

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

MINUTES OF THURSDAY, JULY 6, 2006

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; Blake Hobson; Sandra Salgado and Dan Shea. Perry Moy arrived at 9:11 a.m. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; Tim Wenberg, Valley Hi Administrator; Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Yolle Manalang, Director of Nursing and Kristine Smith, Social Service Director; Pam Palmer and Julia Cwienkala, Auditor; and interested public.

Mary Lou Zierer, Chairman	
Blake Hobson	Richard Klasen
Perry Moy	Sandra Salgado
Dan Shea	Barbara Wheeler

MINUTES

Committee members reviewed the committee minutes of June 1, 2006. Mr. Shea made a motion, seconded by Mr. Hobson, to approve the minutes as presented. The minutes were approved as submitted, with a unanimous voice vote.

PUBLIC PARTICIPATION: None

PRESENTATIONS: None

NEW BUSINESS

2006 County Strategic Action Plan – Valley Hi Committee Work Plan: Mr. Labaj joined committee members to discuss the responsibilities of the Valley Hi Committee as outlined at the Strategic Meeting of the County Board. Mr. Labaj noted that the Valley Hi Committee only has two secondary responsibilities listed. The first responsibility is to come up with a campus plan for the Valley Hi site and the secondary responsibility would be to update the debt collection policies for Valley Hi. Mr. Labaj noted that the committee members should use a work plan and discuss these issues on a regular basis. He noted that these discussions should be centered on future actions. He noted that the County Board will need to decide what to do with the whole Valley Hi site. The County has been contacted by various entities wishing to use a portion of the Valley Hi property, either to build or use a portion of the old facility. It was noted that the Management Services committee would make recommendations regarding the site. Chairman Zierer stated the need to keep communications among the other committee open and stated a future joint meeting, with Management Services, may be needed. She stated it is important to keep communications open between the two committees. These items would remain on the agenda for direction to Finance and Management Services Committees. It was noted this should be placed under the reports to committee for future discussion.

Chairman Zierer stated that she had a conversation with State Representative Tryon, who is still interested in being involved in the process of creating an assisted living campus on the Valley Hi site. Mr. Austin stated that no decisions can be made until it is determined where buildings can be placed and find out what the capacity of the Septic System is. Committee members were informed that Facilities Management is working on a costs analysis to locate Archives and IT in the old Valley Hi facility.

Mr. Moy arrived at 9:11a.m.

Committee members questioned what decision has been made regarding the current residential house located at the Valley Hi site. Mr. Austin reported that no decision has been made at this time. He stated the house will not be used for residential use. Committee members were informed that the house is currently being used for storage.

OLD BUSINESS

Discussion of TV antennas: Ms. Link joined committee members to discuss options regarding TV antenna's for the new Valley Hi facility. She stated at the last committee meeting she would be meeting with an antenna group regarding available options for the Valley Hi facility. She stated that the group suggested three options for consideration. She noted that the first two options would have issues regarding reception and the amount of channels that are received. The first option would be placement of a master antenna. She stated they may have trouble picking up channels because of the location of Valley Hi. Option 2 would include the purchase of a

channel amplifier to program specific channels. The third option would be to get one Direct Dish for the entire facility with an option for the residents to pay for upgrades to get special channels. Valley Hi would pay \$4,475 for the infrastructure that will feed to every TV in the facility. There would be a monthly charge of \$29.95 for the entire facility for basic service. Any additional services would be paid by each individual resident. A master converter, with a special remote would be part of the program. Ms. Wheeler made a motion, seconded by Mr. Moy to recommend Valley Hi purchase the infrastructure for Direct TV for the new Valley Hi facility with a monthly service fee of \$29.95 per mo., with an option to upgrade the services by each resident. The motion carried with all members present voting aye. It was noted that the residents would be billed directly for any additional services. Ms. Link stated that the cost of a new antenna has been included in the building budget for the new facility.

