

Stephenson Nursing Center Committee Minutes

December 3, 2009

Present: Benny Brown, Sol Detente, Debra DeVine, Linda Dotson, Tom Gilmour, Jim Graham, Charles Hilton, George Kinney and Todd McKenna. Also present: Darnell Fortney, Russell Mulnix, Dorene Lagerstam. Other SNC Employee present: Randy Maher.

Meeting called to order at 6:35 pm.

Motion to approve agenda as presented was made by Mr. Kinney, seconded by Mr. Hilton – unanimously carried.

Motion to approve minutes from 11/05/09 minutes was made by Mr. McKenna, seconded by Mr. Brown. Mr. Fortney requested that the following corrections be made to the 11/05/09 minutes:

- 1) Re: item number 2 under review of bills, invoice amount should be \$1,200.00 not \$12,000 as printed.
- 2) Re: item number 1 under Building Maintenance project – minutes state that Wally Remmers in now an employee of the facility, this should be Wally Remmers will be an employee of the facility as of 12/01/09.
- 3) Re: item 1a under New Business – year should be 2008, not 2007 as printed.

Motion to approve minutes from 11/05/09 meeting as amended was made by Mr. McKenna, seconded by Mr. Hilton – unanimously carried.

Mr. Detente requested that Mr. Graham, Mr. Fortney, Mr. Hilton and himself meet after this meeting adjourns to clear up some paperwork.

Review of bills – after members reviewed the bills the following questions were raised:

- 1) Mr. Kinney noted that the amount of the invoice from Pella does not match the roster.
- 2) Mr. Kinney questioned the petty cash invoice for \$547.59 dated 11/04/09. Mr. Detente notes that he approved this invoice.
- 3) Mr. Kinney noted that the invoice for \$995.00 for IDPH has no signature/authorization.
- 4) Mr. Gilmour questioned the invoice from Good People Automotive, i.e.: what the repairs were and if putting more money into repairs of this van was the best decision, etc.
- 5) Mr. Detente questioned invoice from Company One for inspection/certification of exhaust hood in the dietary department and if this included cleaning of the exhaust vent to the roof (Mr. Detente noted that when the flooring was done in the dietary department there was excessive grease noted to be on this vent). Mr. Fortney responded that Company One does not clean the exhaust/vent, that another company does this. Mr. Detente requested that Mr. Fortney check into this, i.e.: make sure that the exhaust vent was cleaned.
- 6) Mr. Detente questioned the invoice for Freeport Home Medicine, i.e.: that amount of invoice is one amount and what was paid is another amount, he questioned if this is for payment one of two? Mr. Fortney responded that this is for the November payment.
- 7) Re: manual check to IDPH, Mr. Fortney explains that this is our annual licensing fee and that a manual check is required due to fact that this must be paid 120 days prior to when the license expires and that there would not be enough time for this invoice to go through the normal bill process.
- 8) It is noted that there was no listing on the roster for one of the invoices Re: petty cash. Mr. Fortney responded that he would check into this matter.
- 9) Ms. Dotson questioned the Water and Sewer bill. Mr. Graham explained that the past balance is printed on the current bill in addition to the current amount due.
- 10) Re: invoice for First Supply for the water heaters for \$7,140.10 (from August 2009) and for service charge/late fee of \$142.80 x2 (from September and October 2009).
 - a) Mr. Detente notes that these invoices were not paid previously because it was thought that the water heaters were under warranty.
 - b) As reported previously a representative was to come and inspect the installation of the new heaters, however contacting the representative (Tim Kubatzke) was difficult.
 - c) When Mr. Kubatzke did come out to inspect he informed us that the heaters were not under warranty (this occurred at the beginning of November 2009).
 - d) It was also noted that there was miss communication between Mr. Snavely and Mr. Remmers Re: this matter.
 - e) Mr. Detente reports that he has spoken with the Accounting Department for First Supply asking them if they will waive a third service charge/late fee if the bills are paid this month and they have agreed to this.

- f) It was also noted that the original invoice for the water heaters was sent to the Highway Department, not the Nursing Center.
- g) Mr. Detente is requesting authorization to pay the invoice for \$7,140.10 and the two invoices for \$142.90

Motion to approve payment of bills totaling \$208,791.63 was made by Mr. Brown, seconded by Mr. Hilton – unanimously carried.

Motion to authorize manual check to First Supply for \$7,208.90 was made by Mr. Hilton, seconded by Mr. Kinney – unanimously carried. Mr. Fortney will take care of this matter. Mr. Detente notes that he will contact the Accounting Department for First Supply and inform them that the bills will be paid.

Census Report

Mr. Fortney reports that the census as of 11/30/09 is as follows: 79 Medicaid, 4 Medicaid pending, 4 Medicare, 19 Private Pay, 5 Veterans Administration and 2 Hospice for a total census of 113.

Personnel Report – written report provided to Committee Members, no questions were raised.

