



**NOTICE OF MEETING
ROLLING HILLS COMMITTEE MEETING**

Date: Monday, February 19, 2024
Time: 5:00 p.m.
Place: Rolling Hills Senior Living (Multipurpose Room)
14400 County HWY B
Sparta, WI 54656

1. Call to Order/Roll Call
2. Public Comment (3 Minute Limit Rule Applies)
3. Review of Minutes for December 18, 2023.
4. Building Project
 - a. Building Update/Warranty Issues – Discussion/Action
 - b. Invoice(s)
5. Bus Garage Plans & Financing- Discussion/Action
6. Business Report
 - a. Monthly Financials
 - b. Reimbursement Rates - Update
 - c. Budget 2024 – Update
7. Administrator's Report
 - a. Census Update
 - b. Staffing Update
 - c. Monthly Report
8. Admin and Personnel Wage- Discussion
9. Budget Adjustment- Discussion/Action
10. Next Meeting Date and Time
11. Adjournment

DATE NOTICES SENT: **February 12, 2024**

COMMITTEE CHAIR: Toni Wissestad

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.



Rolling Hills Committee Meeting

January 15, 2024

Present: Adam Balz, David Kuderer, Eric Devine, Wallace Habegger

Other: Linda Smith, Chelsea Karacson, Tina Osterberg

Absent: Toni Wissestad

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

Public Comment- no comment.

Review of Minutes- Motion by David Kuderer, second by Eric Devine to approve the December 18, 2023 minutes. Carried

Building Project

- **Building Update/Warranty Issues.**
 - **Cooler/Freezer-** Linda states that they still need to meet as a group to decide what needs to be split with contractors as far as who is paying for what. Examples of what needs to be discussed is the fridge trailers, drying out the cooler/freezer, painting the beams, relocating the condensers down and electrical cost.
 - **HVAC-** Frequency drive has been replaced and now working well.
 - **Roof-** Nothing new to report. Will continue to monitor until spring.
- **Invoices(s)** – No new invoices at this time.

Bus Garage Plans and Financing- the RFP went out and was posted on 1.12.2024. The submission date would be 3.13.2024. This will be discussed at March Committee

Business Report

- **Monthly Financials-** Chelsea presents financials
- **Reimbursement Rates Update-** Still have not heard back from DHS on final rates. Have made several phone calls and emails. No response has been made as of yet.
- **Budget 2024** – Did not purchase any capital items in 2023 due to not having final rates. There may be a possibility to move money over from 2023 to 2024 for capital items.

Administrator's Report

- **Census Update** - Skilled Nursing= 50, CBRF=13 new admit coming this week, RCAC= 17 Apartments 22 Residents new admit coming next week.
- **Staffing Update-** CNA are still a challenge there are 5 contracted with us right now. Applications we have been seeing are part time or casual call. LPN and RN we are trying to focus on also due to possibilities of upcoming retirements. Dietary has been good as well as housekeeping.
- **Monthly Report-** State Survey and Engineering Survey were completed last week. There were 5 cites from the state survey. All were minor cites. We are currently working on a plan of correction to submit to the state. The state had lots of positive comments as well in regards to staff and the new building. They also commented on how well our individual care plans are. The Engineering survey we will be receiving 2 cites. We have not received the final report back yet. The survey is not completed yet until we receive the final report. There are 2 other questionable cites that we could possibly be cited for. We are also working on getting pappers through a grant. Which will help for those who cannot wear an N95 Mask.

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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 February meeting.

Budget Adjustment- Waiting to hear on rates before we will be able to make budget adjustments. Hoping to have this on next committee meeting. Tabled to February meeting.

Next Meeting Date and Time- February 19, 2024 at 5:00 p.m. at Rolling Hills Multipurpose Room.

Adjournment- Motion by David Kurderer, second by Eric Devine to adjourn at 6:04pm. Carried.

Recorded by Chelsea Karacson, Rolling Hills Accounting Manager