



HEALTH SERVICES COMMITTEE
Wednesday, March 8, 2017 at 8:00 a.m.
Rock Haven Conference Room

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes – February 8, 2017
4. Introductions, Citizen Participation, Communications and Announcements
5. Information Item: Review of Payments
6. **Action Item:** Budget Transfers
7. Finance – Joanne Foss
8. Old Business
 - a. Information Item: Code Alert System
9. New Business
 - a. Information Item: Resident Council Minutes – January (minutes to be provided)
10. Information Item: Reports
 - a. Census
 - b. Activities
 - 1) Staff Education for March
 - a. Quality Assurance Improvement Plan
 - 2) Resident Council Meeting – March 21, 2017 at 10:15 am.
11. Next Meeting Date - The next regular meeting of the Health Services Committee is scheduled for Wednesday, April 12, 2017 at 8 A.M. in the Rock Haven Conference Room of the Village Commons.
12. Adjournment

*Note to Committee Members: To ensure a quorum is present, please call the Administrative Secretary at 757-5076 if you are unable to attend the meeting.

2016

Rock County

COMMITTEE REVIEW REPORT
FOR THE MONTH OF DECEMBER 2016

02/27/2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
32-8000-8100-63104	PRNT & DUPLICATI	P1600433	02/02/2017	OFFICE PRO INC	1,196.00
SUPPORT SERVICE MATERIALS PROG TOTAL					1,196.00

I have reviewed the preceding payments in the total \$1,196.00

Date: _____ Dept _____
Committee _____

2017

Rock County

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2017

02/27/2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
32-7260-7400-62180	PHYSICAL THERAPY				
		P1700068	02/09/2017	MJ CARE INC	12,247.82
32-7260-7400-62185	OCCUP.THERAPY				
		P1700068	02/09/2017	MJ CARE INC	11,435.34
32-7260-7400-62186	SPEECH THERAPY				
		P1700068	02/09/2017	MJ CARE INC	3,294.75
				RH CONTRACT SERVICES T-18 PROG TOTAL	26,977.91
32-8000-9200-62463	FIRE ALARM				
		P1700864	02/02/2017	PROTECTION TECHNOLOGIES	10,184.00
				SUPPORT SERVICE MAINTENANCE PROG TOTAL	10,184.00
32-8000-9500-64415	PROVIDER TAX				
		P1700286	02/09/2017	WISCONSIN DEPARTMENT OF	21,760.00
				SUPPORT SERVICE ADMINISTRATION PROG TOTAL	21,760.00
32-9000-9920-62201	ELECTRIC				
			02/23/2017	ALLIANT ENERGY/WP&L	18,166.55
				GENERAL SERVICES UTILITIES PROG TOTAL	18,166.55

