



COUNTY BOARD STAFF/FINANCE COMMITTEES

Minutes - July 7, 2022

Call to Order: Chair Bostwick called the County Board Staff and Finance Committee meeting to order at 6:00 P.M. on Thursday, July 7, at the Rock County Health Department.

Committee Members Present: Supervisors Wilson, Peer, Podzilni, Sweeney, Beaver, Mawhinney, Farrell, Fox, Brien, Clasen, Leavy, and Bostwick.

Committee Members Absent: Supervisor Towns.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the Administrator; Terri Carlson, Risk Manager; Natalie Rolling-Edlebeck, Nursing Home Administrator; Tonya Colvin, Business Manager; Katrina Harwood, Health Officer.

Others Present: Supervisors Woodman, Whitley, and Zoril.

Approve Agenda: Supervisor Peer moved approval of the agenda as presented, second by Supervisor Podzilni. ADOPTED.

Citizen Participation, Communications and Announcements: No public comment submitted.

Supervisor Sweeney announced that former Supervisor Dick Towns passed away.

Approval of Minutes:

June 30, 2022 Minutes: Supervisor Mawhinney moved approval of the June 30, 2022 minutes, second by Supervisor Beaver. ADOPTED.

Review and Discussion of Preliminary 2023 Budget Projections and Program Information :

Rock Haven: Natalie Rolling-Edlebeck presented the Rock Haven 2023 budget projections (attached). She discussed patterns and potential ways to increase revenues.

Public Health Department: Katrina Harwood presented an overview of the department, programs, and a 2023 budget overview. Katrina answered questions regarding grant-funded programs.

Next Meetings: Thursday, July 21, 2022 - Sheriff's Department: This meeting will be at the

Sheriff's Department in the Large Conference Room at 5:00 P.M.

Adjournment: Supervisor Sweeney moved to adjourn at 7:52 P.M., second by Supervisor Fox.
ADOPTED.

Respectfully submitted,

Haley Hoffman
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

ROCK HAVEN SKILLED NURSING HOME

Natalie Rolling-Edlebeck LNFA

Robert “Bob” Kennison DON



AGENDA

Mission Statement

Organization Structure

Revenue Year to Date 2022

Census

Agency Staffing (Nursing)

Rock Haven Staffing (Nursing)

2022 Year End Projections

Strengths-Weaknesses-Opportunities-Threats (SWOT)

Take Aways

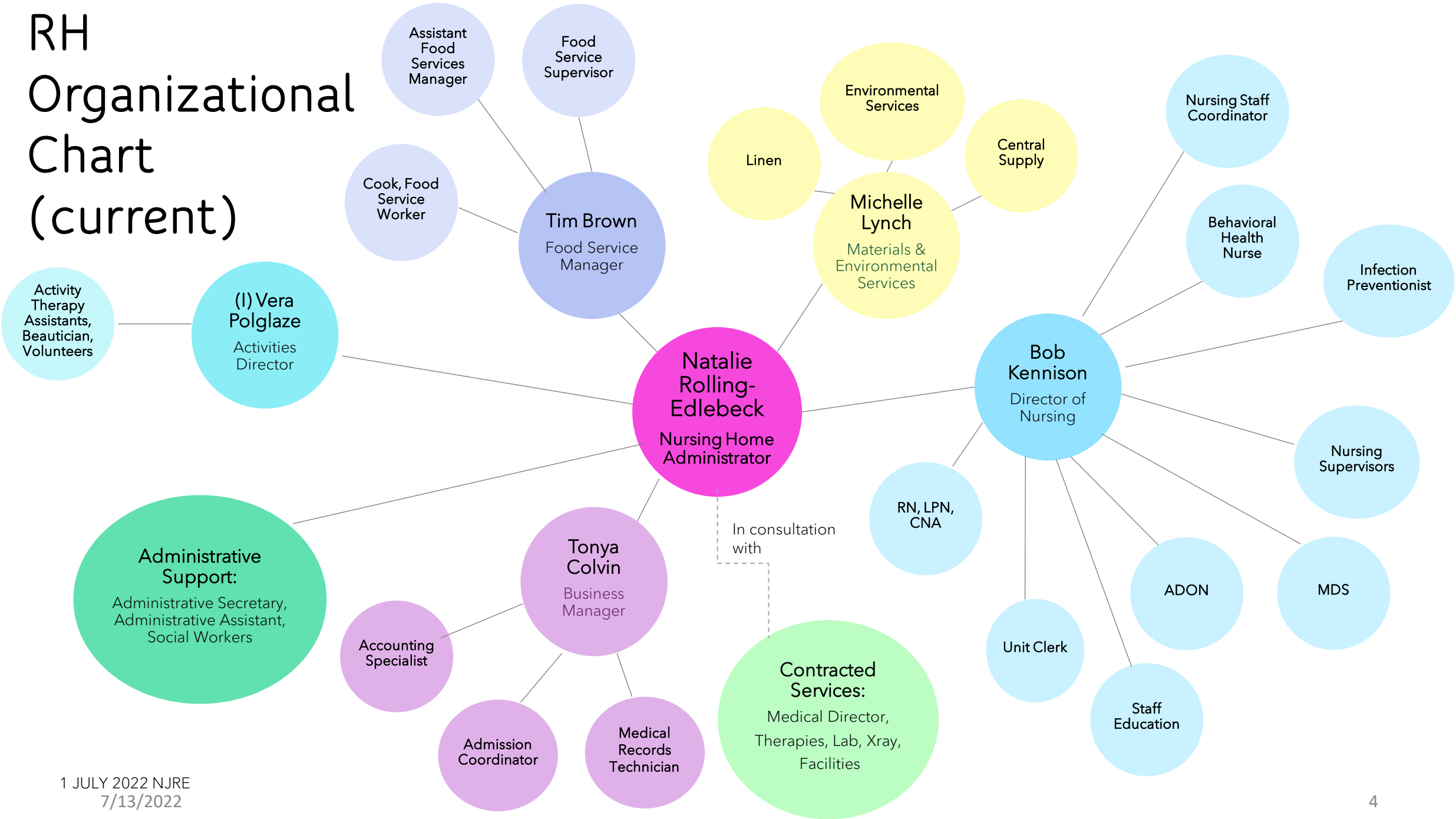
Due Outs: Costs Associated with Assisted Living

