



Rolling Hills Committee Meeting

December 18, 2023

**Present:** Toni Wissestad, Adam Balz, David Kuderer, Eric Devine, Wallace Habegger

**Other:** Linda Smith, Chelsea Karacson, Tina Osterberg

**Absent:**

**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 Adam Balz, second by Eric Devine to approve the November 27, 2023 minutes. Carried

#### **Building Project**

- **Building Update-** See below.
- **Warranty Issues.**
  - **Cooler/Freezer-** Linda states the repairs will be split between Bolter and Rolling Hills. Once Bolter has all additional pricing there will be a meeting to discuss how the bill for the repairs will be split.
  - **Storm drain / retaining ponds-** The pond by the employee parking lot has had lots of issues with rain drainage. It is continuing to wash out the parking lot. Derek had received a quote to get everything fixed and taken care of including rip rap. That includes the clean out before laying down rip rap. Derek will be getting additional quotes for this.
  - **Flag Pole/Light Pole –** Getting bids on what the cost would be to fix it.
  - **Patio Door -**The current door that needs to be replaced is discontinued. They are looking into getting a replacement that would come close to matching previous door. Once ordered they will be out to replace and should only take a day to replace.
  - **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. **\*\*UPDATE:** Linda has not heard back from either vendor on an update.
  - **Roof-** Notices from corporation counsel went out to Roofed Right and Americon. All problem areas were repaired this fall, however we are preparing in case issues develop in the future. Nothing new to report.
  - **IdeaCom –** Linda has gotten ahold of them and some issues have been resolved. The front door is still having issues. The door is automatically closing on people when wander guard is near. We have had the multiple contractors that have been involved with the door to find a resolution.
- **Building Budget Final Funds –** Nothing new.
- **Invoices(s) –** Invoice for CLS for the bus garage permit \$357.88. Motion to approve \$357.88 by David Kuderer second by Eric Devine. Carried.

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**Bus Garage Plans and Financing-** Linda stated we received approval for the additional plans. Next steps will be to review financing and send out for a RFP middle of January.

#### **Business Report**

- **Monthly Financials-** Linda Smith presents financials.
- **Rate Increase Update-** Chelsea and Linda discuss in regards to Interim Rates. There was a decrease of \$4.50/per patient per day. Due to DHS error in calculating inflation. DHS had calculated it for 2 years instead of 1 year. Waiting on final rate document for approval.
- **Budget 2024** – The 2024 budget will be reviewed and revised to reflect the new interim rates. Interim rates have been changed since last committee meeting. Linda, Chelsea and Tina will make changes accordingly and present Budget Adjustment in January 2024 Meeting.

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

- **Census Update** - Skilled Nursing= 50, CBRF=12, RCAC= 17 Apartments 22 Residents. The second wing of the CBRF was opened in October.
- **Staffing Update-** Linda stated we have hired an LPN. Also we have been staying steady with C.N.A. We do have some student C.N.A. that are starting to pick up some more hours. We are still needing travel agency for PM shifts. We are getting more applications and will be looking into RN due to some retirements coming up in the future.
- **Monthly Report-** We did have a fire last week early morning in a resident room. The cause of fire was a cell phone charger that overheated and burned a hole in the dresser. Staff was able to respond and contain the fire appropriately and no injuries were reported. With this we did come across some issues with the fire panel settings. Linda has been trying to get in contact with the appropriate people to get these issues resolved. Linda is also working on a contract with My Choice for the CBRF. There is also a RFP to be in the works for a new Pharmacy in February. We did get a new Medical Director our previous one has retired.

**Admin and Personnel Wage-** Linda stated that with new rates being established that 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. Tabled to January meeting.

**Next Meeting Date and Time-** January 15, 2024 at 5:00 p.m. at Rolling Hills Multipurpose Room.

**Adjournment-** Motion by Eric Devine, second by David Kurderer to adjourn at 6:11pm. Carried.

Recorded by Chelsea Karacson, Rolling Hills Accounting Manager

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