

**Health and Social Services Committee Meeting Minutes  
Hillcrest Home**

**4:30 p.m. Wednesday December 3, 2014**

**Present: Chairman Jan May, Bill Preston, Karen Urick, Lorna Brown administrator**

1. Meeting began at 4:30pm
  - A. Corrections to the agenda submitted by Brown -Urick motioned to approve the December Agenda, Preston seconded
  - B. Preston motioned to approve the November meeting minutes, Urick seconded.
  - C. No public comments
  - D. Brown reported current census was 100.
2. Public Relations/Updates: News pictures for Halloween winner and preparation for angel tree at Library
3. Employee Updates
  - a. Brown reported 8 new hires and 3 terminations.
  - b. Incidents- Brown reported four minor incidents and one still under medical care with two day loss/ light duty.
  - c. Union update- Brown reported memorandum of agreement has been completed for nurses
4. Public Aid- Brown reported correction- to add November – none paid past month. Now owe for August, September, October and November months .Total \$583,900.64.
5. Memorial Fund- Brown reviewed purchases made from memorial fund and account balance. Discussion and recommendations made for future items. Will continue with library and shower room upgrades.
6. Rental House- Brown reported house was successfully burned by Geneseo fire dept. with help of Atkinson fire dept. Landscaping started by facility staff.
7. Dishwasher— Brown reported that the dish washer has been purchased along with other minor items. Waiting until after Christmas to complete the kitchen project.
8. Hillcrest budget review-
  - a. Monthly review of expenses vs revenue- noted money from farm account for integrated computer system is located on bottom line of income statement. Committee request Julie Kaufman to attend January meeting to review year end income statement and account balances.
  - b. May reported finance chairman requested the balance statement continue to be submitted.
  - c. Building Fund- Brown reported that the designation of the Capital/Building fund will be reflected on the December income statement. .
9. Integrated Communication systems- Brown reported Phone have been installed with education on use completed. Waiting on IDPH for call lights and door alarm system.
10. Elevator- Brown reported 2015 mandated requirements are done.
11. Discussion of Phase three plans:
  - a. Water emergency repairs- Brown updated members that the building is complete with insulation, water tanks have been placed in the building. The lighting is being installed. Water hook will begin Monday.
12. Preston motioned for approval of bills in the amount of \$433,737.74. Urick seconded.
13. Next meeting- January 7, 2014 4:30 pm Hillcrest Conference room.
14. Preston motioned to adjourn meeting at 5:30pm Urick seconded.