



HEALTH SERVICES COMMITTEE
Tuesday, October 4, 2011, 3:00 p.m.
Rock Haven 4th Floor Classroom

AGENDA

1. Call to Order/Approval of Agenda
2. Approval of Minutes
 - a. Joint Finance, General Services and Health Services Committees - September 2, 2011
 - b. Health Services Committee - September 6, 2011.
3. Introductions, Citizen Participation, Communications and Announcements
4. **Action Item:** Bills
5. **Action Item:** Budget Transfers
6. **Action Item:** Pre-Approved Encumbrances/Encumbrances
7. Old Business
 - a. Information Item: Rock Haven Replacement Facility Update
8. New Business
 - a. Information Item: Rock Haven Groundbreaking Ceremony
 - b. Information Item: Rock Haven 2012 Budget
 - c. Rock Haven Organizational Chart
9. Information Item: Reports
 - a. Census
 - b. Activities
 - 1) Senior Management Team
 - a) Final Budget Meeting With County Administration
 - b) United Way Campaign
 - c) Annual Influenza Vaccine Campaign
 - d) Blackhawk Technical College RN Students - First and Second Year Students

2) Staff Education For October 2011

- a) Hand Hygiene
- b) Communicating With Residents With Dementia
- c) The Roles of Health Care Agents and Guardians
- d) Quarterly Nurses' Meetings
- e) CPR Refresher

3) Resident Council Meeting - Friday, October 14 at 10:15 a.m.

4) Conferences and Professional Meetings - Sherry Gunderson will attend:

- a) WAHSA Fall Conference - Green Bay - October 5, 6 and 7
- b) WACH Meeting - (location to be announced) - October 21

c. Finance - David Sudmeier

10. Next Meeting Date - The next regular meeting of the Health Services Committee is scheduled for Tuesday, November 1 at 3:00 p.m.

11. Adjournment

SRG/tf

*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	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
3232500000-64904	SUNDRY EXPENSE	3,000.00 0.0%	3,492.04	-3,492.01	2,999.97		
	P1100556-PO# 08/31/11 -VN#031623			LIVING DESIGN INC		11.00	
	P1100751-PO# 09/28/11 -VN#015763			ROCK COUNTY HEALTH CARE CENTER		191.50	
			CLOSING BALANCE		2,797.47		202.50
3272607400-62171	AMBULANCE	1,300.00 13.6%	2,505.32	-2,327.27	1,121.95		
	P1100565-PO# 08/31/11 -VN#039206			PARATECH AMBULANCE SERVICE INC		750.76	
			CLOSING BALANCE		371.19		750.76
3272607400-62176	LABORATORY	8,000.00 56.2%	4,612.75	-112.74	3,499.99		
	P1103041-PO# 08/31/11 -VN#014550			MERCY HEALTH SYSTEM		648.23	
			CLOSING BALANCE		2,851.76		648.23
3272607400-62189	OTHER MED SERV	5,025.00 0.0%	2,154.89	-2,154.86	5,024.97		
	P1100750-PO# 08/31/11 -VN#047747			MOBILEXUSA		408.10	
			CLOSING BALANCE		4,616.87		408.10
3275007100-63109	OTHER SUPP/EXP	500.00 0.0%	0.00	0.00	500.00		
	P1100534-PO# 09/28/11 -VN#016117			SHOPKO INC #130		44.80	
	P1100568-PO# 09/28/11 -VN#013780			KMART CORP #4255		53.75	
			CLOSING BALANCE		401.45		98.55
3275007350-63109	OTHER SUPP/EXP	2,500.00 41.9%	1,144.64	-95.00	1,450.36		
	P1100534-PO# 09/28/11 -VN#016117			SHOPKO INC #130		4.99	
	P1100751-PO# 09/28/11 -VN#015763			ROCK COUNTY HEALTH CARE CENTER		100.00	
	P1103307-PO# 09/28/11 -VN#028263			KEVERN,BOB		95.00	
			CLOSING BALANCE		1,250.37		199.99
3275007350-64005	REHAB SUPPLIES	3,200.00 8.4%	270.51	-0.01	2,929.50		
	P1103273-PO# 08/31/11 -VN#051339			PATTERSON MEDICAL		65.18	
			CLOSING BALANCE		2,864.32		65.18
3280008100-62420	MACH & EQUIP RM	17,500.00 51.3%	8,756.82	221.25	8,521.93		
	P1103092-PO# 09/28/11 -VN#051280			APEX BATTERY		460.50	
			CLOSING BALANCE		8,061.43		460.50
3280008100-63100	OFC SUPP & EXP	5,000.00 69.2%	3,463.56	0.00	1,536.44		
	P1100534-PO# 09/28/11 -VN#016117			SHOPKO INC #130		79.90	
	P1100547-PO# 09/28/11 -VN#044443			CRESCENT ELECTRIC SUPPLY CO		398.87	
			CLOSING BALANCE		1,057.67		478.77
3280008100-63109	OTHER SUPP/EXP	12,250.00 41.8%	5,130.83	0.00	7,119.17		

