



Rolling Hills Committee & Building Meeting April 18, 2022

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

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

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

- **Review of Minutes** – T. Wissestad recommended an addition to the minutes of the March 21, 2022 meeting to include a comma in the amount of the building project invoices to read \$1,990,663.79, Motion made by A. McCoy to approve the amended minutes of the March 21, 2022 meeting, Seconded by M. VonRuden. Motion carried 5-0.

- **Business Report** –

Monthly Financials – L. Smith presented monthly financials for February 2022.

Budget Adjustment – No budget adjustments were ready to discuss at this meeting.

- **Administrator's Report** –

Census Update – L. Smith updated our current census and informed the Committee that the facility will be keeping the census around 50 in anticipation of the move to the new facility.

Today's Nursing Home Census = 50 (80 total licensed beds)

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

Monthly Report – L. Smith stated that the facility remains in COVID outbreak status again with one positive staff person in the past week. The facility continues to test per CDC / CMS guidance. L. Smith informed the Committee that the facility will be involved in a Medical Surge and Response drill with area hospitals, long term care, emergency management and other health and emergency responders from our area.

Staffing Update – L. Smith reported that staffing for dietary staff and CNAs in particular continue to be a challenge. Positions are being advertised and it is hoped the new wage scale will help with recruitment and retention.

- **New Position Request**

L. Smith shared information on a new position request for a Personal Care Assistant (PCA) including cost breakdown. This position can work in the assisted living portions of the new facility. The staffing needs of the assisted living is covered in the current budget. Either PCAs or CNAs will be required to provide resident care. The number of positions will be determined by the resident census and care needs. Motion made by A Balz to approve the PCA position, Seconded by A. McCoy. Motion carried 5-0. W. Habegger recommended additional information on the number of positions be provided to the Admin and Personnel Committee.

- **Building Project**

Building update- T. Wissestad updated the committee on the progress at the build site. HVAC equipment is up and running in some areas and flooring is beginning to go in.



Change Order Request – No change orders to review at this time.

Invoices – T. Osterberg distributed an amended invoice list. She reported that there were additional invoices in the amount of \$46,606.60 that came in since the agenda documents were sent out. **Motion made by W. Habegger, seconded by A. McCoy to approve building project invoices in the amount of \$1,752,129.86. Motion carried 5-0.**

Plaque Discussion – T. Wissestad initiated discussion regarding a commemorative plaque for the new building. **Motion made by W. Habegger to obtain a plaque in recognition of the current RH Committee, Seconded by A. McCoy.** T. Wissestad will obtain additional information for discussion at a future meeting.

- **L. Smith thanked the outgoing members of the RH Committee, M.VonRuden and A. McCoy, for their service and hard work.** M. VonRuden made some final statements to the Committee.
- **Future Meeting Dates- May 16 at 4:00 pm in the Monroe County Assembly Room.**
- **Adjournment** – Motion made by W. Habegger, seconded by A. Balz to adjourn the meeting at 4:47 pm. Motion carried 5-0.

Respectfully Submitted by,
Linda Smith