



COMMITTEE MEETING MINUTES
May 18, 2020

BOARD MEMBERS PRESENT:

Toni Wissestad, Chair
Mary VonRuden, Member
Alan McCoy, Member
Adam Balz, Member

ABSENT:

Wally Habhegger, Absent

RESOURCE PERSONS:

Linda Smith, Administrator
Garlynn Brookshaw, Business Services Director
Tina Osterberg, Monroe County Administrator

1. **Call to Order/Roll Call** - The meeting called to order by T. Wissestad at 4:00 p.m. Roll call: T. Wissestad, here; M. VonRuden, here; A. McCoy, here; and A. Balz, here. W. Habhegger, absent.
2. **Public Comment** – Bob Janovich commented regarding the building project.
3. **Committee Member Introductions** – T. Wissestad asked all members of the Rolling Hills Committee and staff introduce themselves. Adam Balz of Tomah, Mary VonRuden of Sparta, Linda Smith Administrator of Rolling Hills, Toni Wissestad of Sparta and appointed Chair of the Rolling Hills Committee, Tina Osterberg Monroe County Administrator, Alan McCoy of Sparta serving his 2nd term on county board. Garlynn Brookshaw Business Services Director and Assistant Finance Director of Rolling Hills.
4. **Election of Vice Chair** – A. Balz nominated Mary VonRuden to Vice Chair the Rolling Hills Committee. Vote 4-0. Unanimous vote to appoint Mary VonRuden as the Vice Chair of the Rolling Hills Committee.
5. **Business Reports** -
 - A. **Presentation of Financials** – L. Smith and G. Brookshaw discussed the financials for March 2020.
6. **Administrator's Report** –
 - A. **Census Update** – L. Smith updated on our current census.



Today's Nursing Home Census = 63 (80 total licensed beds)
Today's Assisted Living Census = 7 (8 total licensed beds)

- B. Monthly Report** – L. Smith reported staffing has been stable and have filled all full-time C.N.A. positions, however, have part-time positions open. Rolling Hills had a state survey start last Wednesday focusing on Infection Control and it will continue until they come back into the building. L. Smith apprised the plumbing project has been finished.
7. **COVID Update** – L. Smith explained we have been exceptionally busy keeping up with all the changes in regards to COVID. Rolling Hills went into precautions on March 9th and by March 13 all visitation was stopped, however, each visitation request in looked at on a case by case basis. Activity Department is doing Face Time and Zoom so that residents can communicate with their families. L. Smith informed staff and residents will be tested this Wednesday and Thursday. All staff currently mask at Rolling Hills and have been for four weeks. L. Smith gave a shout out to those individuals who made masks for staff and residents. T. Wissestad and the committee expressed great job to the Rolling Hills staff.
8. **Overview of Building Project** – L. Smith reviewed the documentation that was shared with the committee members regarding the building project. T. Wissestad would like the whole committee to take a tour of the facility as soon as able. L. Smith explained the process that we have gone through since 2016 and that there is about 6 to 7 months of planning/designing left from where we stopped the process. L. Smith informed the timeline that would be preferable is to have the decision made in July to move ahead with the project to put out for bids in December/January. T. Wissestad stated her goal is for this committee to be as transparent as possible with the board and community and that the committee will decide as a whole how and when to move the project to the full county board. T. Osterberg commented contact was made to Monroe County's financial advisor, Brad of Robert W Baird to get an idea on the interest rates and back in March 2019 interest rates were projected to be 3.96% and currently they are projected to be 2.35% for a 20 year loan. T. Wissestad will confer with Cedric Schnitzler, Monroe County Board Chair, regarding a possible meeting to discuss the future presentation to the full county board of the building project.
9. **Establishment of Monthly Meetings Date/Time** - T. Wissestad informed previously the Rolling Hills Committee met at Rolling Hills, however, due to COVID that is not possible at this time. However, once L. Smith feels it is feasible the meeting should resume being held at Rolling Hills. The consensus of the committee is to keep the meetings on the third Monday of the month at 4 p.m. Next meeting will be Monday, June 15, at 4 p.m. in the Justice Center Assembly Hall.
10. **Next Month's Agenda Items** – Water Agreement with City of Sparta



11. Adjournment - Motion made by M. VonRuden, seconded by A McCoy, to adjourn the meeting at 5:25 pm. Vote 4-0. Motion carried.

Submitted by
Garlynn Brookshaw