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	P1100535-PO# 09/28/11 -VN#014534			MENARDS		87.28	
	P1100550-PO# 09/28/11 -VN#024008			50 50 FACTORY OUTLET		31.95	
	P1100568-PO# 09/28/11 -VN#013780			KMART CORP #4255		95.98	
	P1100576-PO# 09/28/11 -VN#016055			SENTRY FOODS INC STORE #375		5.00	
	P1100751-PO# 09/28/11 -VN#015763			ROCK COUNTY HEALTH CARE CENTER		95.52	
				CLOSING BALANCE	6,803.44		315.73
3280008100-64000	MEDICAL SUPPLIES	101,652.00 78.8%	74,825.09	5,317.67	21,509.24		
	P1100534-PO# 08/31/11 -VN#016117			SHOPKO INC #130		19.98	
	P1100566-PO# 08/31/11 -VN#015103			PATTERSON DENTAL COMPANY		145.50	
	P1101325-PO# 09/28/11 -VN#044709			STRYKER MEDICAL		117.75	
	P1102728-PO# 09/28/11 -VN#015393			GULF SOUTH MEDICAL SUPPLY		2,180.80	
	P1103196-PO# 08/31/11 -VN#035138			CENTRAD HEALTHCARE INC		2,144.37	
				CLOSING BALANCE	16,900.84		4,608.40
3280008500-63109	OTHER SUPP/EXP	4,700.00 63.3%	1,513.96	1,464.65	1,721.39		
	P1103197-PO# 09/28/11 -VN#024799			DEB WHOLESALE INC		89.55	
				CLOSING BALANCE	1,631.84		89.55
3280009100-62420	MACH & EQUIP RM	7,000.00 62.4%	4,744.36	-371.11	2,626.75		
	P1100481-PO# 09/28/11 -VN#039252			ASC1		212.15	
	P1103076-PO# 09/28/11 -VN#017518			WISCONSIN LIFT TRUCK CORP		132.12	
				CLOSING BALANCE	2,282.48		344.27
3280009100-63109	OTHER SUPP/EXP	14,436.00 98.3%	6,292.33	7,907.76	235.91		
	P1100534-PO# 09/28/11 -VN#016117			SHOPKO INC #130		122.93	
				CLOSING BALANCE	112.98		122.93
3280009300-63109	OTHER SUPP/EXP	3,000.00 112.6%	3,379.61	0.00	-379.61		
	P1100534-PO# 08/31/11 -VN#016117			SHOPKO INC #130		20.00	
	P1100535-PO# 09/28/11 -VN#014534			MENARDS		22.56	
	P1100568-PO# 08/31/11 -VN#013780			KMART CORP #4255		12.46	
	P1100576-PO# 09/28/11 -VN#016055			SENTRY FOODS INC STORE #375		6.20	
	P1100751-PO# 09/28/11 -VN#015763			ROCK COUNTY HEALTH CARE CENTER		31.64	
*** OVERDRAFT ***	TRANSFER REQUIRED						
				CLOSING BALANCE	-472.47		92.86
3280009500-64200	TRAINING EXP	8,000.00 43.6%	3,702.94	-213.00	4,510.06		
	P1100558-PO# 08/31/11 -VN#046404			MED PASS INC		85.05	
	P1100751-PO# 09/28/11 -VN#015763			ROCK COUNTY HEALTH CARE CENTER		100.00	
	P1103333-PO# 09/28/11 -VN#045128			NUTRITION DIMENSIONS INC		348.50	
				CLOSING BALANCE	3,976.51		533.55
3280009500-64424	EMPLOYEE RECOGN.	2,500.00 5.9%	252.75	-103.92	2,351.17		
	P1103335-PO# 09/28/11 -VN#042514			SYSCO FOODS OF BARABOO LLC		686.39	