Recommendations

MISSION

Our professional **staff** and **home-like environment** create a family that cares for your family. Intrinsically tied to our community, we understand and appreciate the needs of our residents and their families. We are dedicated to providing high-quality care to our residents and will continue to offer excellent care so that each life can be lived to the fullest.

RH Organizational Chart (current)



2022 Patient Revenue for Rock Haven April 2022

Total Rock Haven	Budgeted	Actual	Variance	Percentage	Budgeted	Projected	Variance	Percentage
Revenue	Revenue	Revenue	Over/-Under	Over/-Under	Revenue	Revenue	Over/-Under	Over/-Under
	YTD	YTD			Annual	Annual		
Medicare	\$815,352.00	\$228,239.00	\$(587,113.00)	-72%	\$2,446,055.00	\$684,717.00	\$(1,761,338.00)	-72%
Hospice	\$210,932.00	\$253,549.00	\$42,617.00	20%	\$632,799.00	\$760,647.00	\$127,848.00	20%
Medical Assistance	\$1,546,840.00	\$1,133,423.00	\$(413,417.00)	-27%	\$4,640,529.00	\$3,400,269.00	\$(1,240,260.00)	-27%
Private Pay	\$1,097,388.00	\$692,558.00	\$(404,830.00)	-37%	\$3,292,161.00	\$2,077,674.00	\$(1,214,487.00)	-37%
Total	\$3,670,512.00	\$2,307,769.00	\$(1,362,743.00)	-37%	\$11,011,544.00	\$6,923,307.00	\$(4,088,237.00)	-37%

2022 Monthly Census

Rock Haven 2022 Monthly Census		
Month	Census	
Jan	91/128	71%
Feb	88/128	68%
March	88/128	68%
April	89/128	69%
May	89/128	69%
June	95/128	74%

