



**HEALTH SERVICES COMMITTEE**  
**Wednesday August 14, 2013 at 8 a.m.**  
**Rock Haven Classroom in Village Commons**

**AGENDA**

1. Call to Order/Approval of Agenda
2. Approval of Minutes – July 10, 2013
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: Survey Update
8. New Business
  - a. Information Item: Progress of Life Safety Code Survey Tag Correction
  - b. Information Item: Aimee Thomas has accepted the Assistant Director of Nurses Position
  - c. Information Item: Colleen Reed has accepted the Assistant Director of Nurses Position
  - d. Information Item: Sally Gregoire has accepted the PM Nursing Supervisor Position
  - e. **Action Item:** Recognizing Diana Fraley for Years of Service to Rock Haven
9. Information Item: Reports
  - a. Census
  - b. Activities
    - 1) Senior Management Team
      - a. 2014 Budget Plans
      - b. New In-Service Coordinator will Attend Infection Control Seminar in Sept. State Sponsored.

2) Staff Education for July 2013

a. Resident Rights

3) Resident Council Meeting – Tuesday, July 9th at 10:15 am.

c. Finance - Dave Sudmeier

10. Next Meeting Date - The next regular meeting of the Health Services Committee is scheduled for Wednesday, September 11, 2013 in the Administrative Conference Room in the Village Commons.

11. Adjournment

SLP/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.

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1851-0000-67200	CAPITAL IMPROV	P1302517	07/10/2013	ROTO ROOTER SEWER DRAIN SERVIC	5,777.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,552,012.00	30,271,532.29	398,062.03	5,777.50	876,640.18
<b>ROCK HAVEN BUILDING PROJECT PROG TOTAL</b>				<b>5,777.50</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$5,777.50**  
 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: **AUG 14 2013**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
32-3250-0000-64904	SUNDRY EXPENSE				
		P1300712	06/14/2013	ROCK COUNTY HEALTH CARE CENTE	9.00
		P1301112	07/11/2013	ROCK COUNTY HEALTH CARE CENTE	810.05
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	3,040.71	3,859.70	819.05	(2,719.46)
<b>ROCK HAVEN PROG TOTAL</b>				<b>819.05</b>	
32-7260-7400-62189	OTHER MED SERV				
		P1300691	06/30/2013	DEAN HEALTH SYSTEMS	86.77
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,500.00	4,183.72	86.77	86.77	1,142.74
<b>RH CONTRACT SERVICES T-18 PROG TOTAL</b>				<b>86.77</b>	
32-8000-8100-63100	OFC SUPP & EXP				
		P1300690	07/05/2013	CRESCENT ELECTRIC SUPPLY CO	532.99
		P1302485	07/16/2013	BRIGGS CORPORATION	84.38
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	3,793.62	2,515.42	617.37	(1,926.41)
32-8000-8100-63101	POSTAGE				
		P1300712	07/16/2013	ROCK COUNTY HEALTH CARE CENTE	7.55
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,500.00	1,128.02	39.55	7.55	3,324.88
32-8000-8100-63109	OTHER SUPP/EXP				
		P1300694	07/09/2013	KMART CORP #4255	6.16
		P1300712	07/19/2013	ROCK COUNTY HEALTH CARE CENTE	21.08
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	1,676.03	4,451.90	27.24	3,844.83
32-8000-8100-64000	MEDICAL SUPPLIES				
		P1300693	06/27/2013	EZ WAY INC	974.80
		P1300704	06/25/2013	OMNICARE MEDICAL SUPPLY SVCS	80.10
		P1300706	07/10/2013	PATTERSON DENTAL COMPANY	224.75
		P1300710	07/24/2013	PATTERSON MEDICAL	23.61
		P1302396	06/25/2013	MEDLINE INDUSTRIES INC	1,106.14
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	125,000.00	78,973.10	44,924.63	2,409.40	(1,307.13)
<b>SUPPORT SERVICE MATERIALS PROG TOTAL</b>				<b>3,061.56</b>	
32-8000-9100-63109	OTHER SUPP/EXP				
		P1300694	07/09/2013	KMART CORP #4255	10.17