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
					CLOSING BALANCE	1,664.78	686.39
3280009700-62174	INTERNIST	91,000.00	74.7%	49,887.88	18,112.13	22,999.99	
		P1100571-PO# 08/31/11	-VN#036794	RAMSEY MD,H R		1,333.34	
					CLOSING BALANCE	21,666.65	1,333.34
	HCC			PROG-TOTAL-PO		11,439.60	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,439.60 INCURRED BY HEALTH CARE CENTER. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

HEALTH SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

OCT 04 2011

DATE _____ CHAIR

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-45

Transfer No.

Requested by Rock Haven

Sherry Gunderson

Department

Department Head

9/20/11

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
32-9000-9930-62211	Telephone Equipment	1,000

TO

ACCOUNT #	DESCRIPTION	AMOUNT
32-9000-9930-62212	Telephone Toll Calls	1,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ERK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

TO: FINANCE DIRECTOR

REQUESTED BY: Rock Haven
Department

Shirley Swadner
Department Head Signature

DATE: 9/20/11

FROM:	AMOUNT
1) ACCOUNT #: 32-9000-9930-62211 DESCRIPTION: Telephone Equipment	\$1000.00
CURRENT BALANCE: \$ 492.52 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 32-9000-9930-62212 DESCRIPTION: Telephone toll calls	\$1000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Expenses are below estimates for the year.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

One of our vendors (Ivans) increased their monthly charges.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-49

Transfer No.

Requested by Rock Haven

Sherry Gunderson

9/27/11

Department

Department Head

Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
32-7260-7400-62185	Occupational Therapy	5,000
32-8000-9100-64105	Support Svc - Groceries	3,000
32-8000-9300-63404	Support Svc - Janitorial	1,000
32-8000-9300-63404	Support Svc - Janitorial	1,000

ACCOUNT #	DESCRIPTION	AMOUNT
32-7260-7400-62171	Contract Svc - Ambulance	5,000
32-8000-9100-63111	Support Svc - Paper Products	3,000
32-8000-9300-63109	Support Svc - Other Supplies	1,000
32-9000-9910-65103	GS Ins Public Liability	1,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended.



REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED
SEP 27 2011

TO: FINANCE DIRECTOR

REQUESTED BY: Rock Haven

Department

Sherry Dunderen
Department Head Signature

DATE:

9/26/2011

FROM:	AMOUNT
ACCOUNT #: 32-7260-7400-62185 DESCRIPTION: RH CONTRACT SERVICE T-18 OCCUPATIONAL THERAPY CURRENT BALANCE: \$ 5,000 PROVIDED BY THE FINANCE DIRECTOR	\$ 5,000.00
ACCOUNT #: 32-8000-9100-64105 DESCRIPTION: SUPPORT SERVICE FOOD SERVICE GROCERIES CURRENT BALANCE: \$ 25,126 PROVIDED BY THE FINANCE DIRECTOR	\$ 3,000.00
ACCOUNT #: 32-8000-9300-63404 DESCRIPTION: SUPPORT SERVICE ENVIRONMENTAL JANITORIAL/CLEANING CURRENT BALANCE: \$ 25,126 PROVIDED BY THE FINANCE DIRECTOR	\$ 1,000.00
ACCOUNT #: 32-8000-9300-63404 DESCRIPTION: SUPPORT SERVICE ENVIRONMENTAL JANITORIAL/CLEANING CURRENT BALANCE: \$ 6,219 PROVIDED BY THE FINANCE DIRECTOR	\$ 1,000.00

TO:	AMOUNT
ACCOUNT #: 32-7260-7400-62171 DESCRIPTION: RH CONTRACT SERVICE T-18 AMBULANCE	\$ 5,000.00
ACCOUNT #: 32-8000-9100-63111 DESCRIPTION: SUPPORT SERVICE FOOD SERVICE PAPER PRODUCTS	\$ 3,000.00
ACCOUNT #: 32-8000-9300-63109 DESCRIPTION: SUPPORT SERVICE ENVIRONMENTAL OTHER SUPPLIES & EXPENSE	\$ 1,000.00
ACCOUNT #: 32-9000-9910-65103 DESCRIPTION: GENERAL SERVICE INSURANCE PUBLIC LIABILITY	\$ 1,000.00

