



HEALTH SERVICES COMMITTEE
Wednesday, March 9, 2016 at 8:00 a.m.
Rock Haven Conference Room

AGENDA

1. Call to Order/Approval of Agenda
2. Approval of Minutes – February 9, 2016
3. Introductions, Citizen Participation, Communications and Announcements
4. **Action Item:** Bills

5. **Action Item:** Budget Transfers
6. **Action Item:** Pre-Approved Encumbrances/Encumbrances
7. Finance – Joanne Foss
8. Old Business
 - a. Information Item: Rock Haven Building Update
9. New Business
 - a. Information Item: Resident Council Minutes - January
 - b. **Action Item:** Marketing Rock Haven Services
10. Information Item: Reports
 - a. Census
 - b. Activities
 - 1) Staff Education for March 2016
 - 2) Resident Council Meeting – March 15, 2016 at 10:15 am.
 - 3) Family Council Meeting – March 15, 2016 at 6:00 pm.
11. Next Meeting Date - The next regular meeting of the Health Services Committee is scheduled for Wednesday, April 13, 2016 at 8 A.M. in the Rock Haven Conference Room of the Village Commons.
12. Adjournment

SP/ML

*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.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
32-7260-7400-62171	AMBULANCE	P1600435	01/01/2016	PARATECH AMBULANCE SERVICE INC	1,157.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,500.00	0.00	0.00	1,157.40	11,342.60
RH CONTRACT SERVICES T-18 PROG TOTAL				1,157.40	
32-7500-7350-63109	OTHER SUPP/EXP	P1600439	01/25/2016	ROCK COUNTY HEALTH CARE CENTE	100.00
		P1601173	02/18/2016	SEA BAY GAME COMPANY	172.33
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,250.00	60.00	0.00	272.33	917.67
RH-PROGRAM SERVICE ADMIN. PROG TOTAL				272.33	
32-8000-8100-63100	OFC SUPP & EXP	P1600415	02/04/2016	CRESCENT ELECTRIC SUPPLY CO	205.92
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,000.00	378.31	5,452.86	205.92	962.91
32-8000-8100-63101	POSTAGE	P1600439	02/25/2016	ROCK COUNTY HEALTH CARE CENTE	35.85
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	98.48	300.00	35.85	2,565.67
32-8000-8100-63109	OTHER SUPP/EXP	P1600439	02/15/2016	ROCK COUNTY HEALTH CARE CENTE	62.26
		P1600440	02/17/2016	ROCK COUNTY HEALTH CARE CENTE	92.23
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	1,241.73	3,284.46	154.49	3,319.32
32-8000-8100-64000	MEDICAL SUPPLIES	P1600421	01/31/2016	KCI USA	1,449.89
		P1600436	01/28/2016	PATTERSON MEDICAL	414.25
		P1600443	02/18/2016	SUPPLY WORKS	966.80
		P1600967	01/27/2016	PATTERSON DENTAL COMPANY	108.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	154,500.00	20,585.62	119,164.38	2,939.14	11,810.86
SUPPORT SERVICE MATERIALS PROG TOTAL				3,335.40	
32-8000-9200-62420	MACH & EQUIP RM	P1600443	02/02/2016	SUPPLY WORKS	96.12
		P1600446	02/01/2016	ASC1 INC	150.54
		P1600452	02/05/2016	EZ WAY INC	351.95
		P1600465	02/01/2016	LAND AND WHEELS	1,310.61

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1601038	02/05/2016	QUALITY FAB INC	75.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	39,500.00	1,008.44	0.00	1,984.22	36,507.34
32-8000-9200-62450	GROUNDS IMPR R&M				
		P1600451	01/12/2016	E AND S SNOWPLOWING	885.00
		P1600950	02/01/2016	DVORAK LANDSCAPE SUPPLY LLC	340.55
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,700.00	0.00	0.00	1,225.55	12,474.45
32-8000-9200-62460	BLDG SERV R&M				
		P1600473	02/23/2016	TAS COMMUNICATIONS INC	39.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	696.56	0.00	39.50	19,263.94
32-8000-9200-62461	ELEVATOR				
		P1601003	02/01/2016	SCHINDLER ELEVATOR CORPORATIO	3,230.93
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	0.00	0.00	3,230.93	2,769.07
32-8000-9200-62470	BLDG R & M				
		P1600312	02/05/2016	BATTERIES PLUS LLC	989.05
		P1600455	02/18/2016	FIRST SUPPLY MADISON LLC	85.68
		P1600456	01/29/2016	HD SUPPLY	112.00
		P1600468	02/08/2016	MENARDS	20.44
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,750.00	4,040.63	638.89	1,207.17	7,863.31
32-8000-9200-63109	OTHER SUPP/EXP				
		P1600454	01/29/2016	FASTENAL COMPANY	11.46
		P1600456	01/28/2016	HD SUPPLY	357.45
		P1600457	01/03/2016	HOH WATER TECHNOLOGY INC	1,010.00
		P1600458	02/08/2016	HARRIS ACE HARDWARE LLP	28.97
		P1600460	02/11/2016	HOME DEPOT/GECF	194.91
		P1600462	02/15/2016	JACK AND DICKS FEED AND GARDEN	338.94
		P1600468	02/11/2016	MENARDS	104.25
		P1600946	01/25/2016	BROWN OIL CO INC	739.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	2,442.90	225.90	2,785.18	(453.98)
SUPPORT SERVICE MAINTENANCE PROG TOTAL				10,472.55	
32-8000-9300-62164	DISPOSAL SERV				
		P1600433	02/12/2016	OFFICE PRO INC	21.90