Cash Flow Report

- 1) Mr. Detente notes that as requested at the November meeting Ms. Smith sent out a report of profit vs. cost secondary to Infinity Rehab. At the bottom of this report Ms. Smith notes that FICA, IMRF, etc. must be taken into account. Mr. Detente notes that all information must be provided on this report for this report to be accurate.
 - a) Mr. Fortney notes that the facility does not have to pay the FICA, IMRF, etc. that this is responsibility of Infinity Rehab.
 - b) Mr. Detente notes that there are two lines for Infinity Rehab and one for Therapy on the budget.
 - c) Mr. Fortney responded that the additional lines should not be in the 2010 budget.
 - d) Mr. Fortney further explained that the Restorative Nurse and the Nursing Department works with Infinity Rehab staff with referrals for Therapy, etc.
 - e) Mr. Gilmour notes that when Therapy services were provided in-house facility staff had to complete the required paperwork for billing Medicare, do administrative tasks, etc., and now Infinity Rehab staff does this.
 - f) Mr. Detente concluded that this Committee should review the reports in the next few months and see if there needs to be adjustments in the reporting process, etc.

IDPH

- 1) Mr. Fortney reports there are no new issues Re: IDPH
- 2) Mr. Fortney notes that he has not spoken with Frank Cook Re: the issue Mr. Cook is working on. Mr. Detente notes that he has not spoken with Mr. Cook either.
- 3) Mr. Fortney reports that as of 12/01/09 the facility is in the “window” time frame for its annual survey.

Mr. Fortney reports the following:

- 1) 12/04/09 is the facilities Christmas Family Night – Most of the Administrative/Management staff will be here to assist with this event.
- 2) The Employee Christmas Party is 12/05/09. This event will be held at the 4-Seasons
- 3) Mr. Fortney requested that this Committee consider an increase in the Private Pay Rate from \$150.00/day to 155.00/day.
 - a) Mr. Graham questions the necessity of this increase, he notes that the Cash Flow reports look good and he feels that the perception of the facility could be affected if an increase is made.
 - b) Mr. Kinney questioned what the comparison with Medicare daily rate is? Mr. Fortney explains that Medicare rates are based on services required and vary from person to person.
 - c) Mr. Brown questioned what the Medicaid rate is? Mr. Fortney responded \$109.00/day. Mr. Fortney also noted that Veterans Administration rates are higher (comparable to Medicare rates).
 - d) Mr. Hilton notes that we should forgo a rate increase, especially this year.
 - e) Mr. Gilmour questioned how our Private Pay rates compare with other area Nursing Facilities? Mr. Fortney responded that we are \$5.00 to \$10.00 lower than area facilities.
 - f) Consensus of this group is that there should be no rate increase at this time.
 - g) Mr. Mulnix suggested that a letter be sent out to families stating that there will be no rate increase in 2010. Mr. Fortney was instructed to complete this task.
- 4) Mr. Fortney notes that there are two washers down in the Laundry department. It is noted that the Maintenance staff have salvaged all parts from the non-working washers that they can. Cost to repair the washer would be \$2,300.00; cost of new washer is approximately \$10,000.00.

- a) Mr. Detente questioned how old the machine that is not working is? Mr. Fortney responded that he does not know. Mr. Maher notes that this information would be located in the Maintenance Department.
 - b) Discussion Re: repairing vs. replacing followed.
 - c) Mr. Mulnix suggested that Mr. Fortney obtain the necessary information, i.e.: age of machine, cost of replacing vs. cost of repairing machine, etc. prior to the Full County Board meeting next week and that this Committee could have a brief meeting before the Full Board meeting.
 - d) Motion was made by Mr. Kinney, seconded by Mr. McKenna to authorize Mr. Detente and Mr. Fortney to arrange for the washer replacement (or repair of machine in question) with a limit of \$13,000.00 – unanimously carried.
- 5) Mr. Fortney had Ms. Lagerstam read a letter he received from Rosalie Yorks (Senior Consultant for Method Management). Committee members also received copy of this letter in their information packet.
 - 6) Mr. Fortney noted that due to the Holiday, payments from Medicare were late last month, which affected the Statutory Reports.
 - a) Mr. Kinney questions if this would affect Infinity Rehab? Mr. Graham notes that this will increase the year-end numbers.

Mr. Detente questioned Mr. Mulnix Re: when the manual check for First Supply could be expected? Mr. Mulnix responded that if approved by the Full Board check could be cut 12/11/09.

Foundation Report – Mr. Detente reports that that the meeting scheduled was cancelled, so there is nothing new to report.

Cemetery Report

- 1) Mary Becke-Hill, the chairperson for the Cemetery Task Force is working on complying list of all persons buried in the cemetery. Mr. Becke-Hill has also assigned other tasks, i.e.: Mr. Detente is working on an overlay of the cemetery with the exact locations of burial sites so that placement of the monument can be determined.

Building and Grounds

- 1) Mr. Detente notes that at present \$75,987.00 is in the Building account designated for roof replacement.
- 2) Mr. Detente suggests that Mr. Remmers compile the following: amount/footage of shingle roof area, and flat roof area, lineal feet of gutter and down spout. Mr. Detente will then put together an estimate for roof replacement (actual work to be done next year) and contact an Architect to draw up specs. After these are completed Mr. Detente suggests that bids be solicited. Mr. Detente explained that due to the economy, today's market, etc. obtaining bids at this time would be more cost effective, actual job would not be done until next year which would give the facility time to obtain the additional funding needed to complete this project.
- 3) Mr. Graham questioned the necessity of hiring an Architect? Mr. Detente explained that the Architect would only be drawing up the specs; they would not be supervising the working, etc.

Old Business – nothing to discuss

New Business – no new business

Motion to adjourn made by Mr. McKenna, seconded by Mr. Gilmour.

Meeting adjourned at 8:30 pm.

Respectfully submitted
Dorene Lagerstam
Recording Secretary