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

- 1) Fewer Medicare patients receiving Occupational Therapy versus budget.
- 2) Groceries less than budgeted due to fewer patient days than budgeted.
- 3) Lower utilization of cleaning products than budgeted.
- 4) Lower utilization of cleaning products than budgeted.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

- 1) Change in transit billing for patient transportation which is reimbursable and will offset additional cost.
- 2) Higher utilization of paper products than budgeted.
- 3) Higher utilization of other supplies than budgeted.
- 4) Higher public liability insurance allocation than budgeted.

PURCHASE ORDER NUMBER 1100252 PEID 038024

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Rock Haven

COMMITTEE Health Service Committee

VENDOR NAME Ivance

ACCOUNT NUMBER 32-9000-9930-62212

FUNDS DESCRIPTION Telephone toll calls

AMOUNT OF INCREASE \$500.00

INCREASE FROM \$ 600.00 TO \$ 1100.00

ACCOUNT BALANCE AVAILABLE \$ 639 after transfer

REASON FOR AMENDMENT Increase in monthly charges.

APPROVALS

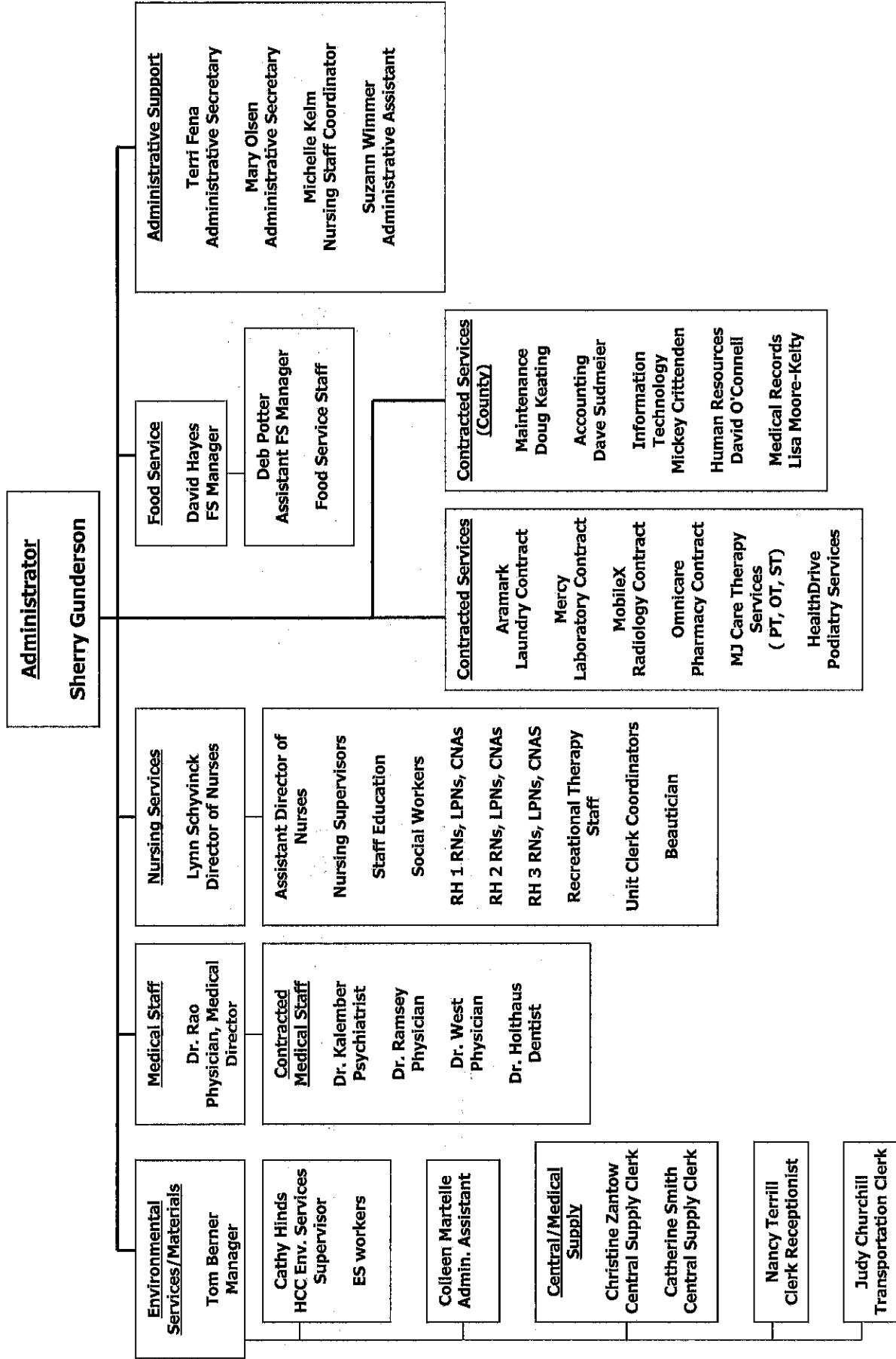
GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
(if over \$10,000) Chair Date

