

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

MINUTES OF THURSDAY, SEPTEMBER 11, 2008

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; James Heisler; Pete Merkel; James Kennedy; and Dan Shea. Mary McCann arrived at 8:32a.m. Ed Dvorak was absent. Also in attendance: Randy Donley, County Board Member; Pete Austin, County Administrator; Representatives from Revere Healthcare; Cathy Link, Purchasing; John Hadley, Facilities Management; Bob Yearian, Valley Hi Administrator; residents, Valley Hi Staff, interested public, and the press.

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

MINUTES

Committee members reviewed the committee minutes for August 28, 2008. Some typographical errors were noted. Mr. Shea made a motion, seconded by Ms. McCann, to recommend approval of the minutes as corrected. The minutes were approved with all members present voting aye.

PRESENTATIONS: None

PUBLIC COMMENT: None

Mary McCann arrived at 8:32a.m.

NEW BUSINESS

Chairman Zierer reminded committee members that there is a Committee of the Whole (COW) scheduled for Tuesday, September 16<sup>th</sup> at 6:00p.m. for a presentation and update on the Revere Management contract. Mr. Austin stated that he had a recent meeting with Mr. Yearian and Mr. Shumway to discuss items and issues to be included in this presentation. There will be a 20 minute presentation with a 20 minute question and answer period to follow. The presentation will begin with the reminder that Valley Hi is a long term care facility and will describe the need for the facility and where Valley Hi was before the tax levy was approved. They will discuss the transition, challenges as well as the accomplishments that have been completed. They will also discuss what they plan to work on for the next 14 months with a transition back to County management of the facility. Revenue and Expenditure reports will hopefully be available for the COW meeting. It was noted that staff will work with Mr. Sarbaugh to get the books reconciled for the meeting discussion.

Committee members noted they would like reports that state the number of employees working at Valley Hi as well as new hires, terminations, resignations and a list of what departments are lacking in employees. They stated that they would like this type of report every other month. Committee members requested that an organization chart for the facility be provided to County Board members as well as some of them have not seen the chart.

Committee members were informed that the Fire Department came out to Valley Hi this weekend because of an alarm that was pulled in the facility by a resident. Initially, the staff read the alarm panel wrong and responded to the wrong wing. Additional training will be held at the facility to address this deficiency. It is required that the Fire Department come out to the facility to reset the alarm after such an event. No resident was in danger and if there was a need to evacuate, the residents are moved from one wing into another within the facility. Back up plans are in place if the whole facility needs to be evacuated.

Ms. Katherine Smith, Assistant Dietary Manager, was hired by the facility 4 weeks ago. She has agreed to act as the Interim Dietary Manager until a permanent replacement is found. Committee members requested that copies of the monthly menus be provided to the committee members for review.

Previously, Chairman Koehler had suggested that committee members join the residents for a noon meal to see and taste the quality of the food. Committee members were asked to place a reservation with the Valley Hi receptionist if they plan to attend.

Ms. Kathy Nelson was introduced as the new Director of Quality of Assurance. She provided a short resume to committee members for review. She started her new position last Tuesday and is currently observing the operations of the facility. She will be reviewing resident care and procedures at the facility. She has seen some immediate needs with some changes to policies needed. She will identify what works well at the facility and see where there are needs for improvement and will prioritize these changes. Committee members welcomed Ms. Nelson to the staff.

Committee members noted that they have heard good comments since Mr. Yearian has been assigned at the Administrator at Valley Hi. He seems to be well liked by both staff and residents.

Committee members were provided with an updated Organizational chart for review. This is the chart that is used for budget purposes. This doesn't highlight each separate position, but, highlights how many staff is hired for each department at

Valley Hi. It was highlighted that there are two members of Facility Management that works at Valley Hi and indirectly reports to Mr. Yearian that is not included in this chart. As a side comment, it was noted that since Revere has been at Valley Hi, as part of the Safety Security Committee, Revere has been good stewards of the facility. They have identified changes that have been needed and addressed these changes. They have taken a team approach to making safety rounds at the facility. Valley Hi staff have noted that they are very happy with the maintenance staff at Valley Hi.

During the last committee meeting, the Auditor Pam Palmer informed committee members of a book and media drive she has started for the facility. Last weekend, the DVD player at the facility died and Ms. Palmer was able to secure a donation of a new DVD player for the facility. So far over 100 DVD's have been donated as well as four or five boxes of large print books. An insert was also placed in every employees paychecks to inform them of this program. A local book store, Read Between the Lynes, is also donating a portion of their proceeds to this fundraiser.