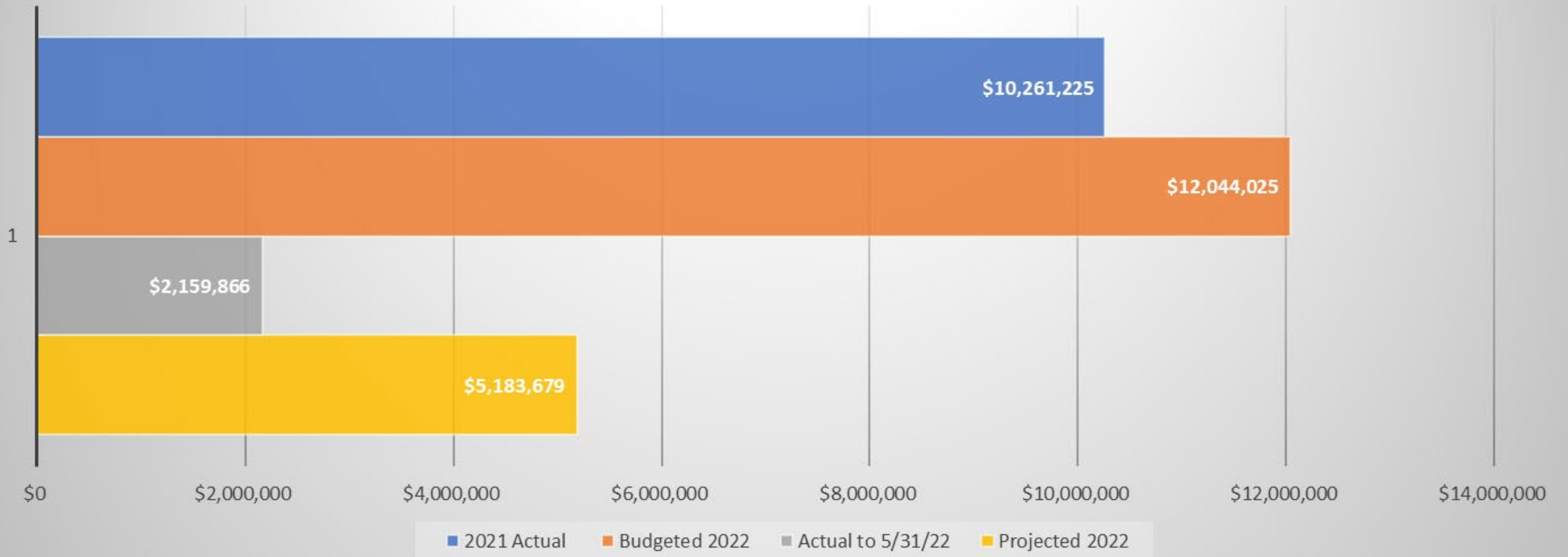
AGENCY STAFFING

Agency Staffing (RN, LPN, CNA)



NURSING STAFF

Nursing Staff (RN, LPN, CNA)



2022 Year End Projections

- Revenue-expenditures=expected year end deficit

If our census remains the same and we do nothing to change the direction we are heading, we expect that we will end the year Negative \$8.1 Million.

After factoring in the 2022 tax levy of \$4.3 million, the total deficit for 2022 would be about \$3.7 million.

STRENGTHS

Skilled staff long timers (who know the residents) Staffing is a 5 Star Quality Measures CASPER Report & Nursing Home Compare

Successful operation caring for constituents of Rock County

Residents and Family involvement

Local (Rock County) residents

Nursing Home's ability to request reimbursement from Medicare and Medicaid

WEAKNESS

Pay is not competitive-Employees will **NOT** wait they are going elsewhere

Mandating has affected overall morale and leaves greater chances for human error (exhaustion)

Staffing agency costs

Reimbursement rates not within LCN network lower rates offer flat rates

Inflation rates project 11% or more Food Service, Pharmacy, Housekeeping (goods)

OPPORTUNITIES

Recruiters at departmental level

Approve different pay scales insurance “no insurance”

Organizational structure redesigned into 4 individual stand-alone teams

Introduce a new Electronic Health Record Point Click Care (PCC)

Decertify (32) beds and open an Assisted Living (AL)

THREATS

Do nothing and continue to operate in this model

Referral process only Rock County residents

Public Health Emergency (PHE) lift on non-skilled residents currently at RH

Restructuring of RH to include an Assisted Living will cost, however consider ROI once AL required skilled care

Staffing agencies continue to make money and provide unpredictable workers-work ethic is not the same (no accountability)

TAKE AWAYS

Expect Rock Haven's overall budget to remain in the red

Consideration for staffing (96) skilled and (32) Assisted Living

Expect an 11% increase

Point Click Care (PCC) train up cost this year

Discussion

Costs associated with assisted living

Recommendations

Questions?

Rock County Public Health Department

2023 Pre-Budget Presentation



Vision

Everyone has the opportunity to reach their full health potential.

Mission

To improve population health outcomes and remove barriers through community partnerships.

Shared Identity

We are **inclusive**. We respect and value each other for our differences and similarities. We engage internal and external partners with diverse experiences.

We are **evidence driven**. We use data and evidence in our decision making process. We use and collect data to develop initiatives, track progress, and to identify opportunities for quality improvement.

We are **transparent**. We conduct ourselves with honesty and integrity. We communicate openly and we do what we say we are going to do.

We are **accountable** to our partners and our community. We are responsible for our actions, value open and honest feedback for continuous improvement, and are good stewards of our resources.

We are **collaborative**. We value partnerships and work together to achieve shared goals.

Overview

- Department Overview
- Programs and Services
- 2023 Preliminary Requested Budget Overview
 - Revenue
 - Expenses
 - Grants
 - Budget Summary