2017

Rock County

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2017

02/27/2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total \$77,088.46

Date: Dept _____

Committee _____

2017

Rock County

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2017

02/27/2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
32-7260-7400-62176	LABORATORY	P1700067	02/18/2017	MERCY HEALTH SYSTEM	934.61
32-7260-7400-62179	PHARMACY	P1700075	02/09/2017	OMNICARE PHARMACIES OF	4,539.57
32-7260-7400-62189	OTHER MED SERV	P1700069	02/09/2017	MOBILEXUSA	544.69
RH CONTRACT SERVICES T-18 PROG TOTAL					6,018.87
32-7500-7350-64300	REC THERAPY	P1700130	02/02/2017	CHARTER COMMUNICATIONS	1,870.79
RH-PROGRAM SERVICE ADMIN. PROG TOTAL					1,870.79
32-8000-8100-63100	OFC SUPP & EXP	P1700053	02/09/2017	JP MORGAN CHASE BANK NA	301.53
		P1700108	02/23/2017	BATTERIES PLUS LLC	178.56
32-8000-8100-63104	PRNT & DUPLICATI	P1700053	02/09/2017	JP MORGAN CHASE BANK NA	345.65
32-8000-8100-63109	OTHER SUPP/EXP	P1700275	02/23/2017	ROCK COUNTY HEALTH CARE	12.59
		P1700276	02/09/2017	ROCK COUNTY HEALTH CARE	40.00
32-8000-8100-64000	MEDICAL SUPPLIES	P1700048	02/23/2017	FITZSIMMONS HOSPITAL SERVICES	217.00
		P1700062	02/02/2017	MCKESSON MEDICAL SURGICAL MN S	2,029.09
		P1700063	02/23/2017	MEDLINE INDUSTRIES INC	4.81
		P1700273	02/02/2017	PROFESSIONAL MEDICAL INC	7,964.77
32-8000-8100-64003	OXYGEN SUPPLIES	P1700281	02/16/2017	SPECIALIZED MEDICAL SERVICES	341.50
32-8000-8100-64408	DISPOSABLES	P1700062	02/02/2017	MCKESSON MEDICAL SURGICAL MN S	2,259.48
SUPPORT SERVICE MATERIALS PROG TOTAL					13,694.98
32-8000-8200-62104	CONSULTING SERV	P1700075	02/09/2017	OMNICARE PHARMACIES OF	187.46
32-8000-8200-63109	OTHER SUPP/EXP	P1700062	02/02/2017	MCKESSON MEDICAL SURGICAL MN S	801.07
		P1700075	02/09/2017	OMNICARE PHARMACIES OF	964.37
SUPPORT SERVICE PHARMACY PROG TOTAL					1,952.90
32-8000-9100-63109	OTHER SUPP/EXP	P1700284	02/09/2017	SYSCO FOODS OF BARABOO LLC	386.36
32-8000-9100-64102	DAIRY	P1700045	02/02/2017	COUNTRY QUALITY DAIRY	3,009.57
		P1700284	02/09/2017	SYSCO FOODS OF BARABOO LLC	633.28
32-8000-9100-64105	GROCERIES	P1700050	02/02/2017	GORDON FOOD SERVICE	5,571.59
		P1700076	02/02/2017	PAN-O-GOLD BAKING CO	760.56
		P1700284	02/09/2017	SYSCO FOODS OF BARABOO LLC	3,001.31

2017

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FOR THE MONTH OF FEBRUARY 2017

02/27/2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt	
32-8000-9100-64107	MEAT	P1700285	02/02/2017	TROPIC JUICES INC	1,128.15	
		P1700050	02/02/2017	GORDON FOOD SERVICE	2,364.56	
		P1700284	02/09/2017	SYSCO FOODS OF BARABOO LLC	1,352.26	
32-8000-9100-64109	SUPPLEMENT	P1700273	02/16/2017	PROFESSIONAL MEDICAL INC	357.32	
		P1700284	02/09/2017	SYSCO FOODS OF BARABOO LLC	798.25	
		SUPPORT SERVICE FOOD SERVICE PROG TOTAL				19,363.21
		<hr/>				
32-8000-9200-62420	MACH & EQUIP RM	P1700105	02/16/2017	ASC1 INC	122.33	
		P1700108	02/16/2017	BATTERIES PLUS LLC	191.52	
		P1700111	02/09/2017	DIRECT SUPPLY EQUIPMENT	595.94	
		P1700123	02/02/2017	LAND AND WHEELS	212.36	
		P1700127	02/16/2017	SUPPLY WORKS	199.40	
		P1700242	02/09/2017	SELECT SOUND SERVICE INC	360.00	
32-8000-9200-62460	BLDG SERV R&M	P1700193	02/02/2017	TAS COMMUNICATIONS INC	39.50	
32-8000-9200-62461	ELEVATOR	P1700962	02/09/2017	SCHINDLER ELEVATOR	3,469.93	
		<hr/>				
32-8000-9200-62463	FIRE ALARM	P1700107	02/02/2017	JF AHERN COMPANY	119.94	
		P1700973	02/23/2017	ABSOLUTE FIRE PROTECTION	345.48	
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32-8000-9200-62470	BLDG R & M	P1700108	02/09/2017	BATTERIES PLUS LLC	307.52	
		P1700115	02/09/2017	FIRST SUPPLY MADISON LLC	236.48	
		P1700119	02/02/2017	HOME DEPOT/GECF	206.37	
		P1700125	02/09/2017	PIEPER ELECTRIC INC	825.00	
		P1700129	02/16/2017	WERNER ELECTRIC SUPPLY	392.28	
		P1700132	02/16/2017	HD SUPPLY	13.99	
		P1700133	02/23/2017	MENARDS	24.87	
		P1700859	02/02/2017	ACCURATE APPLIANCE REPAIR LLC	20.00	
		P1700950	02/16/2017	ARJO INC	562.50	
		SUPPORT SERVICE MAINTENANCE PROG TOTAL				9,435.29
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32-8000-9300-62163	LAUNDRY	P1700041	02/02/2017	ARAMARK UNIFORM SERVICES INC	4,681.60	
32-8000-9300-62164	DISPOSAL SERV	P1700040	02/09/2017	ADVANCED DISPOSAL SERVICES	1,088.38	
		P1700059	02/23/2017	LB MEDWASTE SERVICES	104.48	
		<hr/>				
32-8000-9300-63109	OTHER SUPP/EXP					

