



Rolling Hills Committee Meeting
November 27, 2023

Present: Toni Wissestad, Adam Balz, David Kuderer, Eric Devine
Other: Linda Smith, Bob Micheel
Absent: Wallace Habegger, Chelsea Karacson

Meeting was called to order at 5:00 p.m. in the Rolling Hills multipurpose room by Toni Wissestad

Public Comment- no comments.

Review of Minutes- Motion by David Kuderer, second by Eric Devine to approve the October 16, 2023 minutes. Carried

Business Report

- **Monthly Financials-** Linda Smith presents financials.
- **Rate Increase Update- Budget – Plan for 2024 Preparation** – L. Smith distributed a worksheet with expected Medicaid back pay amounts with the new interim rates for 2023. New interim rates were established from December 2022 – June 2023, July – September 2023 and October 2023 to present. The Medicaid audit was completed and we are contesting a couple of the disallowances. We expect to get those interim rates finalized soon. Final rates for August 23, 2022 through present will occur after DHS completes a MA building appraisal. No word on when that will occur yet.
- **Budget 2024** – The 2024 budget will be reviewed and revised to reflect the new interim rates. That meeting will occur prior to the December 2024 Rolling Hills Committee meeting.

Administrator's Report

- **Census Update** - Skilled Nursing= 49, CBRF=13, RCAC= 17 Apartments 23 Residents. The second wing of the CBRF was opened in October.
- **Staffing Update-** Linda states some progress is being made with staffing in the support areas. The PCA positions are gradually filling but training is taking some time. CNA staffing continues to be a challenge. There have been some new hires but approximately 6 full time positions are open and part time staff are needed for weekends and fill-in. We are continuing to fill gaps with pool agency staffing.
- **Monthly Report-** Covid vaccine clinic was held and we are continuing to encourage staff and residents to get the most recent vaccine.

Building Project

- **Building Update-** Trash compactor is now working
- **Warranty Issues.**
 - **Cooler/Freezer-** a cost estimate was received from Boelter to get the freezer / cooler issues remedied. The breakdown for Rolling Hills vs Boelter costs still need to be decided and work will need to be scheduled.
 - **HVAC-** Waiting on information and a plan in regards to the previous moisture issue. Maintenance has been working with vendors on the issue. Linda will reach out to Galileo and CLS for a progress report. A frequency drive on a roof top unit is down. Parts are expected to take up to 2 months to receive.
 - **Roof-** Notices from corporation counsel went out to Roofed Right and Americon. All problem

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areas were repaired this fall, however we are preparing in case issues develop in the future.

- **Storm drain / retaining ponds-** Waiting on response from Gerke to do the exploratory dig of the storm drain to determine if the concrete base of the light pole was placed in the drain pipe. We will proceed from there on who's responsibility the repair will be. Gerke will be providing a cost on rip rap and repair of the washout for the pond. This is not warranty work and will be at our expense.
- **Patio door –** Waiting on a proposed new patio door to replace a failed one. The manufacturer no longer makes the same patio door so a replacement needs to be found.
- **IdeaCom –** working through some issues with the wander management and call light system. Improvements have been made but we are trying to get all final issues resolved.
- **Building Budget Final Funds –** Tina Osterberg presented the committee with the final figures for the remaining construction budget. A discussion was held and the committee was in agreement that those funds in the amount of \$34,882.04 will go to the RH general fund at year end. They can then be used as needed for operations or building repairs.
- **Invoices(s) –** invoice for CLS for the bus garage design in the amount of \$8957.90 was presented. Motion by Dave Kuderer, second by Adam Balz to approve the invoice for payment. Carried. The quote for the trash compactor for a total of \$38,650 was discussed. Motion by Dave Kuderer, second by Eric Devine to approve payment of the invoice when received up to \$38,650. Carried.

Maintenance of South Lot- Land Conservationist, Bob Micheel, provided information on the 2 acre lot south of the Rolling Hills campus. A variety of trees were planted with the goal of transitioning it into a county forest / park. He stressed that patience will be needed as the trees take hold. It was suggested that a sign explaining that a forest restoration project was in progress may help people understand.

Bus Garage Plans and Financing- Linda informed the committee that the bus garage plans were submitted to the state and conditional approval was received today. The committee will discuss it more in December when we have better idea on potential financing options. We will look to put it out for RFP in January / February.

Admin and Personnel Wage- Linda stated that with new rates being established we will review what funds we may have available to tackle recruitment and retention of staff. Any changes will need to be sustainable within the budget.

Next Meeting Date and Time- December 18, 2023 at 5:00 p.m. at Rolling Hills Multipurpose Room.

Adjournment- Motion by Eric Devine, second by Adam Balz to adjourn at 5:47pm. Carried.

Recorded by Linda Smith, Rolling Hills Administrator

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