

**Health and Social Services Committee Meeting Minutes
Hillcrest Home 4:30 p.m. Monday May 5th, 2014**

Present: Chairman Karen Urick, Jan May, Lorna Brown administrator, Jason Rusk Maint. supervisor

1. Meeting began 4:30pm
 - a. May Moved, Urick seconded the approval of the April 2014 agenda change to current census at 102
 - b. May moved, Urick seconded the approval of March 2014 minutes.
 - c. No public Comment
2. Census- Resident census is 102
3. Public Relations/Updates: Cambridge Chronicle- article about Kevin Gustafson giving a concert at Hillcrest Home for the residents. Quarterly family meeting was held on April 26th with 13 families and 2 residents attending.
4. Employee Updates
 - a. 4 new hires and 3 terminations were reviewed.
 - b. Incidents- current and outstanding incident reports reviewed.
 - c. Union update- wage scale presented by attorney to the union, awaiting follow up from union.
5. Public Aid- Total payment due, February, March and April totaling \$.426,786.74
November was paid 142,863.84 January paid 120,875.98
6. Memorial Fund- Review of purchases made from memorial fund and account balance.
Received final payment for Jim King memorial- committee members recommended going through local nursery for landscape ideas and recommend furniture ie benches for patio and w/c glider for yard.
7. Rental House- tour- future plans- Jason Rusk Maintenance supervisor and members toured rental property behind the facility. Discussion was done on future expense to upgrade for future rental. Committee members unanimously recommended discontinuing the rental status of the property and investigate methods and cost of disposal. Administrator will talk with relative of previous renter for a time frame of removal of personal property and discontinuing utilities. Jason departed meeting at 5:22pm.
8. Hillcrest budget review-
 - a. Monthly review of expenses vs costs was conducted.
 - b. Financial report requested by finance committee will be faxed by administrator.
 - c. Committee members reviewed agenda of finance committee being held on May 13th at 5:30pm at the courthouse. Discussion of current expenses, income and historical data was reviewed.
9. Discussion of Phase three plans:
 - a. Future planning-Brown reported she and Julie Kaufman have met with Steve Brandau in review of the Bid process. They are reviewing county board policy and preparing the Bid. The development of the Bid is in process for integrated computer /door alarm /call light system/phone system and payroll. Administrator anticipates bid to be available for review by next board meeting.
 - b. Safety issues- stairwell door alarm system is to be in the Bid process.
 - c. Brown reported the progress of analyzing the ability of converting semi private rooms to private. Two companies are looking at the possibility of a floor plan compared to IDPH guidelines.
10. Preliminary results of Illinois Department of Public Health Inspection was reviewed with possibility of a few deficiencies – will have official report in few weeks. Illinois Dept of Public Health Life safety inspection was also complete with preliminary areas of concerns outlined. Corrective measures are in process and will receive official report in the coming weeks.
11. May made motion to approve of expense bills in the amount of \$404,491.47. Urick seconded.
12. Next meeting- June 3, 2013 4:30pm. Hillcrest Conference room
13. May motioned to adjourn meeting at 7:30pm Urick seconded,