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	14,436.00	12,008.68	2,431.68	10.17	(14.53)
32-8000-9100-64105	GROCERIES	P1300714	07/22/2013	SENTRY FOODS INC STORE #375	16.11
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	160,727.00	83,277.22	72,899.88	16.11	4,533.79
<b>SUPPORT SERVICE FOOD SERVICE PROG TOTAL</b>				<b>26.28</b>	
32-8000-9200-62420	MACH & EQUIP RM	P1300202	07/12/2013	ASC1	131.35
		P1300226	07/23/2013	LAND AND WHEELS	127.87
		P1300693	07/05/2013	EZ WAY INC	675.85
		P1300719	07/25/2013	UHS	1,000.56
		P1302078	06/18/2013	AMSAN LLC	533.41
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	10,441.62	9,407.26	2,469.04	2,682.08
32-8000-9200-62461	ELEVATOR	P1302399	06/30/2013	SCHINDLER ELEVATOR CORPORATIO	358.80
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	800.00	726.43	0.00	358.80	(285.23)
32-8000-9200-62463	FIRE ALARM	P1302444	07/18/2013	BADGER FIRE AND SAFETY SUPPLY	146.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,600.00	2,947.89	1,620.00	146.00	(3,113.89)
32-8000-9200-62470	BLDG R & M	P1300209	07/09/2013	BUDGET DRAIN AND SEWER CLEANIN	150.00
		P1300217	05/29/2013	FIRST SUPPLY MADISON LLC	13.25
		P1300234	07/12/2013	SHERWIN WILLIAMS	279.97
		P1300237	07/01/2013	STATE ELECTRICAL SUPPLY INC	954.64
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	800.00	958.05	2,137.86	1,397.86	(3,693.77)
32-8000-9200-65390	OTHER RENT/LEASE	P1300223	07/25/2013	JACK AND DICKS FEED AND GARDEN	234.00
		P1302488	07/09/2013	LOWELL C HAGEN TRUCKING INC	175.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	463,046.00	359,255.65	234.00	409.00	103,147.35
<b>SUPPORT SERVICE MAINTENANCE PROG TOTAL</b>				<b>4,780.70</b>	

32-8000-9300-63109 OTHER SUPP/EXP

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1300694	08/01/2013	KMART CORP #4255	45.47
		P1302078	07/01/2013	AMSAN LLC	127.16
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	2,999.65	1,744.08	172.63	1,083.64
32-8000-9300-63111	PAPER PRODUCTS				
		P1301612	07/25/2013	GULF SOUTH MEDICAL SUPPLY	988.37
		P1302498	07/24/2013	STAPLES ADVANTAGE	792.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	16,000.00	9,323.45	5,693.58	1,780.37	(797.40)
32-8000-9300-63404	JANITOR/CLEANING				
		P1302400	07/11/2013	PHOENIX TEXTILE CORP	180.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,000.00	9,598.31	2,678.51	180.00	2,543.18
<b>SUPPORT SERVICE ENVIRONMENTAL PROG TOTAL</b>				<b>2,133.00</b>	
32-8000-9500-62104	CONSULTING SERV				
		P1302368	06/30/2013	JT AND ASSOCIATES LLC	950.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	1,400.00	950.00	950.00	(300.00)
32-8000-9500-63200	PUBL/SUBCR/DUES				
		P1302383	07/01/2013	LEADINGAGE WISCONSIN	2,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,000.00	9,857.75	2,000.00	2,000.00	(1,857.75)
32-8000-9500-64424	EMPLOYEE RECOGN.				
		P1302443	07/10/2013	SYSCO FOODS OF BARABOO LLC	155.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,500.00	0.00	0.00	155.90	2,344.10
<b>SUPPORT SERVICE ADMINISTRATION PROG TOTAL</b>				<b>3,105.90</b>	
32-8000-9700-62174	INTERNIST				
		P1300711	07/15/2013	RAMSEY MD,H R	2,100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	229,746.00	118,432.50	82,167.50	2,100.00	27,046.00
<b>SUPPORT SERVICE MEDICAL STAFF PROG TOTAL</b>				<b>2,100.00</b>	
32-9000-9940-61920	PHYSICALS				
		P1300703	06/30/2013	OCCUPATIONAL HEALTH CENTER	430.00

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00		882.00	430.00	430.00	(242.00)
<b>GENERAL SERVICE EMP BENEFITS PROG TOTAL</b>					<b>430.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$16,543.26**  
 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: **AUG 14 2013**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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**REPORT COMPLETE!**

For Job Numbers: 1306380, 1306381



**COMMITTEE APPROVAL REPORT**

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
32-8000-8100-63109 ENC	OTHER SUPP/EXP	R1302768	07/23/2013	AMAZON.COM	33.12	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	10,000.00	1,676.03	4,391.54	33.12	3,899.31	
<b>SUPPORT SERVICE MATERIALS PROG TOTAL</b>				<b>33.12</b>		

I have examined the preceding bills and encumbrances in the total amount of **\$33.12**  
 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: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_ Committee Chair \_\_\_\_\_

## Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR      Date 7/17/13      Transfer No. 13-26  
 Requested By Rock Haven      Department      Sue Prostko      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-8000-9300-62163 Description: ES-Laundry Services Current Balance: \$5,000	5,000.00	Account #: 32-8000-9300-63111 Description: ES-Paper Products	5,000.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

Laundry costs less than expected.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Paper cost more than expected.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *7/17/13*

**ADMINISTRATIVE NOTE:**

Recommended. *[Signature]* *7-17-13*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

- Governing Committee \_\_\_\_\_
- Finance Committee      8-1-13

*[Signature]*

PURCHASE ORDER NUMBER P1300511 PEID 015393

### 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 e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) and Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on 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).

DATE 7/2/13

DEPARTMENT Rock Haven

COMMITTEE Health Services

VENDOR NAME Gulf South Medical Supply

ACCOUNT NUMBER 32 8000 9300 63111

FUNDS DESCRIPTION Paper Products

AMOUNT OF INCREASE \$ 7000.00

INCREASE FROM \$ 0 TO \$ 7000.00

ACCOUNT BALANCE AVAILABLE \$ 7,921.32 SB 07/02/13

REASON FOR AMENDMENT This vendor was awarded most of the Environmental Services paper products through the bidding process.

