

Stephenson Nursing Home Committee
December 4, 2008

Present: Sol Detente, Benny Brown, Charles Hilton, Deb Devine, Jim Graham, Linda Dotson, Todd McKenna, George Kinney and Tom Gilmour. **Also present:** Russell Mulnix, Darnell Fortney and Dorene Lagerstam.

Quorum established and meeting called to order at 6:35 pm.

S. Detente welcomed new Committee members Tom Gilmour and George Kinney.

S. Detente requested motion to approve change in agenda, i.e.: under new business items A and B would be switched. Motion was made by L. Dotson and seconded by C. Hilton – motion carried.

Motion was made by D. DeVine, seconded by B. Brown to approve minutes from November's meeting – motion carried.

Administrators Report

- A) Census as of 11/30/08 is as follows: Private Pay = 17, Medicate = 87, Medicare = 6 and VA = 8 for a total of 118
- B) Personnel report was reviewed and floor opened to questions. J. Graham questioned the dates at top of report, i.e.: 11/1/08 thru 11/30/08. Mr. Graham thought that the dates should be 01/01/08 through 11/30/08 since it was thought that the report was calculated by fiscal year, not calendar year. T. McKenna also noted that the totals did not add up correctly from the month to date column and the year to date column. No further discussion and/or action was taken Re: this matter.

Foundation Report

S. Detente noted that the enterprise zone for the assisted living facility was approved. Site has been tested by Blair-Minton and is acceptable. Blair-Minton is in process of obtaining financing for project. Ground breaking is scheduled for 04/01/09. Noted that the third reading of proposal is scheduled for January's City Council meeting. Building plans have not been finalized at this time; however Blair-Minton has facility in Rockford, IL and it is thought that Freeport location will be similar to that facility.

Brief review of assisted facility plans was given for benefit of new Committee members. Noted that expected cost of facility is 14 million dollars (8 million for the building and 6 million for fixtures, furnishings, etc.).

D. DeVine questioned if there are plans to annex location to the city. S. Detente replied that the city is working on annexing the entire area. Noted that the city is not working on annexing the site of the facility at this time.

G. Kinney questioned where financing is coming from for this project – Noted that financing will come from investors. Also noted that ownership will comprise of 60% belonging to Blair-Minton and 40% belonging to the Foundation.

Building and Grounds Sub-Committee

- A) S. Detente noted that list of repairs, etc. was established by D. Fortney and N. Snavelly. List was then prioritized and decision was made as to responsibility of each item, i.e.: if facility Maintenance employees were responsible or County Maintenance is responsible.
- B) Noted that the most serious problem at this time is roof flashing.
- C) Kitchen floor was determined to be the priority at this time. W. Remmers is in process of checking on product that SNC Maintenance would be able to apply. Mr. Remmers will have specs available by next scheduled Building and Grounds meeting.
 - 1) R. Mulnix questioned if current tiles are to be removed or if new flooring would be applied over the existing tiles. S. Detente replied that old tiles would be removed. It was noted that product would not necessitate the kitchen being closed or shut down.
- D) S. Detente noted that he would be reviewing all information Re: flooring product prior to the next SNC Committee meeting.
- E) C. Hilton noted that he thought the dish room floor would be done before the kitchen floor – S. Detente noted that per D. Fortney the kitchen floor has more potential for violations than the dish room floor. Also noted that there are other issues involved with the dish room floor, i.e.: water puddles on floor, drain problems, etc.
- F) S. Detente recommended that C. Hilton be appointed chairperson of Building and Grounds Sub-Committee – Motion made by J. Graham, seconded by L. Dotson – motion carried.
- G) After discussion, T. Gilmour was appointed to fill the opening on the Building and Grounds Sub-Committee.

Old Business

- A) Re: Housekeeping/Laundry – D. Fortney reports that employees are still in transition period – Noted that at this time there is no supervisor; however Mr. Fortney has someone in mind for this position.
- B) Appropriate equipment was purchased (vacuum, floor strippers, buffers, etc.) and Company reps will be on site to train employees next week. Mr. Fortney noted that \$18,000 was budgeted for purchase of this equipment and we were able to purchase all necessary equipment for \$15,000.
- C) S. Detente questioned if ABM has made any other contact with facility. D. Fortney replied that there has been no contact. Mr. Fortney did note that ABM released their employees for employment by SNC, he also noted that he requested and received written notification Re: releasing of employees from contract.
- D) Noted all Housekeeping and Laundry employees are now on SNC payroll.
- E) Noted that there will be one more bill from ABM to be paid.
- F) Brief explanation for reasoning for dissolving ABM contract was given for benefit of new Committee members, i.e.: ABM under current contract certain areas of facility were not cleaned on daily basis and when they were asked to clean areas facility was billed extra.
- G) Noted that ABM employed 20 people, 15 of which were retained for employment by SNC.
- H) G. Kinney questioned what the projected savings to facility is for employing Housekeeping/Laundry Vs contracting out. D. Fortney replied \$50,000 yearly.

- I) Discussion Re: Contracting SNC Housekeeping employees to Courthouse. R. Mulnix noted that this would have to go through Public Property Committee. S. Detente will work on this. Also noted that D. Fortney would need to work on this, i.e.: making necessary arrangements with Housekeeping staff, scheduling issues, equipment issues, etc.

New Business:

- A) Discussion Re: Cash Flow Report – S. Detente noted that there are problems with the current method of reporting, i.e.: reports from SNC do not always match the reports from the Courthouse.
- B) On the report dated 12/01/08 there is \$125,000 under disbursement column for County Loan payment. It is not known if this was actually transacted.
 - a) D. Fortney noted that he spoke with the Treasurer previously and told her that he would be comfortable making this payment in January 2009.
 - b) S. Detente thought that payment would not be made at this time
 - c) R. Mulnix noted that he thought that on the report it is a projected payment not an actual payment.
- C) S. Detente requested that meeting with the Treasurer, R. Mulnix, D. Fortney, P. Smith and himself be arranged to create a more accurate reporting system. Mr. Detente requested that this meeting take place by the middle of this month.
- D) It was noted that motion was made and approved at previous meeting to carry over \$200,000 to 2009 budget.
- E) S. Detente suggested that Committee move forward on obtaining a Tax Warrant Loan at this time. Noted that when applying for loan there is an end or stop date for terms.
 - a) R. Mulnix noted that the Treasurer is in contact with banking facilities Re: Tax Warrant Loans and will have necessary information by the next Finance Committee meeting.
 - b) Discussion Re: if motion was required for this action – J. Graham replied that this is the function of the Treasurer and the full County Board.
 - c) D. Fortney noted that this was discussed at previous meeting and that funds from loan would help prevent financial problems at the beginning of the fiscal year.
- F) T. McKenna questioned/commented that if the \$125,000 was paid, \$200,000 carry over to 2009 budget would not occur. D. Fortney noted that Treasurer was aware that the \$125,000 should not be paid at this time.

Approval of Bills

Committee reviewed bills. T. McKenna made motion to approve payment of bills totaling \$198,837.42, seconded by C. Hilton – motion carried.

Adjournment

Motion was made by T. McKenna, seconded by C. Hilton to adjourn meeting – motion carried.

Meeting closed at 7:52 pm

Respectfully submitted,
Dorene Lagerstam
Recording Secretary