2017

Rock County

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2017

02/27/2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
		P1700066	02/23/2017	MENARDS	92.98
		P1700878	02/02/2017	LABEL TAPE SYSTEMS	678.25
		P1700977	02/16/2017	GRAINGER	95.40
32-8000-9300-63111	PAPER PRODUCTS				
		P1700062	02/02/2017	MCKESSON MEDICAL SURGICAL MN S	530.84
		P1700272	02/16/2017	PROFESSIONAL MEDICAL INC	1,124.49
32-8000-9300-63404	JANITOR/CLEANING				
		P1700072	02/02/2017	NORTH AMERICAN CORPORATION	1,091.90
		P1700283	02/02/2017	SUPPLY WORKS	1,572.14
		SUPPORT SERVICE ENVIRONMENTAL PROG TOTAL			11,060.46
32-8000-9500-62104	CONSULTING SERV				
		P1700896	02/02/2017	STATE OF WISCONSIN	100.00
32-8000-9500-64200	TRAINING EXP				
		P1700042	02/02/2017	BELOIT HEALTH SYSTEM INC	42.00
		P1700053	02/09/2017	JP MORGAN CHASE BANK NA	1,414.95
		P1700276	02/02/2017	ROCK COUNTY HEALTH CARE	390.00
		SUPPORT SERVICE ADMINISTRATION PROG TOTAL			1,946.95
32-8000-9700-62174	INTERNIST				
		P1700288	02/02/2017	WEST MD,WILLIAM PETER	14,875.00
		P1701012	02/16/2017	RAMSEY MD,H R	1,850.00
		SUPPORT SERVICE MEDICAL STAFF PROG TOTAL			16,725.00
32-9000-9920-62202	WATER				
			02/09/2017	JANESVILLE WATER AND	8,550.29
32-9000-9920-62203	NATURAL GAS				
			02/16/2017	ALLIANT ENERGY/WP&L	1,402.38
		GENERAL SERVICES UTILITIES PROG TOTAL			9,952.67
32-9000-9930-62210	TELEPHONE				
		P1700039	02/02/2017	ABILITY NETWORK INC	814.00
		GENERAL SERVICE TELEPHONE PROG TOTAL			814.00
32-9000-9940-61920	PHYSICALS				
		P1700074	02/09/2017	OCCUPATIONAL HEALTH CENTER	286.00
		GENERAL SERVICE EMP BENEFITS PROG TOTAL			286.00

