

**Amended  
9/23/13**

HEALTH SERVICES COMMITTEE

August 14, 2013

COMMITTEE MEMBERS PRESENT: Supervisors Bussie, Beaver, Grahn, Howland and Fell

STAFF MEMBERS PRESENT: Sue Prostko, Nursing Home Administrator; Dave Sudmeier, Controller; David Hayes, Dietary Manager

OTHERS PRESENT: Jim Haseman, Volunteer Ombudsman; Jean Randles, Boy Scouts, Ty Randles, Boy Scouts; Michael Kettle, Boy Scouts

CALL TO ORDER/APPROVAL OF AGENDA – Chair Bussie called the meeting of the Rock County Health Services Committee to order at 8:00 a.m. in the Rock Haven Classroom. Supervisors Fell and Howland moved approval of the agenda. ADOPTED.

APPROVAL OF MINUTES – July 10, 2013 – Supervisors Grahn and Fell moved approval of the minutes of July 10, 2013. ADOPTED.

INTRODUCTION OF CITIZENS, COMMUNICATIONS AND ANNOUNCEMENTS –

Jim Hasmen and Kelly Miller had a meeting with NHA, Sue Prostko. Jim wanted to commend Mrs. Prostko for the enthusiasm and in site she has. Mrs. Prostko has many ideas for activities for the residents to do. Chair Betty Jo suggested a movie and popcorn night for the residents to enjoy old movies.

Chair Bussie wanted to remind everyone that if they receive a phone call regarding a concern about Rock Haven, that they kindly give them the NHA, Sue Prostko's number for her to first try to handle the situation or concern they might have.

Chair Bussie emphasized the importance of contacting the administrator, Mrs. Prostko, with some of the suggested ways to help solve any problems. As with all new buildings and operations there will be a need for adjustments. With a nursing home we wish to make sure everyone is safe and comfortable.

Mrs. Prostko and Doug Keating have been working together on a plan to solve the problem of families waiting too long to be let in by staff. Mrs. Prostko will give an update when a final plan is in place.

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Resident council meets once a month to try to resolve any issues they may have. Mrs. Prostko thinks that a family council meeting should be started to address any family concerns as well.

Dave Hayes is working with staff to come up with good meal times. There have been some problems with complaints of cold food. If the food is cold to a resident at anytime, staff have been told to warm it up in the microwave to get it back to a reasonable temperature.

Supervisor Fell asked if there was some letter to family members that had phone numbers on it to call if there was any kind of problem? NHA, Sue stated there is a letter in the admission packet that has phone numbers and numbers for the state. Chair Bussie suggested that there be some kind of business card with a number for people to call if they have issues.

Supervisor Howland thinks it is an excellent idea for a family council meeting to resolve any concerns or problems. He has never found a nursing home that has not had issues with how fast staff answered the call lights. Mrs. Prostko would like to see a four-minute response time but there is no way in the system to track it. Bathroom lights are the first priority to prevent falls.

Jeanne Randels, Ty Randels and Mike Kettle attended this meeting for boy scouts. The boys needed to attend a public committee meeting to receive a badge for boy scouts. Chair Bussie and everyone welcomed them and answered questions.

Supervisor Grahn asked what is being done with the old Rock Haven? He has been asked by several people and wanted to be able to answer for anyone else that may ask. Chair Bussie stated that there is no definite plan at this time with the building. If anyone was interested in it, they could contact Craig Knutson at the courthouse.

Supervisor Howland wanted to know how the nursing home was looking for bills. Mr. Sudmeier explained that estimates and guesses needed to be done for budgeting for the new facility. There was no way of knowing how much things would cost. Some things are not under warranty and needed to guess on what we would spend. These are the reasons for some of the accounts being over or under. The Roto Rooter bill was high because of a dead sewer line that they connected it to during construction. The account number is wrong on the Roto Rooter bill. The account number should be 32-8000-9200-62470 instead of 18-1851-0000-67200.

Supervisor Howland wanted to know how many accounts there were for Health Services. Dave explained that there were 71 separate accounts. There were 71 pages submitted for the budget.

Dave Sudmeier pointed out that the new committee approval report still has a few bugs to be worked out. It still is a lot better to read than the previous report. The accounts that start with the numbers 32 are normal Rock Haven bills. This is a way to differentiate between some of the other bills.

BILLS – Supervisors Grahn and Fell moved approval of the bills. The bills were ADOPTED as presented with the correction of the Roto Rooter account number from 18-1851-0000-67200 to 32-8000-9200-62470.

BUDGET TRANSFERS – Supervisors Beaver and Grahn moved approval of the budget transfers. The budget transfers were ADOPTED as presented.

PRE-APPROVED ENCUMBRANCE/ENCUMBRANCES – Supervisors Fell and Howland moved approval of the encumbrance as presented. The encumbrances were ADOPTED as presented.

#### OLD BUSINESS

Survey Update – NHA, Sue updated everyone that the Plan of Correction was accepted by the state with no revisit necessary. Waiting to hear on the Plan of Correction for the Fire Safety. We have the date of September 18, 2013 as the date of all fire codes to be corrected. Most of them are all ready corrected with a few that needs to be done. Supervisor Grahn asked that NHA, Sue give a brief summary of how a state survey works for the guests at the meeting.

#### NEW BUSINESS

Life Safety Code Survey – The corrections are in progress to correct all the Life Safety codes. The deadline date is September 18, 2013. Most projects are already completed.

ADON Position - Aimee Thomas has accepted the Assistant Director of Nurses position.

ADON Position – Colleen Reed has accepted the Assistant Director of Nurses position.

Nursing Supervisor - Sally Gregoire has accepted the PM Nursing Supervisor position replacing Aimee Thomas.

Resolution Recognizing Diana Fraley – Supervisors Grahn and Howland moved approval of resolution to recognize Diana Fraley for years of service to Rock Haven. ADOPTED

## REPORTS

Census – The average census has been 127 with Medicare census improving. There have been many discharges and admissions happening this week.

Senior Management – The management team have been working on meal times for the residents. The 2014 budget has been submitted. Colleen Reed will be attending a state sponsored seminar on Infection Control in September, which are some of the biggest cites for the State Surveyors.

Education – The resident rights have been completed by all staff.

Resident Council Meeting – Resident Council met August 13, 2014. Minutes will be provided next meeting. Social Services will go over one resident right each month with the residents at the meeting.

Finance – The first years of the bills are hard to plan in a new facility. Medicare rate changes every month. The year 2015 will be when we will know what the building will cost. We will get a payback on the Geothermal. Dave will be on vacation for the next meeting.

NEXT MEETING DATE – The next regular meeting of the Health Services Committee is scheduled for Wednesday, September 11, 2013 at 8 a.m. in the Rock Haven Administrative Conference Room in the Village Commons.

ADJOURNMENT – Supervisors Fell and Howland moved to adjourn the meeting. ADOPTED. The meeting adjourned at 8:55 a.m.

Respectfully submitted,  
Michelle Lynch

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