



Valley Hi Operating Board

Valley Hi Nursing Home
2406 Hartland Rd
Woodstock, IL 60098

MINUTES OF WEDNESDAY, October 20, 2010

Chairman Michling called the meeting to order at 7:05 pm. The following Operating Board Members were present: Joanne Hanrahan, Lynn Ryan, Dallas Larson, James Kennedy, and Victor Narusis. Also present were Thomas Annarella, Valley Hi Administrator, Dawn Redner, Valley Hi Director of Nursing, and Peter Austin, County Administrator. Board member Scott Breeden was absent.

MINUTES

Board members reviewed the minutes of the 9-22-2010 meeting. A motion to approve the minutes was made by Mr. Narusis and seconded by Mr. Kennedy. The Board carried the motion to approve the minutes.

PUBLIC COMMENT

No public comment was made.

PRESENTATION

Introduction of Dawn Redner, Director of Nursing. The Operating Board introduced themselves to Mrs. Redner. Mrs. Redner provided a personal background of her nursing experience and discussed the cultural changes of Resident Centered Care that Valley Hi residents and staff are currently undertaking. Mrs. Redner noted that personnel management is her biggest challenge while indicating that she is in charge of approximately 30 licensed nurses and 50 CNA's. Mrs. Redner indicated that Susan Brian is her Assistant Director of Nursing. Mrs. Redner explained that there is some transition among staff right now and Valley Hi management is currently addressing this. The Board, Mrs. Redner and Mr. Annarella discussed possible causes of the transition which may be related to the headline recently in the newspaper that indicated County employees will not be receiving increases this year. Mrs. Redner and Mr. Annarella discussed their recruiting efforts and how they are getting by with a reduced staffing level. Mr. Narusis asked what the biggest challenge was for Mrs. Redner right now to which Mrs. Redner indicated that it was personnel management with the transition to the culture of care being provided. Ms. Hanrahan asked what Mrs. Redner would like to see improved to which Mrs. Redner responded that some equipment improvements would be appreciated along with employee promotional materials or improvements. Mrs. Redner also indicated that she would like to see more public awareness of Valley Hi and the services provided.

NEW BUSINESS

Medicaid Integrity Audit for Period 4-1-2008 thru 9-30-2009. Tom Annarella explained the Medicaid Audit process indicating that Medicaid comes into the facility and tries to recover overpayments made to the facility during the audit period. During the 18 month period Medicaid suggested Valley Hi had been overpaid \$135,000. Valley Hi staff studied the audit results and determined that the actual number should have been \$64,000, mostly due to Medicaid caseworkers not processing adjustments or resident status changes. Valley Hi will pay the money back over a period of a year with monthly deductions from future payments.

Approved: 11-17-10





Volunteer Group Similar to the Former Valley Hi Foundation. Peter Austin noted how the old Valley Hi Foundation has been formally closed and will be recognized by the County Board at an upcoming meeting. Tom Annarella provided some examples of how adult volunteers might be used by Valley Hi and how they would be beneficial. The responsibility of volunteer training and background checks was discussed. The investment in this training and background checks would likely be coordinated by the Activity Director. The Board agreed to continue this discussion at a later date.

Proposed Staffing Changes. Tom Annarella reviewed two resolutions that would be presented to the HR Committee, with possibly some minor changes.

- The first resolution was to reclassify a full time nurse position into two part-time, weekend only positions. The change would save approximately \$15,000 plus the cost of eliminating weekend overtime. Mr. Larson made a motion to approve the resolution seconded by Ms. Hanrahan. The Motion carried unanimously.
- The second resolution was to reclassify two part-time nurse positions into two CNA weekend only positions. This change would save approximately \$63,000 plus the cost of eliminating weekend overtime. Mr. Larson made a motion to approve the resolution, seconded by Mr. Narusis. The motion carried unanimously.

OLD BUSINESS

None

REPORTS TO COMMITTEE

Administrator's Report. Tom detailed the hiring of Sheri Webster as the Business Office Associate. Sheri is doing a great job in handling accounts receivables and working on collecting past due balances. Tom again noted that staffing levels are down and that he is looking into a change in the shift differentials for nights and weekends. Tom also indicated that he would like to create a "swing box" position for FMLA employees to be placed into to allow hiring into "filled boxes".

Financial Report. Tom reviewed the report, noted the fact that Valley Hi made \$13,000 in the month of August and this is a sign of continued movement in the positive direction of financials. Mr. Larson noted a couple of minor changes to the nomenclature (revenue vs. income and census vs. bed days). Mr. Kennedy noted that he would make certain the full County Board would be made aware that Valley Hi was in the positive for the month for the first time in recent memory.

Quality Indicator Report. Tom noted the areas within the report that had large changes and indicated the possible causes for these changes.

Quality Assurance Meeting Minutes. The meeting minutes were provided to the Board. Tom explained that infection control is an important issue with the State right now so it continues to be a focus of the Quality Assurance Committee. Tom reviewed the changes to the regulations in regards to flu vaccines for residents and staff and a plan to implement vaccines for staff at no cost next year.

Resident Senate Meeting Minutes. The meeting minutes were provided to the Board.





FUTURE TOPICS

The Board would like to see Valley Hi's aging accounts receivable. The Valley Hi Operating Board would also like to meet with Kristine Smith, Director of Social Services at the next meeting.

The next meeting is scheduled for 11-17-2010.

ADJOURNMENT

The Board adjourned at 8:53 pm following a motion made by Mr. Kennedy and seconded by Mr. Narusis. The motion was carried by a unanimous vote.

Approved: 11-17-10