Committee members were provided a copy of the emergency action plan for review. Comments on the plan are welcome. The plan has been reviewed by Risk Management with a few more changes needed. The document was never formally approved. The plan will be reviewed by the Emergency Management Agency as well. It was noted that Risk Management still has a few issues that they want to discuss, before the plan is approved.

It was noted that the Administrator will be review and rank the supplemental requests of the departments. Committee members reviewed the supplemental requests of Valley Hi and noted that they were requesting 21 new positions and 13 reclassifications. It was noted that most of these positions are "registry" positions. This is an area where they are trying to attract nurses that are willing to work on an on-call basis. This requires that an individual agree to work a minimum amount of hours. If they turn down too many requests to work, they would be removed from the registry.

#### OLD BUSINESS

*IGT:* Nothing to report.

#### REPORTS TO COMMITTEE, AS APPLICABLE

*Administrator's Report:* Mr. Yearian provided an Administrator's report for committee members. He noted that 166 employees worked in the month of August, this included registry personnel. There are 140 active employees with 14 vacant full time positions and several vacant part time positions. There are still some gaps in nursing. There have been 6 new hires and two terminations. One termination was because of a no show and one because they found another job. Two new employees were hired for dietary and four for nursing. Twelve interviews have been held with the facility actively seeking additional staff. A job fair was held on August 21<sup>st</sup> for nursing. The facility received 15 resumes for review. One staff member quit because they were "moving onto something new". The average census at the facility was 122, 9 Medicare and 32 private pay. Six were in hospice. When a resident is in the hospital they are not included in bed days. Because of isolation needs of the facility, a few beds are left vacant. Committee members questioned how many persons remain on the waiting list for the facility. Mr. Yearian stated he did not know at this time but noted that the list is dependent on the needs of the facility as well. Some on the list will not qualify for entrance to the facility. There have been four new admissions for the month. Some of the residents have been allowed to leave the facility for overnight visits. Beds can be placed on hold for 10 days.

*Financial Statement:* Committee members reviewed the financial statement of the facility. It was noted that it was a good month for income at the facility. Committee members questioned where the cost of the Revere Contract is shown. It was noted that contracts are included in the Indirect operating expenses. Consultant costs, utilities, lease payments, insurance, and depreciation are listed in the same line item as well. Medicare payments are up, it was noted that they are making sure the right category is applied for each resident so Medicare can be billed. Committee members noted that they would like to see the Utilities broken out so they can track these on a monthly basis. Mr. Hadley informed committee members that Nicor and ComEd are bought on State Contract with UIC and the County pays less because of bulk suppliers and the third party contract. The facility is serviced with its own water and sewer, though a manager is paid to monitor these as well. Committee members questioned the spike in nursing costs for the month of April. It was noted that this was the month that changes were made at the facility and some of the nursing staff quit causing the need for additional agency staff.

*Resident's Council:* Council members noted that the only complaint is the food. They are hopeful that changes will be made soon. They stated they are happy with the new Administrator, Mr. Yearian and that he was very approachable. They noted that since he joined the staff, he takes care of the issues at the facility and are very pleased with his performance so far.

Committee members suggested that Valley Hi be promoted to brag about the facility and inform the residents of the County of the Gem they have in Valley Hi. It was noted that a lot of constituents are not aware that the County has a Nursing Home. It was suggested that a promotion piece be created for inclusion in some of the local newspapers.

Committee members were reminded that the family picnic is this Saturday and noted they would like newspaper attendance to highlight this event. Chairman Zierer stated this event is a huge attended event for the facility. It was noted that a contingency plan is in place should the picnic need to be moved indoors.

For the October Agenda there will be more to report on dietary, the quality assurance program, and Activities. Mr. Yearian stated that he would like see more activities for the resident's and would like to enhance a more therapeutic approach to this area. He noted this department is more than just entertainment.

Ms. McCann noted that she would like to set aside some time to meet with Mr. Yearian in order to create the much needed volunteer manual. She noted she would also like to set up some time to schedule for voter registration.

EXECUTIVE SESSION

None

FUTURE TOPICS

IGT

ADJOURNMENT

Mr. Merkel made a motion, seconded by Ms. McCann to adjourn the meeting at 9:42 a.m. The motion carried with a unanimous voice vote.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION:**

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