

VALLEY HI COMMITTEE
McHenry County Government Center – Administration Building
667 Ware Road
Woodstock IL 60098

MINUTES OF THURSDAY, JUNE 14, 2007

Vice Chairman Dvorak called the Valley Hi Committee meeting to order at 8:30 a.m. The following Committee Members were present: Ed Dvorak, Vice Chairman; James Kennedy; Mary McCann and Dan Shea. Jim Heisler arrived at 8:35a.m. Mary Lou Zierer, Chairman arrived at 8:38a.m. Also in attendance: Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Tim Wenberg, Valley Hi Administrator; John Hadley, Facilities Management; and the press.

	Mary Lou Zierer, Chairman
Ed Dvorak	James Heisler
James Kennedy	Mary McCann
Pete Merkel	Dan Shea

MINUTES

Mr. Shea made a motion, seconded by Ms. McCann to recommend approval of the Valley Hi committee minutes of May 10, 2007 as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

Valley Hi Admission Statement: Committee members reviewed the current Admission Policy that is provided to all individuals and their families interested in admitting a person to Valley Hi Nursing Home. Mr. Wenberg noted that the statement has not changed since 1999, though it has been reviewed on a regular basis. He stated that this policy has been a good tool for use at Valley Hi. He noted that the statement is close to what is State Law. Vice Chairman Dvorak stated that if anyone has any questions regarding the attached policy to bring them to the next committee meeting for discussion.

Mr. Heisler arrived at 8:35a.m.

Chairman Zierer arrived at 8:38a.m.

Preventative Maintenance Program: Mr. Wenberg informed committee members that a regular maintenance program is needed for Valley Hi as well as additional personnel to handle the scheduled maintenance. He noted that additional cleaning equipment may be needed as well to help with the cleaning of the carpeting. He noted that at the very least, a firm will need to be hired to schedule regular cleaning of the carpeting. He noted that they have one old carpet cleaner that they are currently using. Mr. Wenberg also stated that the wheelchairs used in the facility are causing some damage to some walls and doors in the facility. He stated that he feels the design of the facility is the issue. Mr. Hadley stated that he feels that the damage is being caused by careless personnel and staff should be monitored regarding this issue. It was suggested that Mr. Wenberg send out a memo to personnel regarding the damage being caused by the wheelchairs and to be careful when wheeling residents around the facility. It was noted that personnel should be made aware of the damages being caused and to look at the equipment to figure out a solution to this problem. Committee members were informed that Valley Hi cleaning staff works on a rotation basis and they do not have time to clean the carpets. Committee members were also informed that the Facilities Management Department has two different housekeeping departments, one group of staff for the Government Center and the remaining staff for other buildings of the county, which are cleaned on rotation. Mr. Hadley suggested Mr. Wenberg use his department's computerized scheduling system where you input the square footage of the facility. This software will tell you how much staff is needed to clean the facility. Mr. Hadley noted that this system proves where additional help is needed, whether personnel or equipment. He noted that the cost for an additional license for the software is \$700. Mr. Hadley also noted that he would work with Mr. Wenberg to get this software up and running for Valley Hi so they can create a regular cleaning schedule. Ms. McCann made a motion, seconded by Mr. Heisler to direct Mr. Wenberg to purchase a CMI license for Valley Hi and to have Mr. Hadley work with Mr. Wenberg to get this program up and running. The motion carried with all members present voting aye on a voice vote. It was noted that Mr. Hadley should also review the outcome of the program. Mr. Wenberg questioned where in his budget the cost of this program should come from as the cost study is using a large portion of the Valley Hi contingency fund. Mr. Sarbaugh noted that he would have to check the budget to see where there are enough funds to pay for the program. He noted that if there isn't appropriate budget, they would need an emergency appropriation to pay for the license. Committee members were informed that during interviews for the Management Audit, high marks were being given to the staff at Valley Hi. One more visit is

needed before the end of the month with the audit being available at the July meeting. It was noted that the audit personnel should be made aware of the purchase of the maintenance software.

Ms. McCann questioned Mr. Wenberg about a call she and Chairman Zierer received about a resident in Valley Hi not receiving a TV. Mr. Wenberg noted that he has not received word from anyone concerning this issue. He noted that the Old Valley Hi facility had 18 TV's left in the facility that they have been issuing to residents who cannot afford to purchase TV's. Committee members stated that this could cause a problem as the committee had voted not to purchase TV's for the residents and if a TV is given to a resident and breaks down, there would be an expectation to fix the TV. It was suggested that stickers be placed on each of the used TV's stating that they were a donation from the family of whoever is making the donation. Committee members agreed this was a good idea. Committee members also stated that if this person is complaining because they were not given a free TV they should have the family contact Mr. Wenberg and let him handle this issue. Mr. Wenberg noted they are also having an issue with TV's being knocked off of their stands, ever since the residents were informed that they could place their TV's anywhere they want. He noted that Committee members suggested strapping the TV's to the walls or stands to help prevent future incidents.

