

VALLEY HI COMMITTEE
McHenry County Administration Building
667 Ware Road
Woodstock, IL 60098

MINUTES OF THURSDAY, JULY 7, 2005

Chairman Zierer called the meeting to order at 9:00 a.m. The following Committee Members were present: Mary Lou Zierer, Chairman; Rick Klasen; Barbara Wheeler; Dan Shea and Marie Chmiel. Perry Moy arrived at 9:02a.m. Sandra Salgado was absent. Also in attendance: Ken Koehler, County Board Chairman; Peter Austin; County Administrator; Tim Wenberg, Valley Hi Administrator; John Hadley, Building Operations; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; and the press.

	Mary Lou Zierer, Chairman	
Marie Chmiel		Richard Klasen
Perry Moy		Sandra Salgado
Dan Shea		Barbara Wheeler

MINUTES

Committee members reviewed the committee minutes of June 2, 2005. Mr. Shea made a motion, seconded by Mr. Klasen, to approve the minutes of June 2, 2005 as presented. The minutes were approved with a unanimous voice vote.

Mr. Moy arrived at 9:02a.m.

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

NEW BUSINESS

None

OLD BUSINESS

Heating & Air Conditioning problems: Mr. Wenberg addressed committee members regarding a Heating and Air conditioning problem at Valley Hi. Because of the problem the facility is currently out of compliance. The Air Conditioning Tower located at Valley Hi has a McQuay panel that is not working properly. A temporary fix has been placed on the panel to cycle the tower fan. There are two boards within the panel that have failed. The Heating Company is checking to see if these two boards are still available. This panel is critical to the operation of this system. This system has to be repaired as the Valley Hi Nursing Home will be used after the residents vacate the facility. The cost of the panel will be from \$4,000 – \$8,000. The consensus of the committee was to go ahead and have the unit repaired.

Volunteer Policy: Mr. Moy addressed committee members regarding the Volunteer Policy that he has been working on with staff at Valley Hi and the Helping Hands volunteers. A report was provided by Mr. Labaj regarding the framework for Volunteer Policies. Mr. Moy stated that he felt that we should consider adopting the Centegra policy as it fits the needs of the County. It was noted that this needs to be taken to Management Services and Human Resource Committees for review. They also stated this should be reviewed with Administration regarding the implementation of the policy. Committee members questioned Mr. Labaj regarding the additional liability costs for the county. He stated he would check into this and provide information at the next committee meeting. He stated that prior to last year the insurance companies have never asked any questions regarding the volunteer hours worked. Chairman Koehler stated that if volunteers are going to be using tools, it will be necessary to have any volunteer go through a training program. Mr. Labaj noted that at a recent Risk Management Association meeting they spoke about the risk of tool use, the liability and the importance to treat volunteers as part of the workforce. All duties and safeguards must be used for both employees and volunteers. It was noted that a separate policy will need to be created for each department that may use volunteers. Each Department has different laws that must be followed. The volunteers must understand the rules associated with the volunteer program. Committee members noted that the basic policy could be created and then tweaked to each respective department. All of the rules and regulations must be put

together into the policy before forwarding the policy to Human Resources and Management Services Committee for approval. Mr. Moy will continue to finalize the rules and forms for the volunteer policy.

New Building Update: Mr. Hadley provided an update on the construction of the new Valley Hi facility. He stated that it is now looking like a construction site. The footings have been poured and they have begun on the crawl space walls. The bad soil conditions continue to be addressed. The additional costs to date for these soil conditions problems are running at about \$59,000. He stated that a portion of the parking lot has shown poor soil conditions as well making it necessary to reconfigure the lot. P & D has approved the changes and will be forwarded to the architect for review. He noted the goal is to have the facility under roof by fall. The contractor is looking for additional ways to make up for the delay caused by the soil problems. An additional concrete contractor may be brought in to meet the need of the facility and to bring the materials in at a quicker pace.

REPORTS TO COMMITTEE

Administrator's Report: Mr. Wenberg informed committee members of long term employees at the facility. He thanked staff for their long term commitment to Valley Hi and its residents. He informed committee members that he serves on the Board of the County Nursing Home Association. The Fall meeting of this group will be held at Valley Hi on September 30, 2005. The discussion will be "How will County homes survive in the next 5 years?" So far the CNA incentive program seems to be working. Agency use has been greatly reduced. He informed committee members that the facility has received a clean inspection report for the past three years. Mr. Wenberg questioned committee members regarding the future use of the house that will be vacated this month. Chairman Koehler felt the house should be demolished as there is no good reason to keep it.

Mr. Hadley provided additional updates to the committee. The old frame house has been inspected for asbestos. He stated there would be a charge of \$500 for asbestos abatement. The removal has been scheduled for July 15th. Bids for demolition will be completed and brought back to committee for review. The Fire Department has also requested to use this house to burn. An additional update will be provided at the next committee meeting.

Mr. Hadley provided an additional update to the wellhouse at Valley Hi. He stated that he contacted a consultant who provided options for potable water system treatment. He suggested that we go out to bid to make repairs on the wellhouse that includes airstone and sandfilters. The estimated cost would be between \$10,000 - \$15,000. Committee members stated that we want to make sure the wellhouse is working like new. Mr. Hadley will bring back a proposal for the wellhouse. He stated that the infrastructure will have to be repaired as well. He stated that part of the problem was there was no dehumidifier installed. Committee members requested Mr. Hadley check with the consulting company regarding the best option. Because of the cost, a reverse osmosis system is not an option. Mr. Hadley reminded committee members of the sink holes that have occurred at Valley Hi. He stated that he contacted the Highway Department regarding the fixing of the sink holes and it was beyond their expertise. Civil Tech was contacted and stated the cost would be between \$15,000 - \$20,000 to repair. Committee members questioned whether the civil engineer who is working at the Valley Hi construction site could see what the cost would be to repair. Committee members suggested this be placed out to bid and brought back to committee for approval.

EXECUTIVE SESSION

None

MEMBERS COMMENTS

Committee members were informed that the Helping Hands "store" is scheduled to be open on July 26th. Chairman Zierer informed committee members that she has received a donation of \$200 that is to be used for some sort of party for the residents.

A State's Attorney's opinion has been received regarding the Valley Hi Cemetery. Chairman Zierer noted that she would speak to Chairman Koehler regarding the necessary appointments for this committee. It was noted that we still need to find out who is responsible for obtaining headstones for those buried. State Law states the indigent cannot be cremated. It was stated that the Cemetery Committee should check to see if this is still true.

Committee members questioned whether the Valley Hi budget should be increased in order to purchase "depends" for the residents of Valley Hi. They stated these should be available for use without the need for

donations. Chairman Zierer noted they checked other county homes and Valley Hi is the only facility still using cloth diapers. Mr. Wenberg noted that cheaper isn't necessarily better as some residents are allergic to "depends" and prefer the cloth diapers. He stated that everyone doesn't have the same needs.

Ms. Wheeler stated that they have checked into the possibility of getting the Townships to donate additional funds to residents who are receiving the \$30 social security monthly allowance. It was noted that a State's Attorneys opinion stated this was not allowed.

It was stated that gift cards may be sent for use by the residents.

ADJOURNMENT

Ms. Wheeler made a motion, seconded by Ms. Chmiel to adjourn the meeting at 10:19a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR COMMITTEE/BOARD ACTION:

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