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_  
(If over \$10,000)

COUNTY BOARD \_\_\_\_\_  
Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_  
(If over \$10,000)

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Health Services Committee  
INITIATED BY



Sue Prostko  
DRAFTED BY

Health Services Committee  
SUBMITTED BY

Aug 1, 2013  
DATE DRAFTED

### RECOGNIZING DIANA FRALEY FOR SERVICE TO ROCK HAVEN

- 1    **WHEREAS**, Diana Fraley has served the citizens of Rock County over the past 24 years, as a
- 2    dedicated and valued employee of Rock County; and,
- 3
- 4    **WHEREAS**, Diana Fraley began her career with Rock County Health Care Center as a
- 5    Certified Nursing Assistant on August 1, 1989; and,
- 6
- 7    **WHEREAS**, Diana Fraley worked in a variety of positions including Certified Nursing
- 8    Assistant and Environmental Services Worker, before assuming her current Food Service
- 9    position; and,
- 10
- 11   **WHEREAS**, Diana Fraley has worked diligently in that position until her retirement on August
- 12   2, 2013; and,
- 13
- 14   **WHEREAS**, the Rock County Board of Supervisors, representing the citizens of Rock County,
- 15   wishes to commend Diana Fraley for her long and faithful service.
- 16
- 17   **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18   assembled this \_\_\_ of \_\_\_\_\_, 2013 does hereby recognize Diana Fraley for her 24 years of
- 19   service and extend their best wishes to her in her future endeavors; and,
- 20
- 21   **BE IT FURTHER RESOLVED**, that the County Clerk be authorized and directed to furnish a
- 22   copy of this resolution to Diana Fraley.

Respectfully submitted,

HEALTH SERVICES COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Billy Bob Grahn

\_\_\_\_\_  
Steve Howland

COUNTY BOARD STAFF COMMITTEE

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J. Russell Podzilni, Chair

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Sandra Kraft, Vice Chair

---

Betty Jo Bussie

---

Eva Arnold

---

Mary Mawhinney

---

Marilynn Jensen

---

Kurtis Yankee

---

Henry Brill

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Louis Peer

# ROCK HAVEN ADMISSIONS/DISCHARGES/CENSUS - 2013

ADMISSIONS					
	Limestone	Limestone	Sandstone	Sandstone	Total
	East	West	West	East	
January	3	4	4	6	17
February	3	3	2	1	9
March	4	9	1	4	18
April	4	3	1	2	10
May	2	4	0	1	7
June	4	5	1	1	11
July	3	3	5	2	13
August	1	7	1	0	9
September	4	5	1	2	12
October	3	7	1	3	14
November	2	4	3	3	12
December	3	2	3	1	9
<b>Total</b>	<b>36</b>	<b>56</b>	<b>23</b>	<b>26</b>	<b>141</b>

1/31/2013  
2/28/2013  
3/31/2013  
4/30/2013  
5/31/2013  
6/30/2013  
7/31/2012  
8/31/2012  
9/30/2012  
10/31/2012  
11/30/2012  
12/31/2012

DISCHARGES/DEATHS					
	Limestone	Limestone	Sandstone	Sandstone	Total
	East	West	West	East	
January	3	2	5	2	12
February	3	4	0	1	8
March	5	6	2	5	18
April	3	3	0	0	6
May	2	2	2	0	6
June	3	5	1	1	10
July	3	3	2	3	11
August	2	6	2	6	16
September	4	5	2	1	12
October	4	5	3	4	16
November	2	3	1	1	7
December	4	4	4	5	17
<b>Total</b>	<b>38</b>	<b>48</b>	<b>24</b>	<b>29</b>	<b>139</b>

1/31/2013  
2/28/2013  
3/31/2013  
4/30/2013  
5/31/2013  
6/30/2013  
7/31/2012  
8/31/2012  
9/30/2012  
10/31/2012  
11/30/2012  
12/31/2012

CENSUS					
	Limestone	Limestone	Sandstone	Sandstone	Total
	East	West	West	East	
January	31	32	30	31	124
February	31	31	32	31	125
March	32	31	31	29	123
April	31	31	32	31	125
May	31	30	32	32	125
June	32	31	32	32	127
July	32	30	32	31	125
August	30	31	31	31	123
September	31	30	31	31	123
October	32	29	30	30	121
November	32	31	32	32	127
December	30	31	31	27	119
<b>Budget</b>	<b>32</b>	<b>31</b>	<b>32</b>	<b>31</b>	<b>126</b>
<b>Capacity*</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>128</b>

1/31/2013  
2/28/2013  
3/31/2013  
4/30/2013  
5/31/2013  
6/30/2013  
7/31/2012  
8/31/2012  
9/30/2012  
10/31/2012  
11/30/2012  
12/31/2012

\*Downsize from 130 to 128 occurred 10/1/2012