

Winnebago County Board
River Bluff Board of Directors Meeting
River Bluff Health & Rehabilitation
Winnebago County Administration Building
404 Elm Street, Room 510
Rockford, IL 61101

Tuesday, February 20, 2024
3:00 PM

Present:

Jim Knutson, **Chairperson**
Frank Perrecone, **Vice Chairperson**
Trent Brass
John Butitta
Tim Delany
Jay Ferraro
Teresa Gobeli (via Zoom)
Bernice Marinelli
Bob Nieman (via Zoom)

Others Present:

Patrick Thompson, Winnebago County Administrator
Steve Schultz, Winnebago County Chief Financial Officer
Laura Schaffer, Administrator, River Bluff Health & Rehabilitation
Mary Ann Wigton, Office Manager, River Bluff Health & Rehabilitation
Laura Doise, Marketing, River Bluff Health & Rehabilitation
Thim Harris, Admission Specialist, River Bluff Health & Rehabilitation
Danielle Grindle, Winnebago County Communications Director

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of December 19, 2023 Minutes
- D. Public Comment– This is the time we invite the public to address the River Bluff Health & Rehabilitation Board with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the Chairman, please stand and state your name. Thank you.
- E. Discussion Item – Administrators Report (Laura Schaffer)
 1. Census
 2. HMO Status
- F. Discussion item – Marketing Update/Report (Danielle Grindle and Laura Doise)
- G. Discussion Item – Financial Report (Steve Schultz and Mary Ann Wigton)
 1. Financial Statements (see attachment)
- H. Other Matters
- I. Adjournment

Call to Order

Chairperson Knutson called the meeting of the River Bluff Board of Directors to order at 3:00 pm.

Roll Call

Chairperson Jim Knutson yes, John Butitta yes, Jay Ferraro yes, Trent Brass yes, Bernice Marinelli yes, Frank Perrecone yes, Tim Delany yes.

A quorum is present.

Motion: Motion made by John Butitta to include board members Teresa Gobeli and Bob Nieman in the meeting via Zoom. Second: Motion seconded.
Teresa Gobeli and Bob Nieman were welcomed to the board meeting.

Approval of December 19, 2023 Minutes

Motion: Mr. Butitta. Second: Mr. Perrecone.

Chairperson Knutson called for any discussion, corrections or additions.

Motion passed by unanimous voice vote.

Public Comment

Chairperson Knutson omitted reading the Public Comment Section of the Agenda due to no one present to speak.

Discussion Item – Administrators Report (Laura Schaffer)

1. Census

The census was 140 in January 2024. This month the average daily census is between 140-144.

2. HMO Status

The United Healthcare contract is effective March 1, 2024. The BlueCross/BlueShield contract will arrive in two weeks. Aetna is pending.

3. IDPH

Two IDPH complaint surveys since the December 2023 meeting with no findings against the facility. Reviewing and preparing for the Annual Survey with the state that includes 5-6 surveyors followed by a Life Safety Survey. Two self reportables to IDPH related to falls with both residents now doing well.

4. MDS

The MDS report from Terrill Consulting Services, the facility's MDS consultant, was reviewed with board members.

5. Transportation/Activities

Metro, the transportation company used to transport residents to appointments was shut down. Efforts were exhausted to find a local transportation service. Working with Human Resources to create a job description and recruit a driver to drive residents to appointments utilizing the facility's bus. A study of weekly/monthly appointments to determine residents' needs will be provided at the March meeting.

6. Call Lights

There were some issues with the call lights recently. Met with Pro Com to demo a new system. Pro Com is working on quotes for a new system.

7. Pending Litigation

A lot of ongoing work with older cases with two new discovery requests.

8. Staffing

A report was given on staffing needs and current staffing. In January, 11 new CNA's were hired. Orientation this Wednesday will be for 6 new full time CNA's, 1 part time CNA and 1 full time RN. Recruiting and hiring has gone well especially with the full time HR staff in place. Moving forward with ending reliance on Nurse Staffing Agencies. Working on balancing the staffing on the units.

9. Certified Dementia Unit

The process has begun to create the Certified Dementia Unit. The Coordinator/Nurse Manager is certified and is educating staff. There is a need for a dedicated Activities person.

Discussion Item – Marketing Update/Report (Danielle Grindle and Laura Doise)

Danielle Grindle reported a Job Fair is scheduled Wednesday, March 6, 8 am to 6 pm, specifically for RN's and CNA's. Danielle worked with KMK to advertise the event including traditional and other forms of advertising to reach the specific audience. Danielle shared the flyers promoting the Job Fair. Other Marketing related campaigns are underway.

Laura Doise shared the 2024 Marketing Plan with board members and asked for any questions or concerns. In addition to the Job Fair, an Easter Egg Hunt is scheduled Saturday, March 16. A “Spring Fling” Open House is planned for the community, Wednesday, April 10.

Discussion Item – Financial Report (Steve Schultz and Mary Ann Wigton)

1. Financial Statements (see attachment)

Mr. Schultz directed the Board to Page 1, Summary Page and the Financial Report and discussed financials for 2023. In 2024, numbers year-to-date are encouraging. Mr. Schultz thanked Laura Schaffer for her efforts to improve staffing and her work in other areas. Mr. Schultz called for questions.

- Discussion followed.

Other Matters

- Closed Case Analysis- Laura Schaffer
- Position Control Report – Laura Schaffer
- Next meeting at Winnebago County Building, Room 510, Tuesday, March 19, 2024
- Sub Committee for Procurement of Vehicle
- In April discussion of creation of a 501c3 Foundation for donations to River Bluff Nursing Home
- Board Leadership Officers – 2-year terms. Suggest a one-time exception and rotate leadership
- Board Chairman Monthly/Annual Report to County Board

Adjournment

Chairperson Knutson called for a motion to adjourn the meeting.

Motion: Mr. Ferraro. Second: Ms. Marinelli.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile
Administrative Assistant