COUNTY BOARD _____
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

Rock Haven Nursing Home Organizational Chart



Rock Haven Admissions/Discharges/Census - 2011

ADMISSIONS				
	CCU	Dementia	CMI/GP	Total
January	5	3	1	9
February	8	0	4	12
March	8	0	2	10
April	8	0	1	9
May	6	0	1	7
June	11	1	2	14
July	12	1	1	13
August	6	1	0	7
September	5	4	1	10
October	4	3	1	8
November	7	3	0	10
December	3	2	3	8
Total	83	18	17	117

1/31/2011
2/28/2011
3/31/2011
4/30/2011
5/31/2011
6/30/2011
7/31/2011
8/31/2011
9/30/2010
10/31/2010
11/30/2010
12/31/2010

DISCHARGES/DEATHS				
	CCU	Dementia	CMI/GP	Total
January	8	1	4	13
February	4	1	3	8
March	5	1	2	8
April	5	0	2	7
May	11	2	2	15
June	7	3	1	11
July	9	1	3	13
August	5	2	0	7
September	6	3	0	9
October	4	3	1	8
November	3	3	0	6
December	3	4	2	9
Total	70	24	20	114

1/31/2011
2/28/2011
3/31/2011
4/30/2011
5/31/2011
6/30/2011
7/31/2011
8/31/2011
9/30/2010
10/31/2010
11/30/2010
12/31/2010

CENSUS				
	CCU	Dementia	CMI/GP	Total
January	37	44	42	123
February	40	44	43	127
March	41	44	44	129
April	42	44	44	130
May	36	42	44	122
June	39	43	43	125
July	40	43	43	126
August	40	43	43	126
September	40	43	42	125
October	39	44	42	125
November	42	44	44	130
December	41	44	44	129
Budget	41	43	44	128
Capacity*	42	44	44	130

1/31/2011
2/28/2011
3/31/2011
4/30/2011
5/31/2011
6/30/2011
7/31/2011
8/31/2011
9/30/2010
10/31/2010
11/30/2010
12/31/2010

*Downsize from 156 to 130 occurred 6/1/07

	PATIENT DAYS			PATIENT DAYS			PATIENT DAYS		
	ACTUAL MTD	BUDGET MTD	OVER/ -UNDER	% OVER/ -UNDER	ACTUAL YTD	BUDGET YTD	OVER/ -UNDER	% OVER/ -UNDER	
TOTAL ROCK HAVEN									
MEDICARE									
SNF	174	217	-43	-19.82	1872	1701	171	10.05	
TOTAL	174	217	-43	-19.82	1872	1701	171	10.05	
HOSPICE									
SNF	123	186	-63	-33.87	790	1458	-668	-45.82	
TOTAL	123	186	-63	-33.87	790	1458	-668	-45.82	
MEDICAL ASSISTANCE									
IN		279	-279	-100.00	1211	2187	-976	-44.63	
SNF	3254	3038	216	7.11	24057	23814	243	1.02	
ICF 1		31	-31	-100.00	181	243	-62	-25.51	
ICF 2									
ICF 3									
ICF 4									
1A		31	-31	-100.00	199	243	-44	-18.11	
1B									
D2									
D3									
UC									
TOTAL	3254	3379	-125	-3.70	25648	26487	-839	-3.17	
PRIVATE PAY									
IN		186	171	91.94	2408	1458	950	65.16	
SNF	357								
PILOT									
ICF 1									
ICF 2									
ICF 3									
UC									
TOTAL	357	186	171	91.94	2408	1458	950	65.16	
TOTAL ROCK HAVEN	3908	3968	-60	-1.51	30718	31104	-386	-1.24	

