

**Health and Social Services Committee
Hillcrest Home
5:00 p.m. Wednesday, February 6, 2013**

Present: Mary Bergren, Administrator; Karen Urick, Committee chair; Jan May; Tim Wells, Board Chairman (left at 5:55 p.m.); John Hunt, Resident Council president (arrived at 5:25 p.m., left at 6:00 p.m.) **Absent:** Bill Preston

- 1. Meeting began at 5:00 p.m.**
 - a. May moved, Wells seconded the corrections to the February agenda.
 - b. Wells moved, May seconded the approval of the January 2013 minutes
 - c. No public comment

- 2. Census-** Resident census is 91 as of January 29th

- 3. Labor negotiations-** Committee members reviewed proposed contract changes. The Health and Social Services Committee recommends to the Henry County Board that the proposed changes to the union contract between Hillcrest Home and AFSCMSE Council 31, AFL-CIO be accepted.

- 4. Public Relations/Updates**
 - a. Newspaper releases- Thrifty Nickel ad; GIFT Foundation article; Guide to Henry County ad; Girl Scouts at Hillcrest article
 - b. Long Term Care Nurses Association calendar- Hillcrest resident featured for the month of June.

- 5. Employee Updates**
 - a. Four new hires and one termination
 - b. Reviewed workers comp tracking log 1998 through 2012
 - c. Review of 2012 OSHA log

- 6. Public Aid-** Payments are due for July, August, September, November, December of 2012 also January of 2013 totaling \$646,870.07. Received payment for June 2012 in the amount of \$123,963.98.

- 7. Copy Machine-** Reviewed bids from the following vendors to replace the 2002 Kyocera copy machine at Hillcrest Home:
 - a. R.K. Dixon
 - b. Advanced Business Systems
 - c. Office Specialists
 - d. Office Machine Consultants

It was moved by Wells and seconded by May to recommend to the Henry County Board to accept the low bid of \$6,500 from Office Machine Consultants. This is a budgeted item.

- 8. Audits-** The county audit of Hillcrest Home was completed on January 10th. The HFS (Public Aid) audit, which takes place every other year, was completed January 7th.

- 9. Nurse Aid Classes-** Certified Nurse Aid Classes through Black Hawk West will again use Hillcrest as their clinical training site this semester. Hillcrest's "5 Star" rating qualifies the nursing home as an approved training site.

- 10. Inspections-** Received from the Henry County Health Department the nursing home's "Permit to Operate" certificate. Hillcrest staff are also starting to prepare for the annual Illinois Department of Public Health annual survey.

- 11. Medical Director update-** A response was received from Dr. Paul Rudy stating that he would accept the position of Medical Director at Hillcrest Home.
- 12. Memorial donations-** Memorial donations will be used to replace the aluminum mini blinds in resident rooms with Dual Solar Shades to be purchased through Budget Blinds. Shades will also be installed on the west side of the main dining area.
- 13. Approval of bills-** May moved and Urick seconded the approval of the January bills in the amount of \$525,196.56
- 14. Next meeting-** Wednesday, March 6th, 2013 at 4:30 p.m.
- 15. Adjourn meeting-** May moved and Urick seconded that the meeting be adjourned at 6:15 p.m.