Public Health

Department Overview

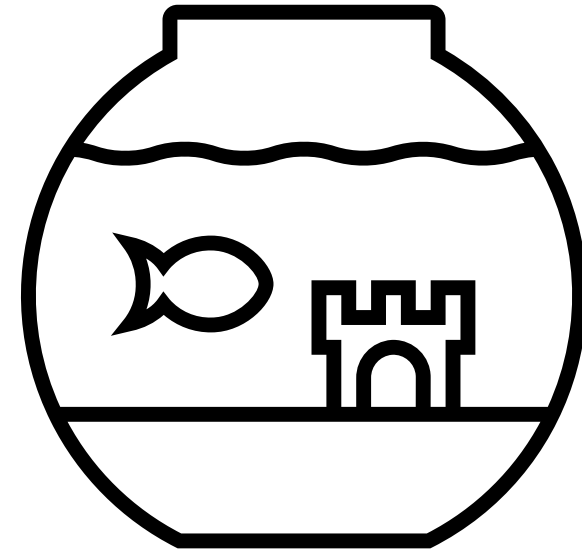
- 42.5 FTE (43 people) + 3 COVID-19 Project Positions
- Level III Health Department



Public Health

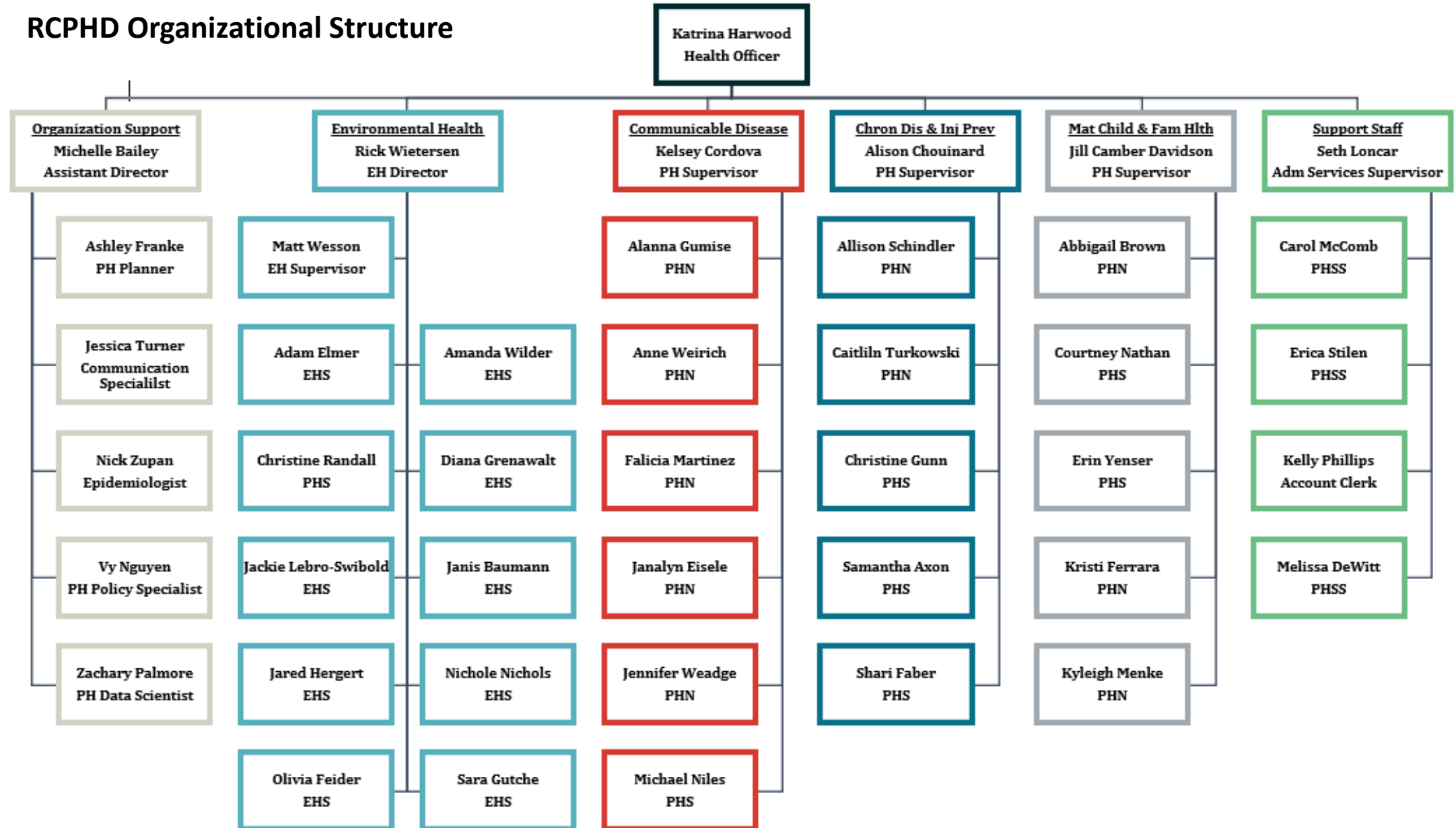
Department Overview

- Primary focus:
 - Population of Rock County
 - Sub-populations
 - Conditions that influence health



