

Health and Social Services Committee Meeting Minutes
Hillcrest Home 4:30 p.m. Monday April 7, 2014
Present Karen Urick, committee chair, Jan May , Bill Preston
Lorna Brown, Administrator, Julie Kaufman Bookkeeping.

1. Meeting began 4:30pm
 - a. May Moved, Preston seconded the approval of the April 2014 agenda change to current census at 100
 - b. Preston moved, May seconded the approval of March 2014 minutes.
 - c. No public Comment
2. Census- Resident census is 100
3. Public Relations/Updates: Geneseo Republic photo of Residents with a personal painting donated by Joyce Matton who provided an art class to the residents.
4. Employee Updates
 - a. 7 new hires and 7 terminations reviewed- upcoming retirees were discussed.
 - b. Incidents- were reviewed, 5 incidents were information only, 1 resolved and 1 pending full release soon.
 - c. Union Update- Wage scale is complete and proposed individual wages set to scale, all paper work completed waiting union ratification.
5. Public Aid- Total payment due November, January, February and March totaling \$561,222.27. October was paid \$84,459.55.
6. Memorial Fund- review of account balance and general ideas for resident benefits were discussed. Recommend to propose plan by next meeting for patio area and landscape for Jim King memorial funds. Recommendations on upgrading S/E sitting room and developing plans for N/W sitting room and remodeling of shower rooms.
7. Review of request of patient information- Brown updated committee on Physician rotation process for new admissions from Unity Point Clinic. Brown reviewed the recent IDPH visit with no findings results.
8. Renovation update- Urick updated status of IDPH interaction with architect regarding dining room renovation- all paper work to IDPH is complete and certification package is being reviewed.
9. Hillcrest budget review-
 - a. Monthly review of expenses vs costs was conducted.
 - b. Joint meeting with finance committee agenda discussed and recommendations proposed over items needed. Concern over date of meeting conflicting with election primary caucus committee meeting on April 16th. Urick will alert Finance committee of conflict of date. Propose to have meeting here in front family room at 6pm and awaiting possible date change.
10. Discussion of Short term capital improvement needs:
 - a. Safety issues – Brown updated committee on areas involving resident safety- unanimous approval given by committee to seek bids to improve alarm system to stairwell fire doors, and call light system.
 - b. Brown reported on the status of the phone system with another loss of three phones during recent storm. The upkeep of 30 plus computers, and time clock running on XP was discussed. Committee unanimously approved bids for upgrading the phone system, time clock and obtaining server system for computers. Funding the above expenses from the contingency and capital accounts was discussed.
 - c. Brown reported on the preparation of the air conditioning system for summer with concern over air conditioning to kitchen area, function of current system for efficiency and ability to adjust air flow. Committee recommended unanimously to obtain bids to provide air conditioning to kitchen and replacing one unit for resident air conditioning.
11. Preston moved, May seconded the approval of bills in amount of \$392,507.81 for month of March.
12. Next meeting- Monday May 5th 4:30pm Hillcrest Home conference room.
13. May moved, Urick seconded to adjourn meeting at 6:10 pm.