

**VALLEY HI COMMITTEE**  
**McHenry County Valley-Hi Nursing Home**  
**2406 Hartland Rd.**  
**Woodstock, IL 60098**

MINUTES OF THURSDAY, MARCH 2, 2006

Chairman Zierer called the meeting to order at 9:00 a.m. The following Committee Members were present: Mary Lou Zierer, Chairman; Barbara Wheeler; Rick Klasen; Perry Moy; Marie Chmiel and Dan Shea. Sandra Salgado was absent. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; and Tim Wenberg, Valley Hi Administrator; Peter Austin, County Administrator; John Hadley, Building Operations.

	Mary Lou Zierer, Chairman	
Marie Chmiel		Richard Klasen
Perry Moy		Sandra Salgado
Dan Shea		Barbara Wheeler

MINUTES

Committee members reviewed the committee minutes of January 23, 2006. Mr. Shea made a motion, seconded by Mr. Moy, to approve the minutes as presented. The minutes were approved as submitted, with a unanimous voice vote.

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

*Resolution authorizing a lump sum payment on the liability of the Valley-Hi Enterprise Fund to the General Fund:* Committee members reviewed a Resolution authorizing a lump sum payment on the liability of the Valley-Hi Enterprise Fund to the General Fund. Mr. Sarbaugh reminded committee members that prior to passing the Tax Levy Valley Hi had to borrow from the General Fund. Valley Hi agreed to pay down this loan, but, cannot use any of the tax levy funds to pay. Last summer Administration forgot to make the payment with only one additional payment due this September. Mr. Sarbaugh suggested that instead of waiting until September, to go ahead and pay off the remaining balance on the loan. He noted that the public aid portion would be what funds are used to pay off this remaining balance. There is \$899,093 left on the debt. Committee members questioned what kind of reserve should be maintained as a base. It was noted that the amount has grown because of the growth seen in the County and this may be something they want to discuss at a later date. Mr. Shea made a motion, seconded by Mr. Moy to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Wheeler, Klasen, Moy, Chmiel, Shea, Zierer).

*Resolution authorizing continuation of the Valley-Hi Employee Incentive Program:* Mr. Sarbaugh addressed committee members regarding the incentive program at Valley Hi. Mr. Sarbaugh stated he needs direction of the committee members regarding the continuation of this program. The Director of Nursing, Yoli Manalang has expressed concern over the current program. It was noted that a lot of staff are getting paid from the program for just coming to work, without putting in the extra hours to make this program work. She stated that she is still getting a lot of sick calls. Mr. Sarbaugh stated he thinks they did not meet the incentive requirements for this quarter. He noted the program can only work if employees are willing to pick up extra hours you were not scheduled to work. It was noted that only 10 or 11 employees are picking up the extra hours and they are burning out quickly from the long work weeks and hours while the other employees, who are not participating, are still getting paid extra. Mr. Sarbaugh noted there are two remaining quarters for this program, this quarter, which ends Friday, and next quarter. Ms. Manalang and the 10 or 11 employees state that the other employees should not be eligible for the payouts if they are unwilling to put in an effort to work the extra hours. The main reason for creating the program was to cut down agency costs and this was achieved but, in order for the program to work in the long run more employees need to participate. Out of 84 employees in that area only 11 are working to keep the program going. Committee members questioned whether it was because of the season that the program seems to be not working. Mr. Wenberg stated he did not feel that was the case. Committee members stated that a program needs to be developed to pay a higher incentive to those that are working in the program and less or nothing at all for those not working. It was noted that these employees who are not participating need to know that the program is not working and will be restructured for those doing the work. It

was noted that we have to be careful as we do not want to create a divided staff but we do want them to be aware that they need to do their part. Committee members recommended we extend the program to run this program through the next quarter with an understanding the program will be restructured or eliminated if the number of participants does not increase within the next quarter. Mr. Shea made a motion, seconded by Ms. Wheeler to extend this program next quarter with no extension to the program if they do not participate to make the program work. Committee members requested Mr. Wenberg and Mr. Sarbaugh address staff regarding the incentive program. Ms. Manalang had previously stated that this program will continue on the downward spiral if the program is not changed. Mr. Wenberg stated that the residents get better care without agency staff and would like to see something restructured for the last quarter. Ms. Wheeler stated that she could not support this program through the next quarter as it stands and rescinds her second. Mr. Moy seconded the motion. Mr. Sarbaugh stated that he needs to take a Resolution of some sort to the board to finish out the program. Committee members stated the motion should move forward, through the next quarter, because it would allow time for a new program to be developed and put the employees on notice that this program is being restructured or eliminated. The motion carried with all members present voting aye. It was suggested that the new program be based on a guarantee that you would work a number of extra hours to earn extra pay, each employee could chose the amount of extra money they want to earn based upon the amount of hours they are willing to work. Committee members suggested a Resolution be sent to Finance to extend the current program with an understanding that the incentive program may be restructured or eliminated all together.

