

**Health and Social Services Committee Minutes
Hillcrest Home
4:30 p.m. Wednesday, November 6, 2013**

Present: Mary Bergren, Administrator; Karen Urick, Committee Chair; Jan May; Bill Preston;
Others Present: Lisa Hammer

1. **Meeting began at 4:30 p.m.**
 - a. Preston moved, May seconded the corrections to the November 2013 agenda.
 - b. May moved, Preston seconded the approval of the October 2nd and 9th 2013 Committee minutes
 - c. No public comment
2. **Census-** Resident census is 102
3. **Public Relations/Updates:** Listing with Geneseo Telephone Co.; Orion Gazette picture- Hillcrest Co-op student; Henry County Courthouse Newsletter-article on resident fishing trip to Giant Goose; Trick or Treat night at Hillcrest; Hope Creek news articles
4. **Employee Updates**
 - a. 4 new hires and 2 terminations
 - b. Scheduled monthly employee wage increases for November were reviewed by the Committee
 - c. Reviewed monthly safety report and claims review telephone conference of 10/30/13 with IMPG
 - d. Union Petition update- The RNs and LPNs voted to join AFSCME and we are awaiting the certification from the Labor Board. Once we receive the Certification, we will meet with AFSCME to incorporate the wages and hours of work into the CBA. No additional updates at this time.
5. **Public Aid-** Total payment due July, August, September, and October \$466,661.05
6. **Estate of Jimmie D. King-** Hillcrest has received a check for \$17,000, which is 85% of amount bequeathed in former board member Jim King's will. The Committee requested that Administrator Mary Bergren recommend a specific project that the funds could be applied to for Committee review in December.
7. **Sold Used Mower and Van-** Sealed bids for used lawn mower and 2001 van: high bids were \$525.00 for the mower and \$3,755.00 for the van
8. **Dining Room Renovation project-** reviewed a letter from the Department of Public Health requesting additional information from the electrical contractor which states all work completed was done per code. Outdoor patio areas are complete including a sidewalk linking the patio to the rear driveway, which serves as a means of egress during an emergency.
9. **Electronic Medication Administration-** Point Click Care is Hillcrest's web-based computer program that is used to manage a resident's medical records. In the month of October Nona Diericx, Director of Nursing, Rebecca Schmoll, Assistant Director of Nursing, and Julie Kaufman, Accounting Supervisor assisted Hillcrest nurses in going online with the administration of medications and also created a direct link with our pharmacy. The Department of Public Health has not mandated that nursing homes utilize electronic medical records for health information as required by hospitals, but there are signs that this is a mandate that will soon be coming.
10. **Budget review-** Discussion regarding the Finance Committee's \$120,000 assessment request from Hillcrest Home included; the request from Hillcrest of \$120,000 from the Finance Committee came after the Hillcrest budget was submitted, which results in a deficit budget of \$116,00 for the nursing home in FY 2014; how the amount of \$120,000 was determined by the Finance Committee, with rationalization for the dollar amount coming after the initial amount requested; the amounts that other county departments are being assessed, budgets were reduced but these budgets included excessive requests; and fear that assessing the nursing home \$120,000 will

set a precedence for the Finance Committee to request funds each year from Hillcrest. It was decided to make an amendment to the county board requesting the removal of the \$120,000 from this years FY14 budget.

Financial requests by the Finance Committee, of Health and Social Services were reviewed. They have asked the Henry County Treasurer to review Hillcrest Home's investment policy, process, and accounts. They have also requested to review all employee wage increases on a monthly basis and two members of the committee have requested to receive Hillcrest's Balance Sheet monthly. The checks and balances that are already in place at Hillcrest and the fact that the Health and Social Services Committee already reviews this information were reviewed. The amount of time it takes of elected officials and employees of the county to compile and submit separate reports were reviewed.

Our committee requested that Administrator Mary Bergren compile a list of policies/procedures that are in place that have helped make Hillcrest solvent in comparison to other county nursing homes.

11. **Approval of bills-** Preston moved and May seconded the approval of the September bills in the amount of \$436,842.02
12. **Next meeting-** Tuesday, December 3, 2013 at 4:30 p.m. in Hillcrest Home's Conference Room
13. **Adjourn meeting-** Preston moved and Mary seconded that the meeting adjourned at 6:15 p.m.