



## Valley Hi Operating Board

Valley Hi Nursing Home  
2406 Hartland Rd  
Woodstock, IL 60098

MINUTES OF WEDNESDAY, May 25, 2011

Chairman Michling called the meeting to order at 4:05 pm. The following Operating Board Members were present: Joanne Hanrahan, Kathleen Bergan-Schmidt, Jim Heisler, and Lynn Ryan. Also present was Thomas Annarella, Valley Hi Administrator and Peter Austin, County Administrator. Absent was Dallas Larson.

### MINUTES

Board members reviewed the minutes of the 4-27-2011 meeting. A motion to approve the minutes was made by Jim Heisler, seconded by Lynn Ryan. The minutes were approved unanimously.

### PUBLIC COMMENT

- None

### DEVELOPMENT OF THE STRATEGIC PLAN

Tom Annarella recapped the activity of the last meeting. The Board discussed options for staff titles, look of badges, staff uniforms, and other things that would highlight resident centered care principles as well as Valley Hi staff identification by residents and families. Valley Hi staff team building was also discussed. The Board held a discussion on the idea of developing a formal customer service program for employees. It was agreed to add this to the "Customer Service" column of the Operating Board's Strategic Plan. The Board discussed customer satisfaction surveys and what type of survey would be useful, who should be surveyed and at what frequency, and what to do with the survey results for benchmarking. The prospect of presenting the Valley Hi Strategic Plan to the full County Board was endorsed unanimously. The Board approved the Strategic Plan as presented.

### PRESENTATION

- None

### NEW BUSINESS

*Operating Board Member Recruitment.* It was announced by Chairman Michling that Mr. Larson contacted him regarding the need to resign from his position on the Operating Board due to health reasons. The Operating Board reviewed the applications for the open Operating Board positions and discussed the candidates. Chairman Michling indicated that he was pre-disposed to recommend filling Mr. Narusis's vacant position with candidate and former Operating Board Member Jim Kennedy. The Operating Board unanimously agreed to forward the recommendation to the Public Health and Human Service Committee Chairperson.

*State Funding and Potential Medicaid Cuts.* Tom Annarella explained the current State funding situation indicating there are multiple possibilities being discussed on the State level. Mr. Annarella explained the Senate

Approved: 6-28-11





budget proposal would include a payment reduction of 3%, formerly proposed at 6%, but an extended payment cycle of about 30 – 60 days. Mr. Annarella explained another option being discussed would be to eliminate the cut but push the payment cycle even further out. Mr. Annarella explained to the Board that the Medicaid payment for July will be paid in June to allow for the State to capitalize on matching federal dollars. Mr. Annarella highlighted that all budget plans hinge on the State's ability to pay the back bills owed to Medicaid providers. Mr. Annarella also provided literature regarding the impact of the proposed 6% Medicaid cut. Mr. Annarella will be monitoring the progress with the State budget closely and continue to report back to the Operating Board. Mr. Annarella also advised the Board that a meeting regarding the IGA program has been set for 6-22-2011 and that each County will be mailed information specific to them ahead of that meeting.

*Class Account Funds Utilization.* Tom Annarella requested the use of funds in the "Class Account", which is the account that donation money that has not been indicated for a specific use is placed. Mr. Annarella indicated that the facility would like to purchase large TV's and Blue Ray players for the facility. Mr. Annarella indicated that a proposal from a local electronics store which has provided TV's for Valley Hi in the past has quoted the job at \$6,576.14 plus installation costs. Mr. Annarella indicated the Class Account has approximately \$22,000 in funds currently. The Operating Board supported the purchase but requested that the County Purchasing Department solicit competitive bids for the TV's prior to the approval.

#### OLD BUSINESS

*Web Portal Revenue Stream.* The Operating Board discussed the web portal revenue stream concept and the status of checking with the appropriate parties to determine if any concerns regarding the utilization of the portal existed. County Administration will request an opinion from the State's Attorney regarding the portal.

*Security Camera Expansion.* Tom Annarella advised the Board that the security camera expansion project was completed at a cost of \$6,225, which was under the approved \$7,000 budget.

*Brandt Letter to Operating Board dated 4-26-2011.* A discussion among the Board members took place in regards to the letter sent to the Operating Board dated 4-26-2011. Tom Annarella indicated that the State's Attorney's Office has been consulted and they are comfortable with the actions of Valley Hi with regard to the Brandt family. Mr. Annarella advised the Board that the State's Attorney's office reviewed the admission policy for Valley Hi in 2008 and determined that preferential treatment / exclusivity of admissions based on residency was not legal since the facility accepts State and Federal funds. Mr. Annarella provided the Operating Board a copy of the admission policy, which was reviewed by Valley Hi again in May 2011. Minor changes were made based upon the State's requirements for resident background checks only. Mr. Annarella requested direction from the Operating Board on how to proceed. The Operating Board indicated that Mr. Annarella should make contact with Mr. Brandt in the future to advise him of the status of his mother's admission.

#### REPORTS TO COMMITTEE

##### *Administrator's Report.*

- The facility celebrated National Nursing Home Week 5-8-2011 thru 5-14-2011 with daily events ending with a staff and resident cook-out.
- The facility held it's "Zoo to You" mobile petting zoo program during the month of May, which is always a well attended event by residents and families



- The Illinois Department of Public Health came in and conducted its annual survey follow-up. The facility was determined to be back in compliance with all the areas identified during the nursing survey. The Life Safety Code revisit had not occurred yet but was expected after 6-15-2011.

*Census Report.* Tom explained that currently there were 5 open beds, although 1 could not be refilled due to a need for isolation. Tom explained that the facility was waiting on 8 responses from the waiting list, working with 2 potential private pay admissions, and working on 2 potential rehab admissions. Tom explained that the facility continues to remain above the County Board case mix number of 80 Medicaid residents.

*Staffing Report.* Tom discussed the staffing report from April highlighting that 4 employees left during the month and the facility conducted 19 interviews and hired 6 new employees.

*Financial Report.* Tom explained financial report for April 2011, indicating that revenues were reduced by \$64,00 due to Medicaid retroactive approvals. Tom indicated that expenses were up in large part due to 3 payrolls being paid in April and the expense of \$8,750 to pay for the Medicare and Medicaid cost reports to be filed. Operating income for April, before depreciation, was -\$8,442 and the operating income for the fiscal year to date before depreciation thru April was \$44,754.

*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 the facility has been working on strengthening the accident and incident reporting and trending process.

*Resident Council Meeting Minutes.* The meeting minutes were provided to the Board. Tom noted that the focus of the Resident Council is starting to shift from dietary concerns to more general concerns.

#### FUTURE TOPICS

- Operating Board member recruitment
- Medical Director recruitment
- Sign-off on Strategic Plan and discussion of County Board presentation
- Operating Board self assessment

The next meeting is scheduled 6-28-2011 at 7 pm.

#### ADJOURNMENT

The Board adjourned by consensus at 6:55 pm.

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