

# ROLLING HILLS

Care In Your Community!

Rolling Hills Committee Meeting  
October 17, 2022

**Present:** Toni Wissestad, Wally Habegger, Adam Balz, David Kuderer, Cedric Schnitzler  
**Other:** Linda Smith, Chelsea Karacson

**Meeting was called to order at 5:00 p.m. in the Monroe County Board Assembly Room by Chair Toni Wissestad.**

**Public Comment-** None

**Review of Minutes- Motion** by Adam Balz second by David Kuderer to approve the September 20, 2022 minutes. Carried.

**2023 Budget Presentation-** Linda Smith comments that budget is balanced and what the census levels are projected to be. Capital budget will consist of needs for beds, tray tables and a lift. There will be \$10,000 added to long range capitals to moveable equipment for van replacements. There will be no tax levy money going towards budget.

#### **Business Report**

- **Monthly Financials-** Chelsea Karacson comments on financials.

#### **Administrator's Report**

- **Census Update** - Skilled Nursing= 46 with 2 admin in process. CBRF= 7. RCAC= 9 apartments spoken for and taken security deposits.
- **Monthly Report** – Linda Smith comments to staffing still having multiple positions open and working to try and fill those positions.
- **Bed Licensing Report-** Renee Eastman was conferenced in to discuss and answer questions with the committee about the 30 beds still being paid for. The licensing for the 30 beds is \$5100/per month 61,200/Year.
  - Renee comments to the statutory requirements of transferring beds you must meet both requirements and only be able to transfer to another entity that the county shares 50% ownership with. Otherwise the beds cannot be sold to unowned entity.
  - Restricted use: Facility having a construction requirement which must have approval with DHS. 6month extension to 18months only during construction timing
  - Extended restricted use: Refuse to grant this for at least the last 5yrs
  - You can give the beds up but once you do then you cannot get those beds back.
  - Statue 150.345
  - Will revisit for discussion in next month's meeting.

#### **Building Project**

- **Building Update** –Linda Smith comments to working through punch list items and the Tom with KA is coming in Tuesday October 18<sup>th</sup> to review some of these items.
- **Licensing and Inspection Update-** RCAC inspection went well and is officially licensed as of October 1<sup>st</sup>. Rolling Hills has all licensing in place besides our food license for our vending machine is still in the works.
- **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. **Update:** Toni Wissestad was able to get plans to a builder last week working on getting quotes and will discuss at next meeting

**Rehabilitation Center · Special Care Home**

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- **Security Deposit Fund Account:** Linda comments to having a fund set up to deposit security deposits separate from other accounts for Prairie Hills. Committee requests to see a copy of the leasing agreement to see how the security deposits are managed. Motion by Wallace Habegger and second by Adam Balz to set up security deposit fund account. Carried
- **Change Order Request** – None at this time
- **Invoice(s)** Toni Wissestad presents invoices for the Building Project. Motion by David Kruderer second by Adam Balz to approve the invoices as presented in the amount of \$583,236.12. Carried.

**Surplus Property Review-** Was discussed at the property and purchasing department committee meeting and was decided that they would be reaching out to a local auctioneer to see what we can do next. We will wait until we hear further.

Next Meeting Date and Time- November 21, 2022 at 5:00 p.m. at Rolling Hills Multipurpose Room.

Adjournment- Motion by Adam Balz second by David Kruderer to adjourn at 5:59 p.m. Carried.

Recorded by Chelsea Karacson, Rolling Hills Accounting Manager

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