

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

MINUTES OF THURSDAY, APRIL 14, 2005

Chairman Zierer called the meeting to order at 9:30 a.m. The following Committee Members were present: Mary Lou Zierer, Chairman; Rick Klasen; Perry Moy, Sandra Salgado; Dan Shea and Marie Chmiel. Barb Wheeler arrived at 9:39a.m. Also in attendance: Rick Bernotas, Consultant; Ralph Sarbaugh, Budget Manager; John Hadley, Building Operations; Tim Wenberg, Valley Hi; Helping Hands volunteers and the press.

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

MINUTES

Mr. Moy made a motion, seconded by Mr. Shea, to approve the minutes of March 3, 2005 as presented. The minutes were approved as amended with a unanimous voice vote.

PUBLIC PARTICIPATION

None

Ms. Wheeler arrived at 9:39a.m.

PRESENTATIONS

*Nursing Agency Cost Review:* Mr. Sarbaugh and Mr. Bernotas provided a presentation to committee members reviewing the escalating cost of Nursing Agency use at Valley Hi. Goals included an attempt to determine why agency costs continue to increase, County Board expectations for staffing minimums, retention of qualified staff, overall cost of staffing the nursing home, meet all State requirements for quality care and to determine if more money will solve the problem. The review showed that Valley Hi is short of Board approved certified nursing assistant positions. Mr. Sarbaugh reminded committee members that there is a nursing shortage nationwide and it is up to us to come up with creative ways to retain and attract nursing staff. There is a 43% turnover rate in CNA staff yearly. After reviewing staffing standards it has been determined that Valley Hi needs to add 3 to 4 CNA positions. Solutions included raise all salaries, review of benefits, or develop an incentive program that will encourage employees to come to work and stay on the job and to add new positions. Mr. Sarbaugh presented a possible incentive program for nursing staff at Valley Hi. The incentive would only be paid on hours worked. Payment for this incentive would come from saved agency costs. The program would be reviewed quarterly with payments to the employee quarterly. The employees would be held responsible for fulfilling the required job functions. The program would start the first full pay period in June. Mr. Moy noted concern that we are setting employees up for failure. Mr. Sarbaugh stated that the employee is in charge of whether they want to work to earn the incentive. By having the nursing staff show up daily and complete their daily tasks they are earning the additional incentive. This is funds that are already being used to fund agency staff. By increasing daily attendance, it decreases the need for agency staffing. Ms. Chmiel made a motion, seconded by Mr. Klasen to recommend approval of the pilot incentive program at Valley Hi and forward this program to Human Resources and Finance for approval. The motion carried four ayes (Klasen, Chmiel, Moy, Shea, and Zierer) and one present (Moy).

Ms. Wheeler left at 10:34a.m.

Ms. Salgado left at 11:05a.m.

NEW BUSINESS

*Resolution authorizing an emergency appropriation to the Valley-Hi Building Project FY05 budget (not in packet):* Mr. Sarbaugh informed committee members that a Resolution needs to be approved for the additional funding tied to the approval of the requirements of the Illinois Health Facility Planning Board. He stated a Resolution has not been completed at this time. Committee members requested approval, with a Resolution to be forwarded to Finance for approval. After discussion, Mr. Shea made a motion, seconded by Mr. Klasen to forward a Resolution to Finance for additional funding needed due to the change of the new building requirements per the Illinois Health Facilities Planning Board. The motion carried with all members present

voting aye on a roll call vote (Klasen, Chmiel, Moy, Shea, and Zierer) It was noted that \$1 million will come from the Valley Hi Enterprise Fund cash reserve.

OLD BUSINESS

*CNA Update:* This will be discussed at the May meeting

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

*Administrator's Report:* Committee members reviewed the monthly administrator's report provided by Mr. Wenberg. Committee members were informed that the 2005 Valley Hi Fun Time Carnival will take place Friday April 29, 2005 at 1:00p.m. until 3:30p.m. in the South Dining Room. Committee members were encouraged to attend. During the next three weeks Valley Hi will hire a new activity director and activity assistant. Mr. Wenberg is Acting Activity Director at this time. He expressed thanks for the nice expressions of concern about his mothers passing away.

Mr. Moy presented the Helping Hands Volunteers regarding discussions held about the many aspects of having a volunteer coordinator at Valley Hi Nursing Home. Sources of information included Bonnie Strait, Centegra Volunteer Director, administrators and/or staff members at various nursing homes, reference manuals and texts as well as McHenry County Volunteer Center information, residents, staff and other nursing home volunteers. It was determined that a volunteer director is no longer a luxury position but a vital valuable full time staff member. A volunteer director would allow the nursing staff to perform their actual nursing duties. The Helping Hands Volunteers hoped the committee members would look at the need and consider adding a Volunteer Director as part of the Valley Hi staff. A sample job description was provided for committee review.

Ms. Chmiel requested that discussions be held at the next committee meeting regarding the roles of the Activities Director and the two Assistant Activities Directors.

Committee members requested that the volunteer policy be available for discussion at the next committee meeting. This policy would cover the volunteers involved in all departments of the County. There are all types of volunteers involved at the County which highlights the need for these volunteers to be coordinated. It was stated that this policy needs to be coordinated with the Management Services Committee.

MEMBERS COMMENTS

None

ADJOURNMENT

Mr. Klasen made a motion, seconded by Ms. Chmiel to adjourn the meeting at 11:44a.m. The motion carried with a unanimous voice vote.

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**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend approval of a Resolution authorizing an emergency appropriation to the Valley-Hi Building Project FY05 budget

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