

Stephenson County Nursing Home Committee Minutes  
July 3, 2008

**PRESENT:** Devine, Detente, McKenna, Dotson, Hilton, Cashmore, Brown, and Kubatzke. **ABSENT:** Graham. Also attending Russ Mulnix and Darnell Fortney. On a motion by Mr. Detente, second by Mr. Hilton, the minutes of the June 5, 2008, meeting were approved.

**CENSUS:** Mr. Fortney reported the census as of July 3 was 116.

**PERSONNEL:** Mr. Fortney reported 3 CNA's had quit in the past month and 3 were hired as well as 1 RN/LPN.

**FOUNDATION REPORT:** Ms. Kubatzke reported there is some concern regarding the land on Loras Drive now may not be suitable for construction of the Heritage Woods assisted living facility since it is a proposed 3-story building. Other locations are still being researched.

**ADMINISTRATOR'S REPORT:** Mr. Fortney reported there needs to be some additions made to the nurse call security system at the facility. Two doors are not alarmed and there is no alarm in the beauty shop. On a motion by Mr. Detente second by Mr. Cashmore, the committee agreed to allow Mr. Fortney to have the alarms installed for a cost of \$2,935 which will be spread over 3 payments from the building/maintenance fund.

Mr. Fortney asked the committee for permission to create a new position for maintenance director. He was concerned that some projects at the nursing center had to be delayed due to scheduling with the county maintenance department. These projects could be completed in a more timely manner with this new position. After discussion, the committee delayed the matter to the August meeting so Mr. Fortney could prepare a job description and a plan on how to address maintenance projects with the county's department.

Mr. Fortney provided a budget review at about the halfway point in the fiscal year. Mr. Fortney also said there will be a pre-hearing meeting in August regarding a pending appeal of a fine in Springfield. There will be a breakfast fund-raiser from 6 to 8 a.m. July 11 at the nursing center. Bingo games have proven to be quite popular with the community and will be held on a quarterly basis.

**OLD BUSINESS:** Roof maintenance -- Nothing new to report on a proposal to fix areas of the roof needing repair. Parking lot repairs -- The work will be done in August by highway department employees. Washing machine repairs -- Mr. Fortney reported one of three washing machines was badly in need of repair and was not operating at this time. He solicited 2 proposals for outsourcing the cleaning of linen and that would require extra space at the facility when the linen was returned. The proposals also were extremely costly and therefore not suitable for those two reasons. The facility is barely getting by with 2 machines that run almost constantly. With 3 machines, the schedule can rotate to allow one machine to have some down time. Also, the machine that is broken is about 15 years old. On a motion by Ms. Devine, second by Mr. Detente, the committee approved purchasing a new third washing machine for a total price of approximately \$11,000.

**NEW BUSINESS:**

**CREDIT CARD RE-STATEMENT:** After a discussion, the committee approved re-instating a credit card for the nursing center.

**AIR CONDITIONERS:** The committee discussed the policy of replacing air conditioners at the nursing center on a timely schedule. There are 23 that need to be replaced according to a maintenance schedule. Discussion focused on whether to just buy 10 this year and replace them, or buy the entire 23 to get a cost savings and store the ones not being replaced this year. On a motion by Mr. Detente, second by Mr. Brown, the committee approved purchasing 23 new air conditioners at a cost of \$13,996.42.

**EXECUTIVE SESSION:** On a motion by Ms. Devine, second by Mr. Brown, the committee entered into executive session to discuss personnel. On a motion by Mr. Cashmore, second by Mr. Hilton, the committee exited executive session at 8:14 p.m. with no action taken.

**BILLS:** On a motion by Mr. Brown, second by Ms. Devine, the committee approved bills of \$210,771.05.

On a motion by Mr. Brown, second by Mr. Cashmore, the committee adjourned.