

**Health and Social Services Committee Meeting Minutes- Hillcrest Home**  
**4:30 p.m. Wednesday October 8, 2014**

Present: Chairman, Karen Urick; Bill Preston; Jan May; Jacob Waller (4:45pm);  
Lorna Brown, administrator

1. Meeting began at 4:30pm
  - A. Preston moved to approve the October agenda, May seconded,
  - B. Preston motioned, May seconded, approval of the September meeting minutes.
  - C. Public Comment - Brown reported the Annual Picnic had 99 visitors and 202 people were served in hour.
  - D. The picnic was served inside due to the cold weather and every sitting area was used. The picnic went very well with a lot of teamwork and three serving lines.
  - E. Census - Brown reported current census is 103.
2. Public Relations/Updates: Brown provided copy of article and pictures that were in the Star Courier and the Geneseo Republic for the Kim King Memorial regarding the wheelchair glider and landscaping.
3. Employee Updates
  - A. Brown reported 2 new hires and 4 terminations; Brown discussed current staffing challenges on all shifts. Brown reported the current advertising and other interventions the team is doing to address this.
  - B. Incidents reviewed - employees stable with no adverse effects
  - C. Union update- Union representatives have requested a meeting to address the staffing on Oct 14<sup>th</sup> at 9am.
4. Public Aid- Total payment due for August and September totaling \$281,467.95. July was paid at \$134,141.24.
5. Memorial Fund- Review of purchases made from memorial fund and account balance. Brown reported the Simpkin's family had made the memorial to the facility in which two otoscopes were purchased. Members reviewed the yearly project list of needed items. The committee recommended the van purchase ( other half from the grant money) , shower room upgrade, and south east sitting area remodel project for proposed library.
6. Rental House- The Geneseo Fire dept has applied for permit from the State of Illinois for a control burn. Insurance will be contacted once date set. Brown reported gas service is Hillcrest responsibility since the connections are under the road. Burn process will not begin until surrounding corn is harvested. Committee discussed cost of removal of structure. Committee members recommended to not wait longer than April 1 2015 for final state permit and to proceed with demolishing bids at that time.
7. Brick rental house - Brown presented bids for removal and replacement of architectural shingles on rental house due to leakage and poor condition. Preston moved, Waller seconded the approval of bid from A .D. Homes for \$8555.00 and for action item to be presented at Oct 16<sup>th</sup> board meeting.
8. Dishwasher—Brown reported the inefficiency of the dishwasher and lack of function as well as the Health Dept. inspection requirements to the committee. The Gift foundation application has been submitted for \$30,000 to include new floor drain, plumbing and dishwasher. Preston moved, May seconded the purchase of a dishwasher from the Star Food Service Equipment and Repair Company for \$22,000. Funds from the contingency account will be used awaiting the grant and to present action item for project to the board meeting on Oct 16<sup>th</sup>.
9. Hillcrest budget review-
  - a. Monthly review of expenses vs costs- Brown reported outstanding items and comparison to previous months.
  - b. Financial report requested by finance committee will be sent
  - c. Budget review – no figures have been approved by the board at this time
  - d. Farm account - funds have been requested for Integrated Communication System.
  - e. Building Fund Account- discussed creation of a building fund account. Unanimous recommendation of the committee to research the cost analysis of adding a 10 room single bed addition, time frame for building, funding of account and feasibility.

- 10.** Integrated Communication system - the computer system is being hooked up to the server. Cabling is done throughout the building to install call light and door access systems. The phone system is projected to start in a week then doors and call light after that. Goal for completion is the end of November.
- 11.** Water System - Brown reported on the status. New tanks to arrive around Oct. 24, the building extension has been ordered, and concrete bases for the tanks to be installed. The electrical lines have been moved for the building to be started. Water valves will be installed next week.
- 12.** Preston moved, Waller second the approval of bills in the amount of \$456,909.20.
- 13.** Next meeting- November 5, 2014 4:30 pm Hillcrest Conference room was agreed upon.
- 14.** Preston moved, Waller seconded that meeting be adjourned at 6:15pm.