Valley Hi Building Commissioning: Mr. Hadley joined committee members to discuss the possibility of having a Building Commissioning of Valley Hi. He noted that because of ongoing issues with the Valley Hi project, it would be a good idea to have this process done. He noted that a commissioning is where a third party engineer comes in to inspect the building and its equipment to see if the building was built as designed and will perform as required. He noted that the water issues should be resolved today, but, the project still has not been closed out. The State has been requesting the close-out documents, which cannot be completed until all the warranty items have been addressed. The bid for the commission of the building has come in at \$23,000. He stated that an additional \$10,000 may be needed to get the subcontractors to come out the Valley Hi to run tests on their installed equipment for the outside engineer. Committee members questioned where the funds for this project would come from. Mr. Sarbaugh noted that they may have to use the fund balance for this project. Committee members were concerned that this type of project would be needed for a brand new facility. They noted that the contractors have not even finished the punch list and felt we should not have to use additional funds to pay contractors to test their own equipment. Mr. Labaj noted that this is a process that gets another set of professional eyes to make sure the building was designed correctly and all of the equipment is functioning according to the specifications. This also allows recourse for flaws that may be discovered within the facility. He urged committee members to have this process completed and noted that this is a recommended process for all of our facilities. Mr. Hadley noted that he didn't want to give the impression that the contractors were not completing their required work. The contractors have been out to the facility on a daily basis addressing the remaining issues and should be completed in the very near future. It was also noted that the commissioning could not be done while the facility was being built because of the cost constraints of the State. The State say you can only use X amount of dollars to build the facility, not allowing for additional projects during construction. After a lengthy discussion, Mr. Heisler made a motion, seconded by Ms. McCann to direct staff to complete the building commissioning of Valley Hi with the cost not to exceed \$33,000. Committee members questioned where funding for this project would come from. Mr. Sarbaugh stated that he would be more comfortable if we waited until after the project payments have been completed so he could see if there would be any funds left over to pay for this project. Mr. Kennedy made a motion, seconded by Mr. Dvorak to table the above motion until the completion of the payouts for the Valley Hi Nursing Home construction. The motion carried with all members present voting aye on a voice vote.

Committee members were informed that Valley Hi received a violation letter from the IEPA (Illinois Environmental Protection Agency) for "Operating a Treatment Works without an Illinois EPA Operating Permit". After review of the records for the facility on April 25, 2007, it revealed that the operating permit for the Valley Hi facility expired on September 30, 2005. Mr. Hadley reported that in reference to the permit, Manhard Consulting LTD., was the contractor responsible for these permits and had sent a report regarding a 2007 Consumer Confidence Report for the Water System at Valley Hi Nursing Home. The report should have included any required permits. Mr. Hadley stated that he thinks the permit was lost and would contact the contractor regarding the required permits. Committee members requested an update on this issue at the next committee meeting.

OLD BUSINESS

Update on Management Audit: Interviews have taken place at Valley Hi for the Management Audit being completed for the facility. Additional interviews are being scheduled in the very near future. Informative discussions have taken place. The Audit team has stated that if procedures at Valley Hi are noted and revenue increased, Valley Hi will be gone within 10 years. Concern was noted by Mr. Wenberg as well as Valley Hi staff. Committee members requested a copy of the audit provided to them prior to the next committee meeting for review. They also requested that a presentation of the audit at the next committee meeting prior to presentation to the County Board.

REPORTS TO COMMITTEE

Administrators Report: Mr. Wenberg presented his monthly Administrators report to the committee members. Mr. Wenberg informed committee members that there have been threats by the Federal Government to withhold funds sent to the State because the State is not passing on these funds to the required agencies. Mr. Wenberg noted that not only is the Federal Agencies threatening to withhold the transportation funding, but, are threatening to withhold Nursing Home funds as well.

The advertisements for the Director of Nursing have been sent out. It is hopeful to have someone in place before the current Director leaves her position in August.

Chairman Zierer requested the support of committee members for a fund raiser being arranged for Vicky Baldwin. This individual is a Valley Hi employee, who has leukemia and is in need of our support.

Volunteer Update: Ms. McCann informed committee members that she has had discussion with Ms. Willis at Valley Hi regarding the volunteer policy for the facility. She noted they are working on the details of the plan which should be available in approximately 3 weeks. Mr. Labaj informed committee members that all volunteers are covered under the County's worker's compensation insurance.

EXECUTIVE SESSION

None

ADJOURNMENT

Mr. Kennedy made a motion, seconded by Ms. McCann to adjourn the meeting at 9:50a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR COMMITTEE/BOARD ACTION:

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