

Hillcrest Home 4:30 p.m. Wednesday September 3, 2014

**Present: Chairman Karen Urick, Bill Preston (left at 5:35pm), Jacob Waller, Jan May,
Lorna Brown, administrator**

1. Meeting began at 4:30pm
 - A. May Motioned , Preston seconded, September 2014 agenda with one addition item noted to discuss farm account usage under 12 E, correction census- current 103, correction of next meeting to be October 8, 2014.
 - B. Preston motioned, May seconded August 2014 minutes.
 - C. No Public comment
 - D. Current census 103
2. Public Relations/Updates: Brown reported pictures have been submitted and that an article to be in the paper for Jim King Memorial.
3. Employee Updates
 - A. 8 new hires and 8 terminations were reviewed. Discussion held over dietary dept. turnover and the new orientation techniques that are going to be implemented. Discussed break down of the dishwasher and added workload present.
 - B. Incidents were reviewed with no major problems- current employee status given by Brown
 - C. Union update-nothing noted.
4. Public Aid- Total payment due July and August totaling \$280,089.44. June was paid at \$125,316.77
5. Memorial Fund- Brown reported all outside projects from Jim King memorial have been completed. Brown reported that 35 TV have been purchased, arrived and installed. The updated satellite system is in place and enjoyed by the residents. The expenses from the Memorial fund for Heart Technologies and the satellite and TV expense to be transferred next.
6. Rental House- Brown reported Geneseo Fire Dept. has applied for state permit to burn. Discussion over timing, plans of landscaping area after burn and removal of remains. It was recommended bids for landscape and removal of remains if permit not granted. Brown to presented estimate bids for alternative plan at October meeting.
7. Brick rental house roof repair--Brown presented estimate costs of roof repair comparing steel roofing and asphalt shingles based on labor and price of shingles as well as longevity. Board recommended to use most economical product and to get comparative bids to remove and replace shingles with asphalt shingles.
8. Elevator requirements - Brown reported the state mandated items needed for January 1, 2015. Requirements are telephone for emergency use, phase reversal protection and key stop switch. Discussion was held about the timeline for installation in terms of inspection requirements. It was recommended to put in the phone first at a cost of \$3779.00 by Kone Elevator. Other items will be reviewed in the first quarter of 2015
9. Hillcrest budget review
 - A. Monthly review of expenses vs costs- Brown reported the expenses that occurred in July. On review of bad debt, May recommended to have Bookkeeper, Julie, contact the housing authority regarding a new State Collection program that may be a benefit to facility.
 - B. Financial report requested by finance committee will be sent
 - C. Room rate update --no further discussion necessary.
 - D. Budget review hearing with finance committee reviewed
 - E. Review of farm account usage -- The committee reviewed pending uses of the farm account.
13. Integrated Communication system update. Most equipment has arrived at Heart technologies and they will be installing the system next week beginning with the server and wiring. The state permit process has been implemented and IDPH letter of review has been received about the project.
14. Water emergency repairs- EPA approval received, tank order in process. Bids reviewed for the water control system and water piping system. Waller motion and May seconded the acceptance of the bid for piping by MSI Company for \$45,000.00. May motion and Waller seconded acceptance of the control system bid for \$27,475.00 by Control Application Maintenance Inc.(CAM) of Orion, IL be accepted.
15. Waller motioned and May seconded the approval of bills to be paid in the amount of \$406,419.84.
16. Next meeting- October 8, 2014 at 4:30 pm Hillcrest Conference room.

17. May motioned, Waller seconded the meeting adjourned at 5:45pm.