



Rolling Hills Committee & Building Meeting November 15, 2021

Present: Toni Wissestad, Mary VonRuden, Adam Balz, Wallace Habhegger, Alan McCoy
Others: Linda Smith, Tina Osterberg, Cedric Schnitzler

3:15 p.m. Tour of building site took place.

- **Call to Order/Roll Call** – The meeting was called to order at the Justice Center Assembly Room at 4:00 p.m. by Chair T. Wissestad. Roll Call: T. Wissestad, here; M. VonRuden, here; A. Balz, here; W. Habhegger, here; and A. McCoy, here.

- **Public Comment** – No public comment.

- **Review of Minutes - Motion made by M. VonRuden, seconded by W. Habhegger, to approve the minutes of October 18, 2021, and October 27, 2021. Motion carried 5-0.**

- **Business Report** –

Presentation of Finances – G. Brookshaw presented the financials for September 2021.

Issues of Credit Card Approval – G. Brookshaw informed this is to replace a previous credit card held by an employee who retired for an employee who was promoted from within. **Motion made by A. McCoy, seconded by A. Balz, to approve the issuance of a credit card to Kelly Leo. Motion carried 5-0.**

- **Administrator's Report** -

Census Update – L. Smith updated on our current census.

Today's Nursing Home Census = 54 (80 total licensed beds)

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

Monthly Report – L. Smith reported new regulations have been put forward that mandate vaccination of all staff, contracted, volunteers, etc. with the 1st dose to be done by Dec 6th and the 2nd dose by Jan 4th. L. Smith updated working with Tina Osterberg, Monroe County Administrator, and Ed Smudde, Personnel Director, to review this mandate as employees are able to file for exceptions for religious and medical reasons. L. Smith pointed out the facility is still considered in outbreak status. Booster shot clinics were started last week with most residents receiving it and some that are not eligible quite yet. Staff are encouraged but not mandated to get it.

Staffing Update - L. Smith reported RN and LPN full-time positions have been filled, however, now looking for part-time. C.N.A. positions still in need of full-time and part-time as well as Dietary and Activity Aide positions.

- **Building Project**

Building Update – T. Wissestad expressed it was a nice tour today with the committee. T. Wissestad updated windows were expected this week but have been delayed to mid - end of December. T. Wissestad commented some workers are being pulled from the job so we may need to have a meeting again with that contractor.



Change Order Request – Foundation Insulation – T. Wissestad decided to table this pending receiving the requested information on the change order.

Invoices – G. Brookshaw explained the building project invoices including one that was added after the agenda and documents were sent out. Hengel Brothers, Inc. in the amount of \$62,940.29 should be added to the previous invoice document. **Motion made by W. Habegger, seconded by A. McCoy, to approve the invoices in the amount of \$2,884,921.94. Motion carried 5-0.**

- Future meeting date December 13, 2021, at 3:30 p.m. in the Monroe County Assembly Room.
- **Adjournment** – Motion made by M. VonRuden, seconded by A. Balz, to adjourn the meeting 4:42. Motion carried 5-0.

Submitted by,

Garlynn Brookshaw