

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

MINUTES OF THURSDAY, JANUARY 10, 2008

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; Mary McCann; James Kennedy; and Dan Shea. James Heisler arrived at 8:35a.m. Pete Merkel was absent. Also in attendance: Pete Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; Cathy Link and Andy Toth, Purchasing; John Hadley, Facilities Management; Representatives from Revere Healthcare, interested public, and the press.

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

MINUTES

Committee members reviewed the committee minutes for December 13, 2007. Committee members stated that in the portion relating to employees leaving employment at the facility, there are six staff members who have resigned since Revere came on board, but, they have not “lost” their positions due to a change to a 40 hour work week. Mr. Shea a motion, seconded by Mr. Dvorak, to recommend approval of the Valley Hi committee minutes of December 13, 2007 as amended. The motion carried with all members present voting aye.

PUBLIC COMMENT: None

PRESENTATIONS: None

NEW BUSINESS

Resolution authorizing the adoption of a new admission policy for Valley Hi Nursing Home: Ms. McCann made a motion, seconded by Mr. Dvorak, to recommend the County Board approve a Resolution authorizing the adoption of a new admission policy for Valley Hi Nursing Home. The motion carried with all members present voting aye on a roll call vote (Dvorak, Heisler, Kennedy, McCann, Shea, Zierer)

Resolution authorizing budget line item transfers in the Valley Hi Nursing Home FY07 budget: Committee members reviewed a Resolution authorizing budget line item transfers in the Valley Hi Nursing Home FY07 budget. Mr. Shea made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as presented. Mr. Sarbaugh reminded committee members that when the new facility was built the old facility became the archive and business continuity center for the County. The expenses for the facility would be covered by the General Fund. In July an auction was held to sell off all of the old equipment and furniture with the proceeds going into the General Fund. Under Generally Accepted Accounting Principles (GAAP), entries now must be booked into the County’s financial records showing the transfer of the building and equipment to the general fund from the enterprise fund. Since all of the old equipment and furniture was purchased using the General Fund, the proceeds would therefore go back into the General Fund. After review, the motion carried with all members present voting aye on a roll call vote (Dvorak, Heisler, Kennedy, McCann, Shea, Zierer)

Chairman Zierer reminded committee members that some funds were set aside to demolish the house that is attached to the old facility. She questioned Mr. Sarbaugh where these funds were since the house has not been demolished. She was informed that the funds were placed back into the General Fund and could be accessed if there was a decision to demolish the house.

Chairman Zierer informed committee members that there is a Residents Council at Valley Hi and they have some ideas for Valley Hi. She stated it would be nice if some of the Resident Council members attended the Valley Hi Committee meetings. She noted they could present some of their suggestions to the committee. It was noted that some of the residents may become intimidated by the formal atmosphere of the Valley Hi Committee meeting and it was suggested that the Valley Hi Committee set aside some time after the next Valley Hi Committee meeting that is scheduled at the Valley Hi Nursing Home to meet with some of the Residents Council as a group in a more social setting. Committee members were in agreement with this suggestion.

Committee members noted concern regarding the carpeting in the facility. They stated they have been to various other nursing homes that do have carpeting, but, with a lower nap, making it easier to move about with wheel chairs and easier to keep clean. Committee members were informed that the carpet is not a priority issue at this time. Revere needs time to get reorganized and will then take the issues on a case by case basis. Committee members noted that they would like this to be an agenda item in June so this issue could be considered during the next budget cycle. They noted this would give time to look at other options for consideration.

OLD BUSINESS: None

EXECUTIVE SESSION: None

REPORTS TO COMMITTEE

Administrator's Report: Ms. Linda Barrett, Activities Director, reported that the residents had a wonderful Christmas. Various groups donated gifts and helped with wrapping gifts to the residents. There was a good turnout of Planning & Development Staff who provided "Christmas", including Santa, to the residents. She noted this was the best month of the year and it was great to see the support given to the residents. Committee members thanked the staff and volunteers for the work and care given to the residents and thanked Ms. Barrett for her hard work that was given during the holidays.