ALL ROCK HAVEN

	ACTUAL		PATIENT DAYS BUDGET		OVER/		% OVER/		ACTUAL		PATIENT DAYS BUDGET		OVER/		% OVER/	
	MTD	MTD	MTD	MTD	UNDER	OVER	-UNDER	-UNDER	YTD	YTD	YTD	YTD	UNDER	OVER	-UNDER	-UNDER
IN		279		279	-279		-100.00		1211	2187		-976		-44.63		
SNF	3908	3627		3627	281		7.75		29127	28431		696		2.45		
ICF 1		31		31	-31		-100.00		181	243		-62		-25.51		
ICF 2																
ICF 3																
ICF 4																
1A		31		31	-31		-100.00		199	243		-44		-18.11		
1B																
D2																
D3																
UC																
TOTAL ROCK HAVEN	3908	3968		3968	-60		-1.51		30718	31104		-386		-1.24		

	TOTAL ROCK HAVEN			MEDICARE			HOSPICE			MEDICAL ASSISTANCE			PRIVATE PAY			TOTAL ROCK HAVEN		
	ACTUAL MTD	BUDGET MTD	% OVER/UNDER	ACTUAL MTD	BUDGET MTD	% OVER/UNDER	ACTUAL MTD	BUDGET MTD	% OVER/UNDER	ACTUAL MTD	BUDGET MTD	% OVER/UNDER	ACTUAL MTD	BUDGET MTD	% OVER/UNDER	ACTUAL MTD	BUDGET MTD	% OVER/UNDER
SNF	5.61	7.00	-1.39	5.61	7.00	-1.39	3.97	6.00	-2.03	104.97	98.00	6.97	11.52	6.00	5.52	11.52	6.00	5.52
TOTAL	5.61	7.00	-1.39	5.61	7.00	-1.39	3.97	6.00	-2.03	104.97	98.00	6.97	11.52	6.00	5.52	11.52	6.00	5.52
SNF																		
TOTAL																		
IN																		
SNF																		
ICF 1																		
ICF 2																		
ICF 3																		
ICF 4																		
1A																		
1B																		
D2																		
D3																		
UC																		
TOTAL	104.97	109.00	-4.03	104.97	109.00	-4.03	104.97	109.00	-4.03	104.97	109.00	-4.03	104.97	109.00	-4.03	104.97	109.00	-4.03
IN																		
SNF																		
PILOT																		
ICF 1																		
ICF 2																		
ICF 3																		
UC																		
TOTAL	11.52	6.00	5.52	11.52	6.00	5.52	11.52	6.00	5.52	11.52	6.00	5.52	11.52	6.00	5.52	11.52	6.00	5.52
TOTAL	126.06	128.00	-1.94	126.06	128.00	-1.94	126.06	128.00	-1.94	126.06	128.00	-1.94	126.06	128.00	-1.94	126.06	128.00	-1.94

ALL ROCK HAVEN

	AVERAGE DAILY PATIENTS				AVERAGE DAILY PATIENTS			
	ACTUAL	BUDGET	OVER/	% OVER/	ACTUAL	BUDGET	OVER/	% OVER/
	MTD	MTD	-UNDER	-UNDER	YTD	YTD	-UNDER	-UNDER
IN		9.00	-9.00	-100.00	4.98	9.00	-4.02	-44.63
SNF	126.06	117.00	9.06	7.75	119.86	117.00	2.86	2.45
ICF 1		1.00	-1.00	-100.00	0.74	1.00	-0.26	-25.51
ICF 2								
ICF 3								
ICF 4								
1A		1.00	-1.00	-100.00	0.82	1.00	-0.18	-18.11
1B								
D2								
D3								
UC								
TOTAL ROCK HAVEN	126.06	128.00	-1.94	-1.51	126.41	128.00	-1.59	-1.24