

**VALLEY HI COMMITTEE**  
**Valley Hi Nursing Home**  
**2406 Hartland Road**  
**Woodstock IL 60098**

MINUTES OF THURSDAY, JANUARY 14, 2010

Chairman Dvorak called the Valley Hi Committee meeting to order at 8:37 a.m. The following Committee Members were present: Ed Dvorak, Chairman; Mary McCann; James Kennedy and Kathleen Bergan Schmidt. Marc Munaretto arrived at 8:42a.m. John Hammerand and James Heisler were absent. Also in attendance: Peter Austin, County Administrator; John Smith, Revere Healthcare; John Hadley, Facilities Management; Bob Yearian, Valley Hi Administrator; Ersel Schuster and Randy Donley, County Board Members; Mary Lou Zierer, former County Board Member; and the press.

Ed Dvorak, Chairman	
John Hammerand	James Heisler
James Kennedy	Mary McCann
Marc Munaretto	Kathleen Bergan Schmidt

MINUTES

Committee members reviewed the committee minutes for December 10, 2009. Ms. Schmidt made a motion, seconded by Mr. Kennedy, to recommend approval of the minutes as submitted. The minutes were approved with all members present voting aye on a voice vote.

PRESENTATIONS: None

PUBLIC COMMENT

Ms. Zierer, former County Board Member, joined committee members to state that she did not feel an "operating board" was needed at Valley Hi. She stated that the formation of the Operating Board was a waste of time. She stated that the Voters of the county gave the County Board members the responsibility to run and maintain Valley Hi Nursing Home. She stated that the County should not have hired Revere Healthcare and they should not hire an operating board. She voiced concern that the County is getting away from the direction of the voters. She noted that all of the County Board members are up for re-election in 2012 and she is hopeful that the County Board is downsized to 12 board members and the Chairman is elected by the voters of the County.

NEW BUSINESS

*Recognition: Valley Hi Foundation: Lenore Nolan and Gina LeFever:* Chairman Dvorak noted that this item would be pulled for discussion later. Ms. McCann stated the reason she had this item placed on the agenda was because the Foundation was disbanded. They distributed \$30 per resident in order to expend the remaining funds that were in the Foundation's account. Ms. McCann felt these volunteers should be recognized for their work with the foundation. Chairman Dvorak noted that these individuals should be recognized for their work at a County Board Meeting, which would give their efforts a higher profile. Committee members agreed that the volunteers should be recognized during a County Board meeting.

*Resolution authorizing establishing a Valley Hi Operating Board and adopting the By Laws for said Board:* Mr. Austin noted that the attached Resolution has been drafted by staff in order to include this item on today's meeting agenda. He stated he wanted this included in case the committee members were ready to forward this item on to the County Board for consideration. This item has not been placed on Tuesdays County Board Agenda. He stated he has not received a lot of feedback on the bylaws. It was noted that a Treasurer would not be needed as the board would not have their own budget to spend and the County already has a business office, Auditor, Treasurer and Associate County Administrator – Finance.

Mr. Munaretto arrived at 8:42a.m.

A committee member stated that she feels that the operating board should have some financial officer on the board to have some fiscal oversight on the board. She stated she thinks it would be helpful to have someone with financial experience taking the lead on the board. Committee members were reminded that the Operating Board themselves would be electing the officers among the operating board members. It is the business offices responsibility for the overall expenses at the facility and the Operating Board is a policy making board only. Once the Operating Board has been in existence the County Board will be able to better understand the needs on the Operating Board. The other recommended change to the bylaws was on the relationship of the Valley Hi Administrator to the Operating Board. The Valley Hi Administrator would not be a voting member of the board. He has to make sure these policies are put in place. As an employee, the Valley Hi Administrator would report to the County Administrator as well as the Board. Work plans would be created by the County Administrator and Operating Board. Mr. Austin noted that in the beginning, he would attend all operating board meetings. After a lengthy discussion, Mr. Munaretto made a motion, seconded by Ms. McCann to recommend approval of a Resolution authorizing establishing a Valley Hi Operating Board and adopting the ByLaws for said Board as amended. The motion carried with all members present voting aye on a roll call vote (Kennedy, McCann, Munaretto, Schmidt, Dvorak) Mr. Kennedy noted that the County Board is not giving up any obligation to the Nursing Home. The Operating Board will have two County Board members as a part of its board and he feels this is a positive step to move forward with the facility. If this plan does not work out, the County Board can choose to move in another direction. Ms. McCann feels this would be a more professional view for the facility and the Operating Board will be able to pay more attention to the facility than anyone on the

County Board could. She stated she feels secure with the knowledge that Valley Hi will continue to offer the best service in the County. All the Committee members agreed that this move would strengthen the home considerably.

