

**Winnebago County Board
River Bluff Board of Directors Meeting**
River Bluff Nursing Home
4401 North Main Street, Finch Room
Rockford, IL 61103

Tuesday, August 15, 2023
3:00 PM

Present:

Jim Knutson, **Chairperson**
Frank Perrecone, **Vice Chairperson**
Trent Brass
John Butitta
Teresa Gobeli
Bernice Marinelli
Bob Nieman

Others Present:

Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Deb Crozier, Human Resources
Laura Doise, Marketing, River Bluff Nursing Home
Danielle Grindle, Communications Director
Paul Michalsen, Interim Director
Laura Schaffer, Asst. