



## Valley Hi Operating Board

Valley Hi Nursing Home  
2406 Hartland Rd  
Woodstock, IL 60098

MINUTES OF WEDNESDAY, January 26, 2011

Chairman Michling called the meeting to order at 7:00 pm and introduced the new Operating Board members. The following Operating Board Members were present: Joanne Hanrahan, Lynn Ryan, Victor Narusis, Dallas Larson, Kathleen Bergan-Schmidt, and Jim Heisler. Also present were Thomas Annarella, Valley Hi Administrator and Peter Austin, County Administrator.

### MINUTES

Board members reviewed the minutes of the 11-17-2010 meeting. A motion to approve the minutes was made by Mr. Narusis and seconded by Ms. Hanrahan. The Board carried the motion to approve the minutes, noting the typo on the "next meeting date".

### PUBLIC COMMENT

- Dave Brandt and Donna Brandt expressed concern about Valley Hi's waiting list process. Mr. Brandt was concerned that his mother has not moved up the list fast enough.
- An FOIA request was submitted with several questions noted.

### PRESENTATION

#### *Introduction of New Operating Board Members*

*Introduction of Kristine Smith, Director of Social Services.* Kristine has been with Valley Hi for 5 years, previously at Winchester House in Lake County. Kristine explained that she is in charge of admissions and resident social services, supervising two subordinates. Kristine stated that she reports directly to the Administrator and enjoys the "homelike" feeling of Valley Hi. Kristine explained to the Board that she feels challenged by the fact that Valley Hi never seems to have enough beds. Kristine believes that this is because of the quality care that is provided and that residents stay at Valley Hi for a long time. Kristine explained that the new Community Liaison will report directly to her and getting that person on board and trained is her number one priority for the year. Kristine explained that the Administrator and her are about to begin interviewing candidates for the position and that the candidate needs to be nurse with a marketing background or understanding, which is a unique mix of skills. Kristine expressed that finalists have been identified and that she hopes to have the new person hired and in place in March. Kristine explained to the Board that there needs to be an increase in community awareness of the rehab program at Valley Hi. Kristine told the Board that today's Medicare census is 8 residents.

*Recap of Operating Board History.* Tom Annarella noted that Kathleen Bergan-Schmidt and Jim Heisler were on the Valley Hi Committee in the past so they are not new to the subject of Valley Hi. A brief explanation of what the Operating Board has accomplished since its first meeting took place.

Approved: 2-23-11





## NEW BUSINESS

*Administrator Review Process and Goals Discussed During the Review.* Mr. Austin briefly explained the process that will be followed to review the performance of the Administrator. The Operating Board discussed their role in reviewing the Administrator. Mr. Austin explained how the goals for the Administrator were established and the Operating Boards role in future goal setting.

*Operating Board Strategic Plan.* Mr. Narusis offered that it takes time and may even need more than one sitting to establish the Operating Board's Strategic Plan. Mr. Narusis also asked if other Operating Board strategic plans could be looked at to help provide ideas. Mr. Larson offered that a retreat may be appropriate and that the Board would benefit from a job description of the Operating Board. Ms. Hanrahan and M. Ryan expressed that they are feeling a lack of direction and sense that they are not clear on their role yet. A Strategic Planning meeting was scheduled for Saturday, February 5, from 8 am – 12 pm.

*Resolution Changing Position #61008 into Assistant Director of Nursing and Part-Time Unit Secretary.* Tom Annarella explained the reason and the benefits to this change. Tom explained that there would be an increase in cost to Valley Hi in the amount of \$6,106.56. Mr. Larson made a motion to approve the resolution, seconded by Mr. Narusis. The motion passed unanimously.

*Resolution Reclassifying Position #61153 into 2 Registry CNA Positions and 2 Every Other Weekend CNA Positions.* Tom Annarella explained that he anticipates this will be the final modification to the CNA weekend positions, which is estimated to save Valley Hi \$20,543.02. A motion to approve the resolution was made by Ms, Bergan-Schmidt, seconded by Ms, Hanrahan. The motion was unanimously approved.

## OLD BUSINESS

None

## REPORTS TO COMMITTEE

### *Administrator's Report.*

- Tom explained the impact of the Bed Tax bill in the State Legislature. Tom advised the Board that the bill was sitting on the governor's desk awaiting his signature. The bill would increase the bed tax per occupied bed, minus any Medicare beds, by \$6.07 per resident, per day. This bill will fully fund the MDS based reimbursement system in Illinois and after the tax is paid, Valley Hi is projected to see an increase of \$74,000 for the year.
- Tom explained the Medicaid program and provided an update to the Medicaid reimbursement shortfalls in Illinois, which was provided in the Board packet.
- Tom provide the Board with an update on the IGT status in Illinois.

*Financial Report.* Tom explained the "write-offs", noting the two big years that were written off were 2007 and 2008. Tom provided the Board with a year in review showing revenues of \$8,379,157, which were \$69,733 better than projected and noting expenses of \$9,804,840, which were \$872,963 better than expected. This improvement demonstrated a \$617,813 better than expected year, taking out the expenses that would have been incurred under the Revere contract agreement. Tom explained that food costs have been reduced while improving quality and they still have room for further improvement. Tom advised the Board that over-time is improving, but it also has room for further improvement.





*Quality Indicator Report.* No report at this time due to the changes associated with the switch from MDS 2.0 to 3.0, which is a national change.

*Quality Assurance Meeting Minutes.* The meeting minutes were provided to the Board. Tom explained that the two areas of focus right now are infection control, noting that Valley Hi did not have any cases of the recent Noro Virus outbreak, and wounds. Tom also noted that Med Errors were being focused on.

*Resident Senate Meeting Minutes.* The meeting minutes were provided to the Board. Tom noted that changes to disposable incontinent products have been well received by residents and their families. Tom also noted that the holiday meals were a success and a new resident menu program has been implemented.

Tom Annarella also noted the following:

- Hospital use of Medicare “observation” days, which can limit access to Medicare services in a nursing home
- “Money follows the person” audits being conducted by the State
- Valley Hi has begun preparations for the annual survey
- Nurse Practice Act changes

#### FUTURE TOPICS

- Jim Heisler web portal idea

The next meeting is scheduled for 2-23-2011.

#### ADJOURNMENT

The Board adjourned following a motion made by Ms. Bergan-Schmidt, seconded by Mr. Heisler. The motion was carried by a unanimous vote.

Approved: 2-23-11