Ms. Shumway provided the Directors Report as Ms. Pypher was out taking her Administrator's test. The average daily resident census for the month of December is 124. There are 34 vacancies. They have hired one nurse and 2 dietary personnel. A job fair was held yesterday with 8 potential new hires. Another job fair has been scheduled for February. Committee members requested a spreadsheet created to track staff vacancies from November to current to track staff patterns since the hiring of Revere. Committee members were reminded that there were staff vacancies on the books prior to the hiring of Revere. It was suggested that an agency report be created as well to keep track of daily use of agency staff. It was suggested that the report also track how many in-house employees worked on a daily basis. Committee members noted that the main reason for the report is they would like to see what is being spent for agency staffing on a monthly basis. Revere had stated that agency staffing would decrease and the committee members stated they need a way to see that this is happening. Committee members were informed that a contract has been signed with Corporate Services to use CNA staff when needed. Valley Hi has the opportunity to hire these individuals if they are a good fit to the facility. They informed Valley Hi that they immediately have 5 CNA's available for hire with additional personnel to be available in the near future. Valley Hi has requested a list of all registered nurses and CNA's in the State to send out a letter of recruitment. Current staff is encouraged to work overtime to help eliminate agency use. Staff is also encouraged to recruit additional staff for Valley Hi. Previous employees are being contacted for recruitment as well. Committee members questioned whether exit interviews are conducted with outgoing employees. They were informed that this was previously the practice, but, has dropped off in recent years. Ms. Shumway provided an employee list of long term employees at Valley Hi. Committee members requested that the list become a part of the minutes, which are attached.

Committee members questioned if a CNA class is being scheduled at Valley Hi. They were informed that they are in the process of re-writing the program which needs to be approved by the State before any classes can be scheduled. Committee members were informed that 30 residents registered to vote.

Ms. Shumway noted that they are in the process of updating their abuse prevention policy. The State reviews three main policies, 1) elopement issues, which have been addressed by adding a code alert system, 2) falls, which already have new policies in place and 3) abuse prevention. The main update for abuse prevention is for reporting guidelines. The facility has 5 days to investigate an abuse charge. An abuse charge would be a cause for a State visit. If the report of abuse is shown to be true, the facility would get a deficiency. She noted that Valley Hi has not had a lot of reporting in the past. The State defines abuse as the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish. This includes the deprivation of goods or services that are necessary to attain or maintain physical, mental, and psychosocial well-being. This could be as open as "a CNA was mean to me" to a bruise.

Committee members questioned if the facility was still having an issue with residents who are behind in their payments to the facility. Committee members were informed that they are "on-top" of the issue and would report any extreme issues back to the committee for discussion.

Mr. Shumway presented committee members with some proposed reports that show where Valley Hi stands right now, where they would like to be and what is needed to get where they want to be. The Nursing Home's revenue and receivables are created in the MDI system, Valley Hi's financial system is tied into the Counties (IFMS). Accounts payable is entered in IFMS, checks are issued out of IFMS but invoices are entered into MDI. Cash disbursements are entered into MDI, these last two steps after reconciliation. Payroll is processed using E-time and sent to ADP. The Treasurers office then enters this information into the IFMS system with journal entries entered into MDI. Other \general entries are entered as necessary. He noted that they would like to pay some account payable changes. Currently the County is performing duplicate data entry into two accounting systems. IFMS has the ability to produce a GL financial transaction summary in electronic form. MDI has the ability to import this data after a set of manual formatting changes are performed. The objective is to automate the process of converting IFMS export files into MDI readable import format. Microsoft VBScript and Excel will be used to create the interface, tracking and processing components. A IFMS export file will be produced and stored in a specific location. The spreadsheet will then be opened containing all the processing routines necessary to perform the conversion. A prompt will request the name of

the IFMS export file and be informed of the name and location of the MDI import fire to be created. Upon completion of the conversion emails will be sent with notifications to all interested parties and the completion of the process will be logged. Mr. Shumway provided committee members with a draft of the proposed statement that he will be using for future presentation to the committee showing the income and revenues for Valley Hi. Mr. Sarbaugh cautioned that Valley Hi needs to review the CAFR report to make sure they are using accurate information. Committee members suggested that the report show the operations first and tax revenue next as property taxes are considered a subsidy and not a revenue. Committee members questioned why two systems are being used. Committee members were informed that IFMS does not track daily patient care costs and MDI does. Committee members gave direction to continue with the accounting sheets as discussed with the tax revenues to be below the income line.

Volunteer Update: Ms. McCann noted that she will be meeting with staff later to discuss updates and the information should be available for discussion at the next committee meeting.

COMMITTEE MEMBERS COMMENTS

Chairman Zierer informed committee members that she and Mr. Austin had lunch with representatives from the MCC foundation, which funds scholarships, in hopes of developing a nursing scholarship program for Valley Hi. The Valley Hi Foundation has approximately \$13,000, which we may request they put into an endowment fund to help fund the scholarship program. MCC will only be able to accept 24 individuals into the nursing program per year. If standards are met, by 2010 this could be increased to 48. Committee members suggested the county look at the ECC scholarship program as well. Committee members were informed that staff is in the exploratory stages for this program at this time.

ADJOURNMENT

Mr. Dvorak made a motion, seconded by Mr. Shea to adjourn the meeting at 9:42 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR COMMITTEE/BOARD ACTION:

- Resolution authorizing approval of a Valley-Hi Nursing Home Admission Policy
- Resolution authorizing budget line item transfers in the Valley-Hi Nursing Home FY07 budget