Public Health

RCPHD Organizational Structure

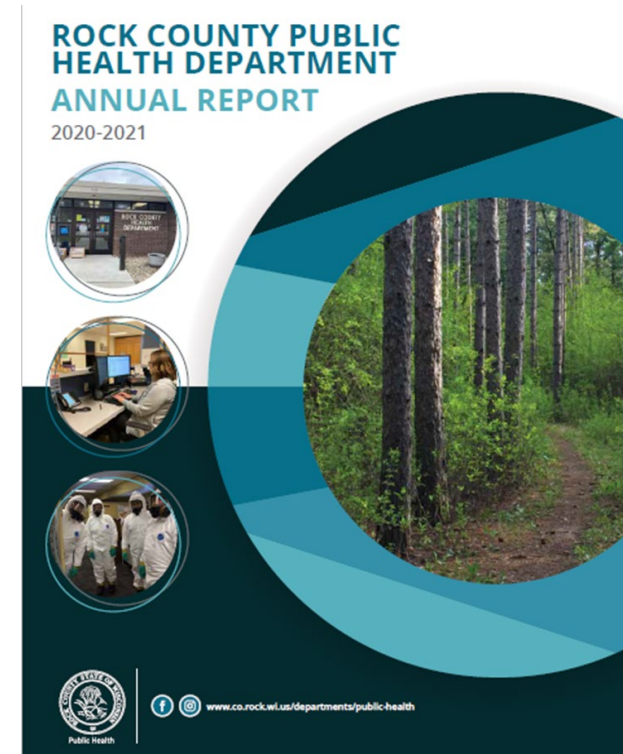


Programs and Services

- Focus Areas
 - Environmental Health
 - Communicable Disease
 - Chronic Disease & Injury Prevention
 - Maternal, Child & Family Health
- Foundational Capabilities (Support Functions)
 - Data and Policy Analysis
 - Communications
 - Administration Support



Public Health



Environmental Health – Licensed Facilities

	Requirements			Contractual Obligations			Supported by Fees	Agent of the State
	State Statute	Admin. Code	County Ordinance	Non-grant	Grant 2022	Grant 2023		
Tattoo and Body Piercing		X	X	X			X	X
Retail Food Program		X	X	X			X	X
Restaurant Inspection Program		X	X	X			X	X
Mobile Home parks		X	X	X			X	X
Recreation and Educational Camps		X	X	X			X	X
Campgrounds		X	X	X			X	X
Lodging Facilities		X	X	X			X	X
Licensed Beach Inspections and Sampling			X	X			X	
Swimming Pool Inspections		X	X	X			X	X

Environmental Health – Other

	Requirements			Contractual Obligations			Supported by Fees	Agent of the State
	State Statute	Admin. Code	County Ordinance	Non-grant	Grant 2022	Grant 2023		
Rabies Program	X							
Radon - Indoor Air Quality								
Drinking Water Laboratory		X					X	
Town Well Sampling Program					X	TBD	X	
DNR Transient Non-Community Well Program		X		X			X	X
Private Well Abandonment	X	X	X					
Unwanted Drug Collection					X	TBD		
Childhood Lead Prevention	X				X	X		
EPCRA Emergency Response Plans				X				
Private On-Site Wastewater Inspection and Maintenance	X	X	X				X	
Nuisance Complaint program	X	X	X					
Mosquito/Tick Monitoring								

Communicable Disease

	Requirements			Contractual Obligations			Supported by Fees
	State Statute	Admin. Code	County Ordinance	Non-grant	Grant 2022	Grant 2023	
Travel Vaccine Program							X
Vaccine for Children/Adults Programs	X	X			X	X	X
COVID Immunization Program					X	X	
Reportable Condition Investigation	X	X			X	X	
HIV Partner Service Program					X	X	
Perinatal Hepatitis B Case Management					X	X	
TB Case Management	X	X			X	X	
Public Health Emergency Preparedness		X			X	X	

Chronic Disease & Injury Prevention

	Requirements			Contractual Obligations			Supported by Fees
	State Statute	Admin. Code	County Ordinance	Non-grant	Grant 2022	Grant 2023	
Community Health Assessment (CHA)		X					
Community Health Improvement Plan (CHIP)		X			X	X	
Falls Prevention				X			
Chronic Disease Prevention		X			X	X	
Non-Communicable Disease Investigation	X	X					
Overdose Fatality Review					X	X	

Maternal, Child & Family Health

	Requirements			Contractual Obligations			Supported by Fees
	State Statute	Admin. Code	County Ordinance	Non-grant	Grant 2022	Grant 2023	
Childhood Vaccination Coordination		X			X	X	
Child Death Review/Fetal Infant Mortality Review							
Better Birth Outcomes					X	X	
School Wellness/School Health Collaborative					X	X	
Breastfeeding				X			
Perinatal Mental Health				X			
Childhood Lead Prevention	X				X	X	