*Valley Hi Relocation to new facility (discussion-Mary Lou Zierer):* Chairman Zierer informed committee members that a formalized plan is needed to move the residents into the new facility. She stated she has a commitment from Harvard, Marengo and Union Rescue Squads to help with the move. Mr. Moy is waiting for confirmation from the Wonder Lake Rescue Squad for help from them. She noted that we are checking with the State's Attorney regarding liability of the movers. Mr. Klasen stated he would check with the Veteran's Assistance Commission regarding the use of the VAC Bus. She noted this committee is responsible for the oversight of the move. The technical portion of the move will be handled by the nurses. Mr. Sarbaugh stated that the agency costs will rise during that month as the two facilities will remain open for a couple of days until the move is completed. ESDA has contacted Mr. Wenberg and stated that they would like to view the move in order to draw a disaster plan for the new facility, based upon the move. A booklet will be given to each of the residents with pictures of the new facility in order to prepare them for the move. Mr. Wenberg stated a list of items have been presented to the families of what the residents will be allowed to move. These items consist of a toothbrush, radio, clothes and a clock. The remaining items will need to be removed by the families prior to the move. The State regulates what is allowed in each room. They have been very lax in the past but with a new facility will require compliance. He noted that some residents and families will not be happy but, as he said, it is regulated by the State. Mr. Wenberg stated he would create a policy, to be reviewed by the committee members as we get closer to the date of the move. He noted the main thing is we do not want a death to occur during the move. He noted that any critical ill patients will be put in the hospital prior to the move. A release sheet, the families will be required to sign; will be supplied to make them aware of the move. A report will be filed with the State regarding the move plan.

#### OLD BUSINESS

*Outstanding Accounts:* Committee members were informed that there are three accounts at Valley Hi that are quite behind in their payments. One has been sent to the States Attorney for collection. One Resident made an application to Medicaid. This account previously owed \$58,000 but was determined that the family would now owe \$7,000. Committee members questioned the policy regarding private pay patients and if we can require they move to a new facility because of non-payment. Mr. Moy stated that he could not support this as Valley Hi was previously known as a poor house and people should not have to pay if they cannot afford the debt. It was stated that the problem occurs with the private pay patients, not the patients on Medicaid. It was noted that the problem occurs because family members keep the residents Social Security and pension payments and do not forward these payments on to Valley Hi to pay for the residents costs. They also questioned how high the debt should become before a move is requested. Committee members suggested the States Attorney create a policy, that the family and resident would be required to sign stating that Social Security and other benefits would be forwarded to Valley Hi for payment of their debt. Committee members requested the States Attorney look at ways to define the admissions procedures. Committee members requested a States Attorney opinion and bring this back to committee for review in April.

EXECUTIVE SESSION  
None

REPORTS TO COMMITTEE

*Valley Hi Administrator's Report:* The Administrator's report was presented by Mr. Wenberg which included the December Valley-Hi census and a commendation for years of service by long-term employees. He informed committee members that Chris Willis' mother had passed away. He stated that three interviews a day are being held for new patients. The building is coming along well and suggested committee members come out and look at the progress of the construction. A press tour should be scheduled for those members of the press that are interested. Signs for the new facility are planned and will look similar to what is located outside the Administration building. Directional signs will be located in the entrance area as well.

*Construction Update:* Pictures were provided for review. He stated that there is a gas pipe that needs relocation because it ran into the sewer lines. He noted it is easier to move the gas pipe than the sewer line. Committee members requested that the construction crew be careful they do not overspray the acid wash when they are spraying the brick, because this will damage the windows. The door access cards for the employees will be the same as for the other entrances to the county buildings. A fourth washing machine has been ordered for the washing of cleaning rags and mops. Committee members questioned the request for a purchase of an emergency generator. Mr. Wenberg stated that the generator being used is up to IDPA codes and an additional generator would cost \$200,000 and did not feel this was needed. He stated that it is more important to install the emergency oxygen concentrators in each of the 66 patient rooms. He stated this should have been included in the original plans. The cost for these will be approximately \$37,000. Committee members stated this is a "State of the art facility" and questioned why these concentrators were not included in the plans. Mr. Wenberg stated these should be placed between the patient beds for easy access if needed. Mr. Moy made a motion, seconded by Ms. Wheeler to approve the costs of the emergency oxygen concentrators in each of the 66 patient resident rooms. The motion carried with all members present voting aye on a roll call vote (Wheeler, Klasen, Moy, Chmiel, Shea, Zierer). The facility should be completed in July. Upon completion, the policy and procedures will be ready for the State. Once the State has these, they have 30 days to approve. Once approved by the State they will be given the okay to move. Hopefully this will be done in early September. Committee members questioned what would be done with any equipment left in the old facility after the move. It was noted that archives would be using a small portion of the facility. It was stated that there is no hurry to decide what to do with the equipment. After the move they will have time to review and inventory the items remaining.

*Incentive Program:* See above.

*Quarterly Report (R. Sarbaugh):* Mr. Sarbaugh informed committee members that because the audit is still in process the financial report could have some small changes. Mr. Sarbaugh noted that we have exceeded projections of where we want to be at this time. Expenditures have stayed within the budget. Maintenance of the structure is within budget as well.

Mr. Wenberg has been appointed to the LSN (Life Services Network) Nursing Cabinet. Committee members congratulated him on his appointment.

ADJOURNMENT

Mr. Moy made a motion, seconded by Mr. Klasen to adjourn the meeting at 11:10 a.m. The motion carried with a unanimous voice vote.

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**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend approval of Resolution authorizing a lump sum payment on the liability of the Valley-Hi Enterprise Fund to the General Fund  
Recommend approval of a Resolution to continue the Valley Hi incentive program

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