

## HEALTH SERVICES COMMITTEE

July 3, 2019

CALL TO ORDER – Chair Pleasant called the meeting of the Health Services Committee to order at 9:03 a.m. in the Rock Haven, Village Commons Conference Room.

COMMITTEE MEMBERS PRESENT: Chair Pleasant, Schulz, Brien, Driscoll

STAFF MEMBERS PRESENT: Clayton Kalmon, Administrator; Donna Clark, Director of Nursing; David Froeber, Facilities Superintendent

APPROVAL OF AGENDA – Supervisor Driscoll moved approval of the agenda of July 3, 2019, second by Supervisor Brien. ADOPTED

APPROVAL OF MINUTES – June 12, 2019 – Supervisor Brien moved approval of the June 12, 2019 minutes, second by Supervisor Driscoll. APPROVED

INTRODUCTIONS, CITIZEN PARTICIPATION, COMMUNICATIONS AND ANNOUNCEMENTS – None

REVIEW OF PAYMENTS – Committee reviewed payments.

BUDGET TRANSFERS – None

FINANCE – No report

NEW BUSINESS –

RESIDENT COUNCIL MINUTES – Resident Council Minutes for May provided.

SEMI-ANNUAL REPORT – ATTENDANCE AT CONVENTIONS/CONFERENCE  
There was no attendance at any training, convention or conference that exceeded total costs of \$1,000 per event, per employee during the period January 1 through June 30, 2019.

ADMISSIONS – There was a temporary hold on admissions because of vacant positions in admissions and billing. The two staff in accounting are training on how to do the billing and do financial checks for admissions.

Supervisor Hawes arrived at 9:17 a.m.

RESOLUTION RECOGNIZING BRENDA NIPPLE FOR YEARS OF SERVICE AT ROCK HAVEN - Supervisor Driscoll moved approval the resolution recognizing Brenda Nipple for years of service at Rock Haven. Second by Supervisor Brien. APPROVED

RESOLUTION RECOGNIZING THERESA FLETCHER FOR YEARS OF SERVICE AT ROCK HAVEN – Supervisor Hawes moved approval the resolution recognizing Theresa Fletcher for years of service at Rock Haven. Second by Supervisor Driscoll. APPROVED

RESOLUTION CREATING A 1.0 FTE FINANCIAL OFFICE MANAGER POSITION AND DELETING A 1.0 FTE ACCOUNTANT POSITION – Supervisor Driscoll moved approval of resolution creating a 1.0 Financial Office Manager position and deleting a 1.0 FTE Accountant position. Second by Supervisor Brien. APPROVED

REPORTS -

CENSUS – Census reports provided.

NEXT MEETING DATE – The next regular meeting of the Health Service Committee is scheduled for Wednesday, August 14, 2019 at 9 a.m. in the Rock Haven Conference Room.

ADJOURNMENT – Supervisors Driscoll moved to adjourn at 9:21 a.m., second by Supervisor Brien. ADOPTED by acclamation.

Respectfully submitted,  
Michelle Lynch

NOT OFFICIAL UNTIL APPROVED BY THE COMMITTEE