2017

Rock County

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2017

02/27/2017

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total \$93,121.12

Date: Dept _____

Committee _____

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date 02/22/2017 Transfer No. 16-100 page 1
 Requested By Rock Haven Department Sue Protko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-7260-7400-62179 Description: Pharmacy Current Balance: \$51,348	\$43,601	Account #: 32-7500-7100-62622 Description: Transportation	\$3,017
Account #: 32-8000-9700-62174 Description: Internist Current Balance: \$49,715	\$28,106	Account #: 32-7500-7350-64300 Description: Recreational Therapy	\$901
Account #: 32-7260-7400-62180 Description: Physical Therapy Current Balance: \$32,222	\$12,500	Account #: 32-8000-8100-63104 Description: Printing & Duplication	\$5,173
Account #: Description: Current Balance:		Account #: 32-8000-8100-63109 Description: Other Supplies & Expenses	\$416

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Expenses in Pharmacy and Physical Therapy were less than what was projected and budgeted for 2016. Funds were available in Internist due to a decrease in physician's staff--one doctor left in 2016.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Expenses in Transportation is due to the increase in the number of residents that required transportation from Rock County Specialized transit. Expenses in Recreational Therapy is due to an increase in rates for Charter Communications-Cable TV. Expenses in Printing & Duplication is due to the sharp increase in cost for ink cartridges and the increased amount of printing for promotional materials. Expenses in Other Supplies & Expenses is due to the increase in price of supplies including small can liners which increased \$3.70/case and large can liners which increased \$2/case.

FISCAL NOTE:

Sufficient funds are available for transfer. *SP 2-24-17*

ADMINISTRATIVE NOTE:

Recommended *SP 2-24-17*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date 02/22/2017 Transfer No. 16-100 page 2
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: Description: Current Balance:		Account #: 32-8000-8100-64003 Description: Oxygen Supplies	\$6,346
Account #: Description: Current Balance:		Account #: 32-8000-9100-64109 Description: Cash Food-Supplement	\$530
Account #: Description: I Current Balance:		Account #: 32-8000-9200-62463 Description: Fire Alarm System	\$1,542
Account #: Description: Current Balance:		Account #: 32-8000-9200-62470 Description: Building Repair & Maintenance	\$13,966

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

See page 1

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Expenses in Oxygen Supplies are due to the increase of need for residents than what was originally projected and budgeted for 2016. Expenses in Cash Food-Supplement is due to the continued admittance of high-level care residents that require nutritional supplements. Expenses in Fire Alarm System is due to the service contract for the fire alarm system, sprinkler system inspections per State code, and some minor parts & repairs. Expenses in Building Repair & Maintenance is due to the installation of LED light bulbs which will have a positive impact on light bulb expenses going forward and the replacement of plumbing parts due to so many plumbing failures in the building.

FISCAL NOTE:

ADMINISTRATIVE NOTE:

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date 02/22/2017 Transfer No. 16-100 page 3
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: Description: Current Balance:		Account #: 32-8000-9200-63109 Description: Other Supplies & Expenses	\$11,710
Account #: Description: Current Balance:		Account #: 32-8000-9300-62164 Description: Disposal Services	\$1,601
Account #: Description: I Current Balance:		Account #: 32-8000-9300-63111 Description: Paper Products	\$5,430
Account #: Description: Current Balance:		Account #: 32-8000-9300-63404 Description: Janitorial/Cleaning	\$2,912

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

See page 1

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Expenses in Other Supplies & Expenses is due to the increase in need and expense for maintenance supplies including water softener salt, glycol for the Geothermal systems, fasteners, key duplicating and other miscellaneous supplies. Expenses in Disposal Services are for all disposal services which includes waste removal, cardboard recycling, & recycle pickup that are contracted and subject to annual price increases. Expenses in Paper Products is due to the increase in cost of paper towels, bathroom tissue, and bath liners for residents and staff. Janitorial/Cleaning expenses is due to the increase in cost of foam soap, soap hand sanitizer, & increase in cleaning chemicals for carpet care.

