



Rolling Hills Committee Meeting
September 25, 2023

Present: Toni Wissestad, Wallace Habegger, Adam Balz, David Kuderer, Eric Devine
Other: Linda Smith, Chelsea Karacson, Tina Osterberg, Cedric Schnitzler
Absent:

Public Comment- No public comment.

Meeting was called to order at 5:00 p.m. in the Executive Building by Toni Wissestad

Review of Minutes- Motion by Eric Devine second by David Kuderer to approve the August 21, 2023 minutes. Carried

Business Report

- **Monthly Financials-** Chelsea Karacson presents financials.
- **Rate Increase Update-** Linda Smith speaks to 6 month cost report being submitted along with all additional documentation requested. There has been follow up emails in regards to where DHS is at with reviewing and setting rates. No reply has been received yet as to an estimated time when final rates would be set.
- **Budget – Plan for 2024 Preparation** – Tina Osterberg speaks to budget balance. o being balanced. Still working through making some more adjustments before having final numbers.

Administrator's Report

- **Census Update** - Skilled Nursing= 50 CBRF=11 RCAC= 14 Apartments 21 Residents + 2 admits for Oct.
- **Staffing Update-** Linda Smith speaks to still struggling with C.N.A's and still utilizing traveling C.N.A's. Hoping to have all full time positions filled for the Assisted Living side. Still needing to fill part time/ casual. Looking for a full time RN also.
- **Monthly Report-** Linda Smith reports to still being in COVID Outbreak. Hoping to be out of outbreak in 3 days if no other positives arise until then. There will be flu vaccinations coming soon. Also getting more information on new booster COVID vaccinations.

Building Project

- **Invoices(s) and Payment of Retainage** – Tina Osterberg presents invoice for \$1,008.50 for Winona Controls. Motion to approve payment in the amount of \$1,008.50 by Adam Balz second by Eric Devine. Carried.
- **Building Update-** Linda Smith states to Monchilovich coming to fix cracks in dry wall it has not been painted yet. The oven is now working and good to go. Maintenance did get concrete poured by employee entrance and by cooler area so water will be directed away from the building.
- **New Building Energy Credit-** Linda Smith stated that the credit needed to be completed within 60days of the building project completion. Linda reached out to see if we can still apply for this. Waiting to hear back if it is possible.

The minutes are not official until approved by the Rolling Hills Committee at their next regular meeting



- **Warranty Issues**

- **Roof-** Linda hands out worksheets to show the initial walk through and what was repaired and then an updated worksheet since the walk through on what has been needed to be fixed. Derek speaks to weather issues during build and effects it has had on the roof conditions. Combination of American and Roof Right. Concerns of continuing issues that will arise as time goes. Working with sending a notice for Extended Warranty.
- **Cooler/Freezer-** Still having rust in the freezer. Having water coming into electrical from the condenser. We did put them on notice. There was conversation that an indoor condenser was used vs an outdoor that was needed. There has been a lot of repairs. Trying to get that replaced as well. Would like for the condensers to be moved from the top of the freezers to the ground on a concrete slab due to safety issues.
- **HVAC-** There was issues with humidity with the HVAC. Building was in a negative pressure instead of positive. Winona has been out to address some of these locations. Working on getting back to a positive pressure.

Bus Garage Plans- Linda was able to get a hold of Aaron and Larson is working on the Structural Engineering Plans. Then will send them to CLS to review and then to us.

Admin and Personnel Wage- Tabled.

Next Meeting Date and Time- October 16th, 2023 at 5:00 p.m. at Rolling Hills Multipurpose Room.

Adjournment- Motion by Adam Balz second by Eric Devine to adjourn at 6:18pm. Carried.

Recorded by Chelsea Karacson, Rolling Hills Accounting Manager