

**Stephenson County Nursing Home Committee
September 4, 2008 Minutes**

Present: Sandra Kubatzke, Sol Detente, Benny Brown, Jim Graham, Charles Hilton, Russell Cashmore, Deb DeVine, Linda Dotson. **Excused:** Todd McKenna. **Also present:** Darnell Fortney, Russell Mulnix, Representative from Focus, Dorene Lagerstam, _____.

Meeting called to order at 6:30 pm by Sandra Kubatzke, Chairperson.

August 7, 2008 minutes – Motion was made by C. Hilton and seconded by B. Brown to accept minutes.

Discussion Re: List of debts. Darnell states he would like to “pay as we go” and to this end Adrianna is working on submitting list of all bills on monthly basis.

S. Detente states that the minutes from August 2008 meeting did not reflect the motion to hire part time maintenance staff, motion was then revised to hire full time maintenance staff. S. Kubatzke states that motion is in the minutes under Administrator’s report. S. Detente states that the minutes are not complete.

Motion to accept August 2008 minutes carried.

Census Report:

Private Pay = 20 * Medicate = 82 * Medicare = 3 * Veterans = 7 * Total census 112.

D. Fortney noted that letter was sent to family members Re: room rate increase. There have been no complaints from families Re: increase, he did however note that he received one comment from family and they expressed understand of reason for increase.

Marketing Report:

- 1) Report submitted by Chris Schnierla
- 2) D. Fortney noted that all area nursing facilities are experiencing the same census difficulties we are experiencing.
- 3) S. Kubatzke noted that Assisted Living facilities affects census, that people are able to stay home longer, etc.
- 4) Report also noted what facility is currently doing and/or are planning to do in future Re: Marketing.
- 5) R. Cashmore noted that the facility did have a booth to sell SNC cookbooks at Taste Of Freeport.
- 6) S. Kubatzke noted that two area nursing facilities drove their vans (with residents riding inside) in the recent parade.

Personnel Report: D. Fortney noted that this was only RaeAnn Miller’s second time completing this report. Question was raised if the atmosphere has “leveled off” at facility; D. Fortney states that it has.

Foundation Report: S. Kubatzke noted that the Foundation is looking at a location for the Assisted Living Facility. The location has not been released to general public at this time.

Administrator's Report: D. Fortney asked to repute the budget reports. He noted that the payroll estimate is \$118,000 a pay-period. Noted that we are at approximately 75% of budget.

Comments/Discussion Re: budget reports:

- 1) S. Kubatzke asked Committee Members to go over reports stringently with further discussion at later date
- 2) Noted that on 09/25/08 Adrianna will pay back the \$236,000 loan
- 3) S. Detente raised question/comment Re: cash flow report
- 4) S. Kubatzke questioned if we are receiving less payment and paying back more secondary to Intra-Governmental payment? D. Fortney states that this is an adjustment secondary to over payment last year. He noted that they do this ever year and when it will occur in the year is unknown. S. Kubatzke noted that Medicaid is notoriously late with payments, which is reason facility had financial difficulties last year. Also noted that if Inter-Governmental transfer is discontinued the facility may experience difficulties again. Noted that revenue is based on MDS assessment and based on their backload payment may be late. S. Kubatzke noted that secondary to fact that there are only 22 County Nursing Facilities remaining in the State, Legislature does not help and/or care about Intra-Governmental payment program. She further noted that if the program is discontinued the facility must have reserve monies in place. Noted that Adrianna will be working on ensuring the SNC obtains tax monies first. Also noted that inter-department loans will no longer occur secondary to limited funding for all departments.

Comments/Discussion Re: Parking Lots:

- 1) Estimate from Blacktop Specialties has been obtained to blow off the complete parking lot/driveway and apply one coat of coat tar sand seal to the asphalt at cost of \$2,550.00. Noted that back parking lot is not being considered at this time. Also noted that the County did have equipment that could do blow and/or sweep the pavement.
- 2) Improvement to the parking lot/driveway would greatly improve the appearance of the facility
- 3) R. Cashmore questioned if this project should be postponed until spring. After discussion consensus was that the parking lot in the present condition would not last until next spring. S. Detente noted that sealer process does not last, is something that is done yearly. Also noted that sealer will not prevent snow plowing to cause damage. S. Detente also suggested that County employees not do the blowing/sweeping of pavement prior to sealing, that the Company selected to do the job do the blowing/sweeping. Also noted that sealer is only a cosmetic job and will not permanently fix the problem
- 4) S. Detente suggested that seal coat procedure be done at this time, but he also noted that Committee should develop maintenance improvement and/or capital improvement fund. Consensus was that this building has lacked appropriate maintenance for the past 10 to 20 years. J. Graham agreed and suggested prioritized list be developed (D. Fortney will do this). S. Detente suggested that contractors be contacted for estimates