2023 Requested Budget

PRELIMINARY

Revenue

	2022 Budget	2022 Projected	2023 Budget	Budget Change
TB Dispensary	\$959	\$0	\$1000	\$41
Transient Non-Community Well	\$26,000	\$26,000	\$26,000	-
Sanitary Permits	\$90,000	\$85,000	\$75,000	(\$15,000)
Public Facility Permits	\$435,000	\$427,000	\$438,000	\$3,000
Radon Test Kits	\$2,000	\$1,500	\$2,000	-
Vaccine Fees	\$29,700	\$15,000	\$15,000	(\$14,700)
Septic Maintenance Program	\$67,000	\$62,000	\$67,000	-
Laboratory Services	\$42,000	\$43,000	\$44,000	\$2,000
Medicaid Reimbursement (Lead)	\$2,000	\$2,800	\$3,000	\$1,000
Contributions	\$200	\$0	\$200	-
Total	\$694,859	\$662,300	\$671,200	(\$23,659)



Public Health

Revenue

	2022 Budget	2022 Projected	2023 Budget	Budget Change
TB Dispensary	\$959	\$0	\$1000	\$41
Transient Non-Community Well	\$26,000	\$26,000	\$26,000	-
Sanitary Permits	\$90,000	\$85,000	\$75,000	(\$15,000)
Public Facility Permits	\$435,000	\$427,000	\$438,000	\$3,000
Radon Test Kits	\$2,000	\$1,500	\$2,000	-
Vaccine Fees	\$29,700	\$15,000	\$15,000	(\$14,700)
Septic Maintenance Program	\$67,000	\$62,000	\$67,000	-
Laboratory Services	\$42,000	\$43,000	\$44,000	\$2,000
Medicaid Reimbursement (Lead)	\$2,000	\$2,800	\$3,000	\$1,000
Contributions	\$200	\$0	\$200	-
Total	\$694,859	\$662,300	\$671,200	(\$23,659)



Public Health

Revenue

	2022 Budget	2022 Projected	2023 Budget	Budget Change
TB Dispensary	\$959	\$0	\$1000	\$41
Transient Non-Community Well	\$26,000	\$26,000	\$26,000	-
Sanitary Permits	\$90,000	\$85,000	\$75,000	(\$15,000)
Public Facility Permits	\$435,000	\$427,000	\$438,000	\$3,000
Radon Test Kits	\$2,000	\$1,500	\$2,000	-
Vaccine Fees	\$29,700	\$15,000	\$15,000	(\$14,700)
Septic Maintenance Program	\$67,000	\$62,000	\$67,000	-
Laboratory Services	\$42,000	\$43,000	\$44,000	\$2,000
Medicaid Reimbursement (Lead)	\$2,000	\$2,800	\$3,000	\$1,000
Contributions	\$200	\$0	\$200	-
Total	\$694,859	\$662,300	\$671,200	(\$23,659)



Public Health

Revenue

	2022 Budget	2022 Projected	2023 Budget	Budget Change
TB Dispensary	\$959	\$0	\$1000	\$41
Transient Non-Community Well	\$26,000	\$26,000	\$26,000	-
Sanitary Permits	\$90,000	\$85,000	\$75,000	(\$15,000)
Public Facility Permits	\$435,000	\$427,000	\$438,000	\$3,000
Radon Test Kits	\$2,000	\$1,500	\$2,000	-
Vaccine Fees	\$29,700	\$15,000	\$15,000	(\$14,700)
Septic Maintenance Program	\$67,000	\$62,000	\$67,000	-
Laboratory Services	\$42,000	\$43,000	\$44,000	\$2,000
Medicaid Reimbursement (Lead)	\$2,000	\$2,800	\$3,000	\$1,000
Contributions	\$200	\$0	\$200	-
Total	\$694,859	\$662,300	\$671,200	(\$23,659)



Public Health

Revenue

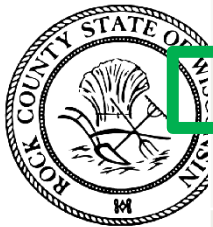
	2022 Budget	2022 Projected	2023 Budget	Budget Change
TB Dispensary	\$959	\$0	\$1000	\$41
Transient Non-Community Well	\$26,000	\$26,000	\$26,000	-
Sanitary Permits	\$90,000	\$85,000	\$75,000	(\$15,000)
Public Facility Permits	\$435,000	\$427,000	\$438,000	\$3,000
Radon Test Kits	\$2,000	\$1,500	\$2,000	-
Vaccine Fees	\$29,700	\$15,000	\$15,000	(\$14,700)
Septic Maintenance Program	\$67,000	\$62,000	\$67,000	-
Laboratory Services	\$42,000	\$43,000	\$44,000	\$2,000
Medicaid Reimbursement (Lead)	\$2,000	\$2,800	\$3,000	\$1,000
Contributions	\$200	\$0	\$200	-
Total	\$694,859	\$662,300	\$671,200	(\$23,659)