FISCAL NOTE:

ADMINISTRATIVE NOTE:

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date 02/22/2017
 Requested By Rock Haven
Department

Transfer No. 16-100 page 4
Sue Prostko
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: Description: Current Balance:		Account #: 32-8000-9500-62491 Description: Software Maintenance	\$1,837
Account #: Description: Current Balance:		Account #: 32-8000-9500-67130 Description: Terminals & PC's	\$548
Account #: Description: I Current Balance:		Account #: 32-9000-9910-65109 Description: Other Insurance	\$11,039
Account #: Description: Current Balance:		Account #: 32-9000-9920-62202 Description: Water	\$4,739

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

See page 1

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Expenses in Software Maintenance is due to the maintenance contract for the ECS system that was implemented at the end of 2015. The quarterly cost was more than projected and budgeted for 2016. Expenses in Terminals & PC's are due to the unexpected replacement of a headset, HP Laserjet Printer, and a numeric key pad. Expenses in Other Insurance is due to more cost for provider liability insurance than what was projected & budgeted for 2016. Rate projections for Water Expense is hard to project & not known at budget time, and water usage was a little more than compared to last year.

FISCAL NOTE:

ADMINISTRATIVE NOTE:

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date 02/22/2017
 Requested By Rock Haven
Department

Transfer No. 16-100 page 5
Sue Prostko
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: Description: Current Balance:		Account #: 32-9000-9940-61720 Description: Unemployment Compensation	\$9,823
Account #: Description: Current Balance:		Account #: 32-9000-9940-61920 Description: Physicals	\$2,677
Account #: Description: I Current Balance:		Account #: Description:	\$
Account #: Description: Current Balance:		Account #: Description:	\$

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

See page 1

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Expenses in Unemployment Compensation is due to more costs than what was originally projected and budgeted for 2016. Expenses in Physicals is due to an increase of physicals than projected and budgeted for 2016.

FISCAL NOTE:

ADMINISTRATIVE NOTE:

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

2017 Patient Revenues for Rock Haven January

Limestone							
Revenue	Actual Revenue Rec. MTD	Budgeted Revenue MTD	Variance Over/-Under	Percentage Over/-Under	Actual Revenue Rec. YTD	Budgeted Revenue YTD	Percentage Over/-Under
Medicare	\$50,975	\$115,320	-\$64,345	-56%	\$50,975	\$115,320	-56%
Hospice	\$25,189	\$12,148	\$13,041	107%	\$25,189	\$12,148	107%
Medical Assistance	\$197,326	\$190,326	\$7,000	4%	\$197,326	\$190,326	4%
Private Pay	\$102,828	\$121,954	-\$19,126	-16%	\$102,828	\$121,954	-16%
Total	\$376,318	\$439,749	-\$63,430	-14%	\$376,318	\$439,749	-14%

Sandstone							
Revenue	Actual Revenue Rec. MTD	Budgeted Revenue MTD	Variance Over/-Under	Percentage Over/-Under	Actual Revenue Rec. YTD	Budgeted Revenue YTD	Percentage Over/-Under
Medicare	\$50,975	\$70,680	-\$19,705	-28%	\$50,975	\$70,680	-28%
Hospice	\$21,096	\$9,740	\$11,356	117%	\$21,096	\$9,740	117%
Medical Assistance	\$201,419	\$233,762	-\$32,343	-14%	\$201,419	\$233,762	-14%
Private Pay	\$102,828	\$94,136	\$8,692	9%	\$102,828	\$94,136	9%
Total	\$376,318	\$408,317	-\$31,999	-8%	\$376,318	\$408,317	-8%

Total Rock Haven							
Revenue	Actual Revenue Rec. MTD	Budgeted Revenue MTD	Variance Over/-Under	Percentage Over/-Under	Actual Revenue Rec. YTD	Budgeted Revenue YTD	Percentage Over/-Under
Medicare	\$101,950	\$186,000	-\$84,050	-45%	\$101,950	\$186,000	-45%
Hospice	\$46,285	\$21,888	\$24,397	111%	\$46,285	\$21,888	111%
Medical Assistance	\$398,745	\$424,088	-\$25,343	-6%	\$398,745	\$424,088	-6%
Private Pay	\$205,656	\$216,090	-\$10,434	-5%	\$205,656	\$216,090	-5%
Total	\$752,636	\$848,066	-\$95,430	-11%	\$752,636	\$848,066	-11%

