

# ROLLING HILLS

Care In Your Community!

Rolling Hills Committee Meeting  
September 20, 2022

**Present:** Toni Wissestad, Wally Habhegger, Adam Balz, David Kuderer, Eric Devine,  
**Other:** Tina Osterberg, Linda Smith, Chelsea Karacson

**Meeting was called to order at 4:00 p.m. in the Monroe County Board Assembly Room by Chair Toni Wissestad.**

## **Public Comment-**

**Review of Minutes- Motion** by Adam Balz second by Eric Devine to approve the August 15, 2022 minutes. Carried.

**2023 Budget Presentation-** Linda Smith comments to the 2023 Budget still being in process and will be completed by Saturday 24, 2022. Capital items to include beds and bedside tables.

## **Business Report**

- **Monthly Financials-** Linda Smith comments on financials.

**Budget Adjustment -** Motion by Wally Habhegger second by Eric Devine to approve Budget Adjustment of \$1,5609.62. Carried

## **Administrator's Report**

- **Census Update** - Skilled Nursing 47 CBRF 7
  - RCAC – application process has been started.
- **Monthly Report** – Linda Smith comments the move in is completed. It went smoothly. Making progress in Dietary area with adding staff. Flu Vaccine Clinic is scheduled for October and then COVID-19 Vaccine Booster will come after. Currently in outbreak status.
- **Staffing Update** – Linda Smith comments on staffing. Rolling Hills utilizing staffing agency to assist with nursing staff. In the process of hiring P.C.A. staff for the RCAC.
- **Senior Meals-** There is another provider for senior meals and we will remain with them as Rolling Hills does not have the capacity to be able to provide senior meals at this time.

## **Building Project**

- **Building Update** –Linda Smith comments on move being completed. Community has had positive feedback on the new building. Resident are loving the family kitchen style dining room as well as courtyard. Contractors are still coming in on a regular basis to follow up and complete projects that were incomplete. We will likely be working on punch list items with contractors until October.
- **Licensing and Inspection Update-** RCAC inspection will be Thursday 9/22/22 at 10am. CBRF-license received before move in on August 23<sup>rd</sup>, 2022. In process on getting a license for the Vending Machine the first part of October.
- **Future Bus Garage/Storage at New Facility Discussion/Action-**Toni Wissestad and Linda Smith comments to the future building. Linda Smith provides re-design fee for CLS in the amount of \$16,900.00- Decision to not proceed with the proposed re-design from CLS at this time and to look into other building options. There will be an update at the next month's meeting.
- **Change Order Request** – None at this time
- **Invoice(s)** Tina Osterberg presents invoices for the Building Project. Motion by Adam Balz second by Wally Habhegger to approve the invoices as presented in the amount of \$807,936.02. Carried.

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**Surplus Property Review-** Items from the old building. Goal is to have the items in the building gone before snow comes. Purposing to have an auction to remove items. Toni Wissestad presents on having an auctioneer come and complete sales in one weekend and reaching out to other departments within the county to join in with putting items in storage up for auction. Linda Smith and Tina Osterberg present that high ticket items be posted with Wisconsin Surplus instead of going into a traditional auction. Reaching out to other departments within the county to join in with putting items in storage up for auction. Motion by Adam Balz second by Wally Habegger to move the process forward with property and purchasing to get auction in place. Carried.

Next Meeting Date and Time- October 17, 2022 at 5:00 p.m.in the Monroe County Board Assembly Room.

Adjournment- Motion by Eric Devine second by David Kruderer to adjourn at 5:14 p.m. Carried. Recorded by Chelsea Karacson, Rolling Hills Accounting Manager

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