

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

MINUTES OF THURSDAY, APRIL 12, 2007

Chairman Zierer called the Valley Hi Committee meeting to order at 8:30 a.m. The following Committee Members were present: Mary Lou Zierer, Chairman; Ed Dvorak; James Kennedy and Dan Shea. Mary McCann arrived at 8:32a.m. James Heisler arrived at 8:36a.m. Pete Merkel was absent. Also in attendance: Ken Koehler, County Board Chairman; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Tim Wenberg, Valley Hi Administrator; John Hadley, Facilities Management; and the press.

Mary Lou Zierer, Chairman	
Ed Dvorak	James Heisler
James Kennedy	Mary McCann
Pete Merkel	Dan Shea

MINUTES

Mr. Shea made a motion, seconded by Mr. Dvorak to recommend approval of the Valley Hi committee minutes of March 8, 2007 as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATIONS

None

Ms. McCann arrived at 8:32a.m.

NEW BUSINESS

Resolution authorizing the reclassification of Valley Hi Nursing and C.N.A. positions: Mr. Sarbaugh joined committee members to review a Resolution authorizing the reclassification of Valley Hi Nursing and C.N.A. positions. Mr. Sarbaugh noted that when they were working on the incentive program for Valley Hi they reviewed the State requirements for staffing. At the time only 5 nurses were set to work full time hours. This is causing problems to cover the needed hours. He stated he believed the hours were cut in 1997 when the County was in a financial crunch. This had an adverse affect as it caused the agency costs to escalate. This Resolution states that if staff is currently working a 31 hour work week, they will now be re-graded as a 40 hour per week position. The State's Attorney has reviewed this and Valley Hi can require this change. The State's Attorney has recommended that notice be given regarding this change. Mr. Austin noted that a meeting has been scheduled with staff tomorrow to discuss these changes. It was noted that they have been in discussions with the Director of Nursing and Assistant Director regarding this change. Chairman Zierer noted concern stating that some employees do not want to work 40 hours per week. Mr. Austin noted there will be some flexibility with this requirement but, the 40 hour work week needs to be the "norm" for these employees. It also has been discovered that some nurses are filling in hours at alternate destinations in order to accumulate the needed full time hours. It was noted that with predictable schedules it will be easier to schedule the hours needed to staff the facility. Committee members noted that a county wide salary study is to be completed and it will be interesting to see what the wages currently are. It was also noted that our benefits are more generous than most employee plans. This move will also allow for a complete staff for our residents. After review, Mr. Kennedy made a motion, seconded by Mr. Dvorak to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a voice vote.

Discussion of Valley-Hi Management Audit: Mr. Austin reminded committee members of the previous discussion regarding the hiring of a company to do a Management Audit of Valley Hi. He stated this is an opportunity to see how the facility is operating from the top to the bottom and to see how the various divisions communicate among themselves. Mr. Austin stated that proposals were received from 5 firms and requested direction from the committee on how to proceed. He stated they have reviewed the proposals. He stated that Administration could recommend a company or could short list the proposals for committee members to interview. He stated there is one firm that stands out, with recommendations from surrounding counties, that has expertise in audits of county nursing homes. Committee members noted this is a great opportunity to review the practices at Valley Hi. They noted they are pleased with the services the one company provided to the surrounding counties and feel Mr. Austin should forward a recommendation to the Finance Committee to contract to complete a Valley Hi Management Audit. Committee members noted this could be forwarded to the Finance Committee for approval. Committee members questioned what budget this audit would come from. Mr. Sarbaugh noted that Valley Hi has enough funds within its contingency fund. It was noted that the contingency fund may need to be adjusted at a later date.

Chairman Zierer informed committee members that she received a letter from a person regarding Kristin Smith, the Social Service Director at Valley Hi. This individual wanted to commend Ms. Smith for her outstanding compassion to an upset resident. The letter stated that they were very impressed with the dedication and kindness Ms. Smith showed to this resident. Chairman Zierer informed committee members that she has written a letter of thanks to Ms. Smith, from the Valley Hi committee commending her on her dedication. Committee members stated this letter should become a part of her personnel file.

OLD BUSINESS

Mr. Hadley presented to committee members a punch list and outstanding issues at Valley Hi. Some of the outstanding issues include hot water temperatures, excessive water usage, water softener operation, sidewalk heaving, and frozen pipes in the boiler room, Well House #2 operation/connection, and chiller pad water and laundry CFM. The remaining punch list includes the floor drain under #S-2 air handler, courtyard flooding, light pole adjustments, handrail replacements, thresholds in the activity room, the relocation of the berm, chiller pad water, loose toilets on walls, ejector pump float, room 252 floor drain leak, 1st floor kitchen steam table, room 238 cabinet damage from leak, air coming in from the Activity Room window and laundry CFM. Mr. Hadley noted all of these issues are being worked on but he suggested a "re-commissioning of the building". He noted this "re-commissioning" would have contractors inspect the facility and verify that equipment and other items were installed properly. He stated an RFP has been sent out for the re-commissioning. If during the re-commissioning the group finds some issues that should have been taken care of it would be the responsibility of the contractor to complete the needed repairs or reinstallation. Mr. Hadley noted they would continue to make sure the outstanding issues at Valley Hi are addressed.

REPORTS TO COMMITTEE

Administrators Report: Mr. Wenberg presented his monthly Administrators report to the committee members. Long term employees were highlighted for committee members. He stated that he continues to work with Administration on the outstanding construction issues that remain at Valley Hi. The dining room design concerns have been addressed by creating an additional dining area. Transporters have been brought in to help those residents, who may request help, for movement within the facility. Chairman Zierer requested that the committee members all receive a copy of the monthly activity report for those interested in attending a specific activity. Chairman Koehler noted that he is hopeful that the television issues have been addressed as he wants safe installation of all TV's.

Volunteer Update: Ms. McCann provided an update to the volunteer policy for Valley Hi. She noted she has met with Chris Willis, the Administrative Supervisor regarding the volunteer program. Ms. McCann noted that because of the liability it will be necessary to create a handbook of requirements for volunteers. She noted this may be a 3 – 4 month process. She noted there are also other areas of the county where volunteers could and are used as well. All volunteers must be screened with a background check and fingerprinting. Mr. Labaj stated that Risk Management could work with Chris Willis to create a policy as well. He noted that the Health Department, EMA and Valley Hi have the most volunteers. Ms. McCann noted they would continue to work on the completion of a volunteer policy for Valley Hi.

EXECUTIVE SESSION

Mr. Kennedy made a motion, seconded by Ms. McCann to enter into executive session to discuss personnel. The motion carried with all members present voting aye on a roll call vote (Dvorak, Heisler, Kennedy, McCann, Shea, Zierer) Mr. Austin and Mr. Koehler were also present.

Mr. Shea made a motion, seconded by Mr. Dvorak to re-enter regular session at 10:09a.m. The motion carried with all members present voting aye on a roll call vote (Dvorak, Heisler, Kennedy, McCann, Shea, Zierer)

ADJOURNMENT

Mr. Dvorak made a motion, seconded by Mr. Kennedy to adjourn the meeting at 10:09a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of a Resolution authorizing the reclassification of Valley Hi Nursing and C.N.A. positions

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