*Revere Contract / Administrator's Contract:* Mr. Austin informed committee members that there have been a lot of questions asked regarding when the County would give notice to Revere Healthcare, once a new Administrator has been hired. Committee members were informed that Revere would be retained as part of the "transition team". Committee members questioned if an additional contract would be needed in order to keep Mr. Yearian for an extra month to help train the new Administrator. Mr. Austin responded that Mr. Yearian is an employee of Revere Healthcare and Revere Healthcare would remain in place until after a 60 day notice has been completed. The 60 day notice will be used as the transition period and Valley Hi will get the benefit of using Revere's expertise. Both Mr. Smith and Mr. Yearian would remain as a part of this transition team and their expertise will be utilized in different ways. It is hopeful that an Administrator will be hired in February. A decision will be made at that time as to when to give Revere Healthcare their 60 day notice.

*Letter to Staff:* Chairman Dvorak stated this item has been pulled for discussion at a later date. Ms. McCann noted that the reason she had this issue placed on the agenda was because she is concerned about what information staff is reading in the newspaper and feels a letter should be sent to staff regarding possible changes being made at Valley Hi. Committee members were cautioned that this is premature of any County Board vote and sending a letter to the employees is premature until the County Board votes on any issue. It was suggested that an information piece, along with a copy of the bylaws, posted on the main bulletin board stating that the only thing changing at Valley Hi is the oversight of the facility. Committee members voiced concern that there is no communication taking place and employees are unsure of what is going on at the facility because of items they are reading in the newspaper. Committee members were informed that staff has been kept informed of the changes taking place at the facility. Valley Hi Administration provides the needed communication for their employees and they will wait until all issues have been voted on and approved and will then provide the information needed. Mr. Yearian stated that as employees of the county they do not have to go through the issues that other facilities go through when a facility is "bought" out. He stated he would provide an update when appropriate to the Valley Hi employees.

#### OLD BUSINESS

*Update on Valley Hi Administrator Search:* Mr. Austin reported that he attended a three (3) hour meeting with the executive search firm that was hired to find an Administrator for Valley Hi Nursing Home. 182 letters, 75 emails, various phone calls and advertising were sent out in search of this new Administrator. 37 applications were received. Of the applications, 18 were selected for phone interviews. This narrowed the applicants down to 11. All references were checked with all previous employers and workers being contacted regarding the applicant candidates. There is a good balance of "newbys" and seasoned Administrators. The one thing that stood out is that this is a "nomadic" profession with the Administrators moving around a lot. The selection was narrowed down to 6 applicants. A full day interview session has been scheduled on January 25<sup>th</sup>. Mr. Austin stated that four stations will be set up for interviews. One will include Mr. Austin with a couple of County Board members. The County Board members from the Human Resource Committee are Ms. Yensen and Ms. Schuster and the representatives from the Valley Hi committee are Mr. Kennedy and Ms. McCann. The next station will include Managers Evaluations and with the interviews being set up with Mr. Sarbaugh, Ms. Link, Mr. Hadley and other department heads. The next station will include Mr. Yearian and various managers from Valley Hi. It is hopeful that a tour of the facility could be scheduled as well. The search firm will provide questions for the applicants. If there are any specific questions they would like to ask of the candidates, please forward them in advance to Mr. Austin.

#### REPORTS TO COMMITTEE

*Administrator's Report:* Mr. Smith joined committee members to provide a historical statement of operations for the facility. Some of the differences on the financial statement occurred because some of the expenses were capitalized. Some items changed were because of private pay to Medicaid resident. In the future these items will be estimated so there won't be such a hit shown at the end of the year. The income will be increased when the IGT is straightened out. Hopefully this will be resolved within the next four weeks. The statement will reflect any changes. The biggest impact will be seen when a resident goes from private pay to Medicaid. It was noted that if the facility could achieve 20 Medicaid beds it could break even.

Mr. Yearian noted that some of the information was higher on the financial report because of the increased cost of food during the holidays. Six admissions were seen during the month with 5 discharges. The discharges are the result of the short term rehab program. There was one termination of staff, due to not meeting the requirements of the registry program. There have been 7 new hires. During December the residents enjoyed a Christmas Buffet. This was such a hit with the residents they are trying to devise a way to start a routine Sunday buffet. If this program runs well it could be expanded during the week as well. They found the residents eat more if they have more choices. Guests are allowed to attend the meals and will be charged accordingly.

During the COW, questions came up regarding Alzheimer care. He had informed the committee members that the facility is not set up for Alzheimer care, but, if interested he could look more closely at the issue. Committee members noted that there is a lot of competition for these services, most of it being private pay. Maybe in the future this might be reconsidered because of the high cost of private pay services. Mr. Yearian noted that the regulation would need to be reviewed and

additional staffing would be required. If the committee thinks they are interested in this update can be provided at a later date.

FUTURE TOPICS

None

EXECUTIVE SESSION

None

ADJOURNMENT

Ms. McCann made a motion, seconded by Ms. Schmidt to adjourn the meeting at 9:53 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR BOARD/COMMITTEE ACTION:

Resolution authorizing establishing a Valley Hi Operating Board and adopting the By Laws for said Board

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