Construction Project. Vote 5-0. Motion carried.**

8. **COVID Update** - L. Smith stated Rolling Hills continues to do minimal surveillance COVID testing due to not being able to get additional test kits right now. L. Smith apprised that the federal government will be distributing rapid test kits, however, this will be based on where the need is greatest in the country and will only be used for symptomatic people.

9. **Next Meeting Date & Time** – Monday, September 21, 2020, at 4 p.m.

10. **Next Month's Agenda Items** – Building Project, 2021 Budget,

11. **Adjournment** - Motion made by W. Habegger, seconded by A. McCoy, to adjourn the meeting at 5:01 pm. Vote 5-0. Motion carried.

# ROLLING HILLS

Care In Your Community!

Submitted by  
Garlynn Brookshaw