Public Health

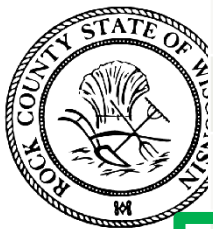
Revenue

	2022 Budget	2022 Projected	2023 Budget	Budget Change
TB Dispensary	\$959	\$0	\$1000	\$41
Transient Non-Community Well	\$26,000	\$26,000	\$26,000	-
Sanitary Permits	\$90,000	\$85,000	\$75,000	(\$15,000)
Public Facility Permits	\$435,000	\$427,000	\$438,000	\$3,000
Radon Test Kits	\$2,000	\$1,500	\$2,000	-
Vaccine Fees	\$29,700	\$15,000	\$15,000	(\$14,700)
Septic Maintenance Program	\$67,000	\$62,000	\$67,000	-
Laboratory Services	\$42,000	\$43,000	\$44,000	\$2,000
Medicaid Reimbursement (Lead)	\$2,000	\$2,800	\$3,000	\$1,000
Contributions	\$200	\$0	\$200	-
Total	\$694,859	\$662,300	\$671,200	(\$23,659)



Revenue

	2022 Budget	2022 Projected	2023 Budget	Budget Change
TB Dispensary	\$959	\$0	\$1000	\$41
Transient Non-Community Well	\$26,000	\$26,000	\$26,000	-
Sanitary Permits	\$90,000	\$85,000	\$75,000	(\$15,000)
Public Facility Permits	\$435,000	\$427,000	\$438,000	\$3,000
Radon Test Kits	\$2,000	\$1,500	\$2,000	-
Vaccine Fees	\$29,700	\$15,000	\$15,000	(\$14,700)
Septic Maintenance Program	\$67,000	\$62,000	\$67,000	-
Laboratory Services	\$42,000	\$43,000	\$44,000	\$2,000
Medicaid Reimbursement (Lead)	\$2,000	\$2,800	\$3,000	\$1,000
Contributions	\$200	\$0	\$200	-
Total	\$694,859	\$662,300	\$671,200	(\$23,659)



Expenses

- Personnel

- Estimating a 5% increase in wages
- Personnel Related Requests:
 - Finance/Budget position
 - Seasonal Intern

- Operating Expenses

- Estimating a 5% increase in expenses from 2022-2023 when amounts are not known



Expenses

	2022 Budget	2022 Projected	2023 Budget	Budget Change
Salaries	\$2,912,074	\$2,664,377	\$2,578,638	(\$333,436)
Fringe Benefits	\$1,034,355	\$1,084,154	\$1,043,819	\$9,464
Overtime	\$23,000	\$8,000	\$5,000	(\$18,000)
Seasonal Wages	\$0	\$0	\$8,000	\$8,000
Operations	\$641,348	\$622,323	\$369,660*	(\$271,688)
Total	\$4,610,777	\$4,378,854	\$4,005,117	(\$605,660)

**IT per PC allocation is no longer included in the department budget beginning in 2023.*



Expenses

	2022 Budget	2022 Projected	2023 Budget	Budget Change
Salaries	\$2,912,074	\$2,664,377	\$2,578,638	(\$333,436)
Fringe Benefits	\$1,034,355	\$1,084,154	\$1,043,819	\$9,464
Overtime	\$23,000	\$8,000	\$5,000	(\$18,000)
Seasonal Wages	\$0	\$0	\$8,000	\$8,000
Operations	\$641,348	\$622,323	\$369,660*	(\$271,688)
Total	\$4,610,777	\$4,378,854	\$4,005,117	(\$605,660)

**IT per PC allocation is no longer included in the department budget beginning in 2023.*



Expenses

	2022 Budget	2022 Projected	2023 Budget	Budget Change
Salaries	\$2,912,074	\$2,664,377	\$2,578,638	(\$333,436)
Fringe Benefits	\$1,034,355	\$1,084,154	\$1,043,819	\$9,464
Overtime	\$23,000	\$8,000	\$5,000	(\$18,000)
Seasonal Wages	\$0	\$0	\$8,000	\$8,000
Operations	\$641,348	\$622,323	\$369,660*	(\$271,688)
Total	\$4,610,777	\$4,378,854	\$4,005,117	(\$605,660)

**IT per PC allocation is no longer included in the department budget beginning in 2023.*



Public Health

Expenses

	2022 Budget	2022 Projected	2023 Budget	Budget Change
Salaries	\$2,912,074	\$2,664,377	\$2,578,638	(\$333,436)
Fringe Benefits	\$1,034,355	\$1,084,154	\$1,043,819	\$9,464
Overtime	\$23,000	\$8,000	\$5,000	(\$18,000)
Seasonal Wages	\$0	\$0	\$8,000	\$8,000
Operations	\$641,348	\$622,323	\$369,660*	(\$271,688)
Total	\$4,610,777	\$4,378,854	\$4,005,117	(\$605,660)