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	5,587.53	13,924.38	21.90	466.19
32-8000-9300-63109	OTHER SUPP/EXP				
		P1600442	02/25/2016	SHOPKO INC #130	244.98
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	0.00	2,000.00	244.98	3,755.02
32-8000-9300-64409	FURNISHINGS				
		P1600443	02/12/2016	SUPPLY WORKS	50.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	0.00	0.00	50.90	2,949.10
SUPPORT SERVICE ENVIRONMENTAL PROG TOTAL				317.78	
32-8000-9500-64200	TRAINING EXP				
		P1600412	02/17/2016	BELOIT HEALTH SYSTEM INC	30.00
		P1601065	02/19/2016	CHANNING BETE CO INC	278.77
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	496.00	3,046.00	308.77	6,149.23
SUPPORT SERVICE ADMINISTRATION PROG TOTAL				308.77	
32-9000-9940-61920	PHYSICALS				
		P1600432	02/02/2016	OCCUPATIONAL HEALTH CENTER	24.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	0.00	0.00	24.00	2,976.00
GENERAL SERVICE EMP BENEFITS PROG TOTAL				24.00	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$15,888.23**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **MAR 09 2016**

Dept Head _____

Committee Chair _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 02/22/2016 Transfer No. 15-158
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-9000-9920-62203 Description: Natural Gas Current Balance: \$2,430	\$1,133	Account #: 32-9000-9930-62210 Description: Telephone	\$1,133
Account #: 32-9000-9940-61720 Description: Unemployment Compen Current Balance: \$1,356	\$775	Account #: 32-9000-9940-63406 Description: Clothing & Uniforms	\$775
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Natural Gas & Unemployment Compensation Expenses were less than budgeted for 2015.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Telephone and Clothing & Uniform expenses were more than originally budgeted for 2015. Transferred additional funds to Telephone due to expenses in Telephone allocation in month 14.

FISCAL NOTE:

Sufficient funds are available for transfer *of 2/22/16*

ADMINISTRATIVE NOTE:

Recommended *Am 2-25-16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 02/22/2016 Transfer No. 15-157
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-8000-9500-64200 Description: Training Expense Current Balance: \$3,829	\$2,373	Account #: 32-9000-9940-61920 Description: Physicals	\$2,373
Account #: 32-9000-9910-65103 Description: Public Liability Current Balance: \$3,128	\$1,001	Account #: 32-9000-9910-65101 Description: Insurance on Building	\$1,001
Account #: 32-9000-9920-62201 Description: Electric Current Balance: \$6,925	\$5,583	Account #: 32-9000-9920-62202 Description: Water	\$1,295
Account #: Description: Current Balance:		Account #: 32-9000-9910-65109 Description: Other Insurance	\$4,288

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Training, Public Liability, and Electric Expenses were less than budgeted for 2015.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Physicals, Insurance on Building, Water and Other Insurance expenses were more than originally budgeted for 2015.

FISCAL NOTE:

Sufficient funds are available for transfer. *5/1/16*

ADMINISTRATIVE NOTE:

Recommended. *JP 2-25-16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 02/22/2016 Transfer No. 15-156
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-8000-9500-64200 Description: Training Expense Current Balance: \$6,637	\$2,808	Account #: 32-8000-9500-61300 Description: Per Diems	\$812
Account #: Description: Current Balance:		Account #: 32-8000-9500-63200 Description: Publications/Subscriptions	\$274
Account #: Description: Current Balance:		Account #: 32-8000-9500-64416 Description: Licenses	\$796
Account #: Description: Current Balance:		Account #: 32-8000-9550-64902 Description: Indirect Cost	\$926

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Training Expenses were less than budgeted for 2015.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Per Diems, Publications/Subscriptions, Licenses, and Indirect cost expenses were more than originally budgeted for 2015.

