

VALLEY HI COMMITTEE
McHenry County Valley-Hi Nursing Home
2406 Hartland Road
Woodstock IL 60098

MINUTES OF THURSDAY, SEPTEMBER 13, 2007

Chairman Zierer called the Valley Hi Committee meeting to order at 8:30 a.m. The following Committee Members were present: Mary Lou Zierer, Chairman; Ed Dvorak; James Kennedy; Mary McCann; Peter Merkel; and Dan Shea. Jim Heisler was absent. Also in attendance: Peter Austin; County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Hadley, Facilities Management; interested employees, interested public 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 August 9, 2007 as presented. The motion carried with all members present voting aye.

PUBLIC COMMENT

None

PRESENTATIONS

None

NEW BUSINESS

Recruitment for new administrator: Committee members were informed that the recruitment brochures for a new Valley Hi Administrator have been send out to various professional and health related associations. Since a decision regarding the management of Valley Hi has not been determined, it was decided to send out brochures in anticipation of Valley hi needing an Administrator. If the decision is to not go with a Management Firm, the recruitment process will have already started. Administration will do the preliminary review of the applicants with interviews being conducted by the Valley Hi Committee from the short list of applicants received from Administration. The Human Resources Committee has been informed that the recruitment brochure has been sent out.

Facilities Management Cleaning Schedule: Ms. Trotz, the housekeeping supervisor informed committee members that the department has purchase the Cleaning Management Systems software as previously suggested by Mr. Hadley. She stated she has not yet been able to input all the necessary information to start implementing the cleaning program. She noted the department has been keeping up with the required cleaning for the facility. The supplemental requests include the addition of two housekeepers for general cleaning and 1 custodian to help with nigh cleanings. A carpet cleaning company comes in to clean the main carpet areas on a regular basis.

OLD BUSINESS

Update on Nursing Home: The construction of the Nursing home is complete. The only outstanding issue is the need for a booster fan in the laundry area. Because of the long piping to the dryer to expel the heat, the line is too long to remove hot humid air making it difficult to dry items. The Illinois Department of Public Health (IDPH) has done a 2 ½ day inspection with no major issues found. One of their concerns was the layout of the laundry area, which has already received their approval. The Architect will speak to IDPH regarding their concerns. No large issues were discovered by the inspectors.

Discussion on future management of Valley-Hi: Committee members entered into discussion regarding the future management of Valley Hi. Various Management Options were discussed, including but not limited to having the County hire a Valley Hi Administrator, the County hiring an Administrator with the assistance of a Management Firm and the Firm creating a business plan for the facility, or having Valley Hi managed by a Management Firm. The Administrator would be an employee of the Management Firm with day to day management being the responsibility of the outside firm with County Board oversight and operational philosophy. At the Committee of the Whole (COW) meeting there was broad support for third party assistance. Conversations have been held with the two top firms with both firms being interested with either option. Committee members agreed that active steps need to be taken to maintain the level of subsidy received from the levy. Mr. Austin noted that none of the numbers are firm and whatever option is decided, the costs would be negotiated. Both firms seem very qualified for the job, with Revere offering more flexibility. Chairman Zierer noted she would like to have a consensus from this committee to forward to the County Board for discussion. Some committee members stated they would like to put out another bid, with specifics, to see if there are other firms interested. They noted that we should not react with knee jerk reaction based upon one study and should review all options before making a decision.

Committee members noted concern that we would be spending tax payer money to run the facility and that wasn't what we charged to do. Mr. Austin noted that was not true, because if you hire the right individual, they would make up their costs with increased revenue. There will be a lot of opportunity to capture additional savings and the costs will be offset with increased revenue for years to come. After a lengthy discussion, Ms. McCann made a motion, seconded by Mr. Kennedy to recommend the County pursue the hiring of an outside firm to Manage Valley Hi for 2 year with an option to extend the contract to 3 years. The motion carried on a roll call vote with four ayes (Dvorak, Kennedy, Merkel, McCann) and two nays (Shea, Zierer) Mr. Kennedy made a motion, seconded by Mr. Merkel to direct staff to finalize the details with MPA and Revere Healthcare for the Management of Valley Hi. Committee members noted that they would like to see a performance contract with incentives. Committee members also noted they with the need to make sure the firms understand the County Board philosophy concerning Valley Hi. After discussion the motion carried with all members present voting aye on a voice vote.