Incentive Program Update: Mr. Sarbaugh joined committee members to provide an update to the Valley Hi incentive program. Mr. Sarbaugh reminded committee members that he provided a presentation to change the incentive program to a tier program based upon the hours worked. He noted that after a State's Attorney opinion was received, the program had to be changed. If an employee works overtime, the incentive would need to be paid time and ½ based upon any hours worked above their minimum hours worked. He noted that the incentive program would cost approximately \$12,200 more than previously discussed. He stated this program could still save agency costs in the long run. He stated that the employees have not qualified for the incentive program for the previous two quarters. Committee members stated that we should run the program for at least two quarters to see if the new tiered incentive program would work. Mr. Klasen made a motion, seconded by Ms. Wheeler to recommend a Resolution be forwarded to the Finance Committee for implementation of the improved tiered incentive program at Valley Hi Nursing Home. The motion carried with all members present voting aye.

EXECUTIVE SESSION: None

REPORTS TO COMMITTEE

Audit Report – Nursing Agency Contract: Ms. Palmer, County Auditor and Julia Cwienkala, joined committee to discuss a recent audit conducted at Valley Hi regarding Nursing Agency Contracts. Ms. Palmer stated that she had the full cooperation of Valley Hi staff and it was a pleasant experience. She noted that because of the services offered and the turnover rate of the facility they are a higher risk department. She noted they concentrated on contracts for the audit this year. The audit was performed in accordance with generally accepted government auditing standards and included such procedures deemed necessary to meet the audit objectives. The County currently has eight contracts with nursing agencies, with three of the agencies being utilized more frequently. The contracts cover a one year period with self renewals on an annual basis. Ms. Link stated that the contract will be reviewed during the budget year on an annual basis with a purchase order being the governing contract. She stated that she wants to limit yearly encumbrances. Ms. Palmer reviewed the audit results and recommendations with the committee. Ms. Palmer thanked Mr. Wenberg and Valley Hi staff for their cooperation and assistance provided during the audit.

Valley Hi Administrator's Report: The Administrator's report was presented by Mr. Wenberg. He stated that they are doing well in their collections for old debts. He noted that at times it costs more to try to collect a debt than the actual debt. Committee members questioned whether a new admissions policy, regarding the need to keep payments up to date, has been drafted for Valley Hi. Mr. Sarbaugh stated that an addendum to the policy will be written addressing finances for the resident and forwarded to the State's Attorney for review. Committee members were reminded that the new facility will be a smoke free facility. Staff noted they are working with the four remaining smoking residents to help them quit before the move. Committee members questioned the smoking policy for the employees. Mr. Labaj noted that the Risk Management Department is working with staff to create new action plans for the facility. He noted they are looking into a smoking policy for the employees. Committee members were reminded that the Illinois Department of Public Health requires new facilities be smoke free.

Construction Update: Mr. Moy provided committee members with an update on the new Valley Hi facility. He stated that he meets with the contractor on a weekly basis. The drywall installation is 98% complete, with completion expected tomorrow. The States Attorney stated that a portion of the payment could be withheld until completion of a project. Committee members questioned why a clause was not included in the contract to address delays. Ms. Link stated that he predecessor did not include them in his contracts, but, they are now

included in all contracts. Mr. Moy stated that some of the residential wings are 100% complete. He stated he is pushing them on the remaining issues. He stated he has pushed the contractor's deadline back up to the regular completion dates. He stated he hopes to move the residents into the new facility by mid October. Committee members questioned Mr. Moy on a letter received from the contractor that states completion would be done by the end of September. Mr. Moy stated that this was not acceptable to the owner (the County). Mr. Moy stated that additional payments would be withheld if we are not satisfied with the progress of the sub-contractors. Mr. Moy stated that the next meeting will be with the main contractor and he will get a better picture of the progress of the sub-contractors at the work site. A letter went to the contractors, from the County Administrator that states "you have a responsibility to complete your contract on time". Mr. Moy stated we have a responsibility to make sure, as Owner's, we are not causing any of the delays.

Committee members were informed that it has been decided that a Grand Opening preview will be done before moving the residents. It was noted that moving for some residents will be very traumatic and therefore the grand opening would be done prior to their move.

Volunteer Update: Chairman Zierer questioned Mr. Moy of the volunteer policy for Valley Hi. She noted that when the new facility opens, volunteers for the facility will be needed. Mr. Moy stated he would work on this for a future meeting.

ADJOURNMENT

Ms. Salgado made a motion, seconded by Mr. Klasen to adjourn the meeting at 10:33 a.m. The motion carried with a unanimous voice vote.

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RECOMMENDED FOR COMMITTEE/BOARD ACTION:

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