**IT per PC allocation is no longer included in the department budget beginning in 2023.*



Public Health

Expenses

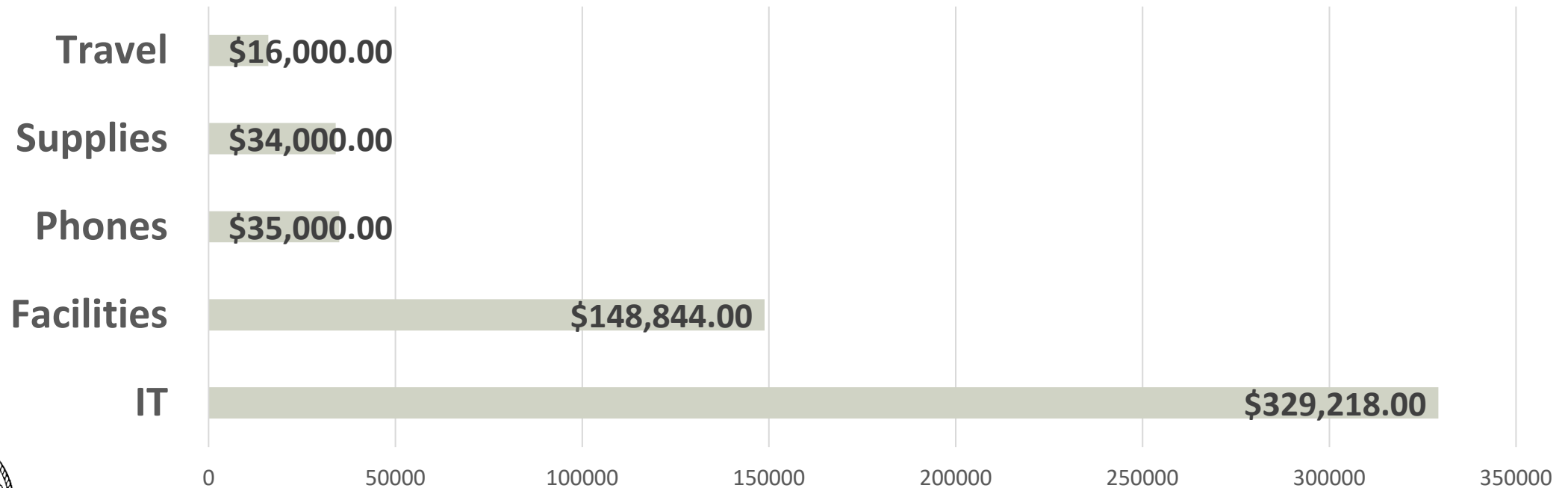
	2022 Budget	2022 Projected	2023 Budget	Budget Change
Salaries	\$2,912,074	\$2,664,377	\$2,578,638	(\$333,436)
Fringe Benefits	\$1,034,355	\$1,084,154	\$1,043,819	\$9,464
Overtime	\$23,000	\$8,000	\$5,000	(\$18,000)
Seasonal Wages	\$0	\$0	\$8,000	\$8,000
Operations	\$641,348	\$622,323	\$369,660*	(\$271,688)
Total	\$4,610,777	\$4,378,854	\$4,005,117	(\$605,660)

**IT per PC allocation is no longer included in the department budget beginning in 2023.*



Public Health

2022 Operational Expenses



Grants

- Currently 18 grants
- Known potential for 2 additional grants
- Opportunities
 - Expanding service to the community
- Challenges
 - Administrative demand
 - Categorical funding
 - Rollover to future years



Grants & ARPA Funding

	2022 Budget	2022 Projected	2023 Budget	Budget Change
Total Grants (Cost Allocations)	\$1,823,910	\$1,148,398	\$1,095,558	(\$728,352)
County ARPA Funding	\$610,426	\$589,145	\$634,843	\$24,417



Grants & ARPA Funding

	2022 Budget	2022 Projected	2023 Budget	Budget Change
Total Grants (Cost Allocations)	\$1,823,910	\$1,148,398	\$1,095,558	(\$728,352)
County ARPA Funding	\$610,426	\$589,145	\$634,843	\$24,417



Budget Summary

	2022 Budget	2022 Projected	2023 Budget	Budget Change
Revenue	\$694,859	\$662,300	\$671,200	(\$23,659)
Expenses	\$4,610,777	\$4,378,854	\$4,005,117	
Grants (Cost Allocations)	(\$1,823,910)	(\$1,148,398)	(\$1,095,558)	
Total Expense	\$2,786,867	\$3,230,456	\$2,909,559	\$122,692
Tax Levy	\$2,092,208	\$2,568,156	\$2,238,359	\$146,351



Questions & Comments



Public Health