Mr. Austin noted this would not go to the next County Board Meeting. A resolution would need to be approved by this committee and would need the Finance Committee approval prior to forwarding this on to the County Board. Committee members agreed to meet to approve a Resolution for the hiring of a management firm for Valley Hi on Thursday, October 4th at 8:00a.m. at the Administration Building.

NEW BUSINESS (CON'T)

Resolution authorizing budget line item transfers in the Valley-Hi Enterprise fund FY 06/07 budget: Committee members reviewed a Resolution authorizing budget line item transfers in the Valley-Hi Enterprise Fund FY06/07 budget. Mr. Shea made a motion, seconded by Mr. Dvorak, to recommend the County Board approve a Resolution authorizing budget line item transfers in the Valley-Hi Enterprise fund FY 06/07 budget. Mr. Sarbaugh noted that he has not reviewed this Resolution in great detail but reminded committee members that this budget had a lot of unknowns, with the move into the new building. They have spent a lot of funds on items not budgeted for, one of the items being the \$40,000 fee study. Any funds not expended would be returned into the General Fund. The motion carried with all members present voting aye on a roll call vote (Dvorak, Kennedy, McCann, Merkel, Shea, Zierer)

FY 07/08 Valley-Hi Budget: Mr. Sarbaugh presented the draft 07/08 budget for Valley Hi. The first four pages of the budget are the mission, highlights and goals for the department. The goals have not been listed. Mr. Austin suggested including the increase of hours with staff working a 5 day work week, work with a new management team and the increase of revenue for Valley Hi. It was noted this would be implemented into the forms. Mr. Sarbaugh reviewed the revenue and expenditures with Committee members. It was noted that Facilities Management has a budget for maintaining the building and the grounds at Valley Hi. The cost for housekeeping and utilities are a Valley Hi expense. It was noted that the budget has been based on the employees working 40 hours per week. It was noted that Administration will review the supplemental requests from all of the departments at a later date. After review, Mr. Shea made a motion, seconded by Mr. Dvorak to recommend approval of the draft budget for Valley Hi as presented. The motion carried with all members present voting ay on a roll call vote ((Dvorak, Kennedy, McCann, Merkel, Shea, Zierer)

Committee members were informed that the cost for the Management Firm has not been included in the budget and would be a supplemental request.

Mr. Austin reported that Administration had an all staff meeting at Valley Hi. He noted that the meeting was very informative and there were a lot of good questions coming from staff. Most questions concerned wages and the addition of needed staff.

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

Administrator's Report: Committee members reviewed the Administrators report as presented. Mr. Sarbaugh noted the report will change in the future as it will include monthly billings on the report.

Committee members were invited to Family Game Day. Valley Hi is looking for prizes and or small donations to offset this cost. They noted they could also use volunteers for this event.

Volunteer Update: Ms. McCann noted that a Volunteer Booklet has been completed. She still needs Mr. Labaj and the State's Attorney to review the book prior to approval by the committee. She asked committee members to review the book for discussion at the next committee meeting.

COMMITTEE MEMBERS COMMENTS

Committee members wanted Valley Hi staff to know that Management is very happy with the job being done by the employees at Valley Hi. They noted they were concerned with Administration, but, not the level of care the Residents have been receiving from the staff at Valley Hi. They noted they are proud of the service they provide to the Residents.

ADJOURNMENT

Ms. McCann made a motion, seconded by Mr. Dvorak to adjourn the meeting at 10:20 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing budget line item transfers in the Valley-Hi Enterprise fund FY 06/07 budget

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