FISCAL NOTE:

Sufficient funds were available for transfer. *2/22/16*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* *2/25-16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 02/22/2016 Transfer No. 15-155
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-8000-8100-64408 Description: Disposables Current Balance: \$7,776	\$4,790	Account #: 32-8000-8100-63109 Description: Other Supplies & Exp	\$2,242
Account #: Description: Current Balance:		Account #: 32-8000-8100-64003 Description: Oxygen Supplies	\$726
Account #: Description: Current Balance:		Account #: 32-8000-8100-64000 Description: Medical Supplies	\$460
Account #: Description: Current Balance:		Account #: 32-8000-8100-63100 Description: Office Supplies & Exp	\$1,362

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Expenses in Disposables were less than budgeted for 2015.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

In Support Service Materials, Other Supplies & Expenses, Oxygen Supplies, Medical Supplies, and Office Supplies & expenses were more than originally budgeted for 2015.

FISCAL NOTE:

Sufficient funds are available for transfer. *OK 2/22/16*

ADMINISTRATIVE NOTE:

Recommended *[Signature] 2/25/16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 02/22/2016 Transfer No. 15-154
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-7500-7350-64005 Description: Rehabilitation Supplies Current Balance: \$1,450	\$200	Account #: 32-7500-7350-63109 Description: Other Supplies & Exp	\$200
Account #: 32-8000-9100-63109 Description: Other Supplies & Exp Current Balance: \$7,558	\$5,817	Account #: 32-8000-8100-63104 Description: Printing & Duplicating	\$5,817
Account #: 32-8000-9100-64102 Description: Cash Food-Dairy Current Balance: \$9,499	\$6,941	Account #: 32-8000-9100-64105 Description: Cash Food-Groceries	\$4,904
Account #: Description: Current Balance:		Account #: 32-8000-9100-64107 Description: Cash Food-Meat	\$2,037

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Expenses in Rehabilitation Supplies, Other Supplies & Expenses, and Cash Food-Dairy were less than budgeted for 2015.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Other Supplies & Expenses, Printing & Duplicating, Cash Food-Groceries and Cash Food-meat expenses were more than originally budgeted for 2015. Higher food costs contributed to the overage in Cash Food-Groceries and Cash Food-meat expenses.

FISCAL NOTE:

Sufficient funds are available for transfer. *S Prostko*

ADMINISTRATIVE NOTE:

Recommended *AMS 2-25-16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 02/22/2016 Transfer No. 15-153
 Requested By Rock Haven Department Sue Prostko Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-7260-7400-62180 Description: Physical Therapy Current Balance: \$19,289	\$12,863	Account #: 32-7260-7400-62189 Description: Other Medical Services	\$12,863
Account #: 32-7260-7400-62185 Description: Occupational Therapy Current Balance: \$26,726	\$15,558	Account #: 32-7260-7400-62179 Description: Pharmacy	\$13,843
Account #: Description: Current Balance:		Account #: 32-7260-7400-62171 Description: Ambulance	\$89
Account #: Description: Current Balance:		Account #: 32-7500-7100-62622 Description: Transportation	\$1,626

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Expenses in Physical Therapy and Occupational Therapy were less than budgeted for 2015.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Other Medical Services, Pharmacy, Ambulance, and Transportation expenses were more than originally budgeted for 2015.

FISCAL NOTE:

Sufficient funds are available for transfer. *5/22/16*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* 2/25/16

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

**Rock Haven
RESIDENT COUNCIL MEETING
January 19, 2016**

Members Present:

Tom Hahn	Louis Amerpohl	Jean Dean	Phyllis Kail
Sheila Tabbert	Joanne OBrien	Marion Longman	Joan Powell
Beulah Rudolph	Phyllis Williams	Lillian Frayer	Lynn Gibson
	Pat Linneman	Roger Johnson	Joan Demrow

Others: Gail Sullivan, SW Theresa Talbert, SW Sue Lewiston, AD

Meeting called to order – Beulah Rudolph
Pledge of Allegiance Recited – All Members
Reading of Last Meeting Minutes – Joanne OBrien
Treasurer’s Report – by Joanne OBrien
 Deposits– \$494.48
 Expenses – \$100.00
 Balance -- \$4,560.21

General Announcements: There were none

Old Business: The request for evening activities has been addressed

New Business:

- The Dec. minutes from the Health Services Committee was shared
- Maintenance concerns: Nothing was addressed
- Upcoming Special Events
- Educational Topic: The Right to Make Choices
- Use of the unit cell phone: concern that not always available
- There were no additional questions or concerns & meeting was adjourned

Next meeting: Tuesday, February 16 @ 10:15 am –in the Social Room & Officers will meet on Friday, February 11th in the Social Room @ 10:00 am

Minutes taken by Sue Lewiston CC: Dave Hayes, Doug Keating, Michael Howell, SueProstko, Theresa Talbert, Gail Sullivan, Michelle Lynch & Nursing Supervisors.