Re: prioritized list and submit list to this committee. R. Cashmore noted that Darnell is not responsible for building maintenance. It was noted that the size of this committee was increased to 9 to handle some of the issues, i.e.: building maintenance, etc. via sub-committees. S. Kubatzke suggested that this would be good idea to do starting after new committee is established after the November election. D. Fortney reminded committee that due to nature of facility, prioritized list might need to be changed for safety reasons, etc.

- 5) S. Kubatzke questioned what contingency funds were for – R. Mulnix states that this fund is for re-active funds.
- 6) Discussion Re: roof repair - \$50,000
- 7) Noted that although budget may state funds available, actual money may not be there.
- 8) J. Graham requested that additional estimates be obtained Re: front parking lot/driveway. D. Fortney states that another company is scheduled to do estimate on 09/08/08. S. Detente reminded committee that estimates are not to be shown to competitors.
- 9) Discussion Re: overlay for parking lot/drive – this would last approximately 10 to 15 years.
- 10) S. Detente requested that yardage measurements of parking lot/drive be given to him so estimate may be approximately obtained.
- 11) S. Kubatzke will also take information to Chris Isobell for estimate.
- 12) Further discussion Re: parking lot/drive will be tabled until Budget Meeting scheduled for 09/11/08.

Discussion Re: Housekeeping and Laundry Departments:

- 1) D. Fortney would like facility to be self sufficient Re: above-mentioned departments. He states he is not satisfied with ABM.
- 2) Information was presented comparing what ABM is contracted to do and what was done when Housekeeping/Laundry staff were employed by SNC. Noted that each time ABM cleans an area that is not in contract SNC is charged extra.
- 3) Also information Re: equipment that would need to be purchased if ABM contract was discontinued. It was noted that ABM might be willing to sell some of their equipment to the facility if contract is discontinued.
- 4) Noted that all benefits were included in estimate submitted.
- 5) R. Mulnix noted that these positions were in the bargaining unit prior to AMB and if ABM's contract was discontinued they would be in bargaining unit again.
- 6) Noted that must give ABM 60-day notice if contract is discontinued. It was noted however, that when Maintenance department contract was discontinued ABM accepted a 30-day notice.
- 7) Also noted that ABM contract does not say anything about equipment.
- 8) Any necessary equipment required would need to be purchased prior to end of the contract.
- 9) Discussion Re: supplies – Noted that if same vendor was used here and at the Stephenson County Jail it could be more cost effective for both departments.
- 10) R. Mulnix noted that the Stephenson Count Courthouse is looking for outside services to clean areas of the Courthouse. He suggested that if possible SNC Housekeeping

employees could possibly clean at the Courthouse, which could be financially beneficial to this facility. D. Fortney thought this could be feasible.

- 11) It was suggested that the estimate be clarified, i.e.: one-time expenses and yearly expenses.
- 12) Final vote Re: this will be decided at the Budget Meeting scheduled for 09/11/08.

Old Business:

Budget amended RE: elimination of Ward Secretary line item and moving funds to Maintenance line item. Motion was made by D. DeVine, seconded by L. Dotson to accept this – motion carried.

Noted that the SNC Family Picnic is scheduled for 09/06/08 beginning at 12:00 noon. Reminded members that if they were planning on attending, they should RSVP ASAP.

Question raised as to new Maintenance personnel – Darnell states that employee was sent home secondary to findings from background check. Currently are working on waver so employee may be re-instated.

New Business:

Discussion Re: Rehab Department will be tabled until October meeting.

Approval of Bills:

- 1) D. Fortney noted that total for bills is higher than usual secondary to replacement of washer, air/heating units and roof repairs.
- 2) Noted that invoice Re: Quest did not match the bill. R. Mulnix states that the wrong amount was paid, but that we would be credited next month.
- 3) Motion to approve bills totaling \$223,649.11 was made by C. Hilton, seconded by Linda Dotson – motion carried.

Noted that Budget Meeting is scheduled for 09/11/08 at 6:30 pm in the Redwood Conference Room.

Motion to recess meeting until 09/11/08 was made by B. Brown, seconded by L. Dotson – motion carried.

Meeting closed at 8:20 pm.

Respectfully submitted,
Dorene Lagerstam
Recording Secretary

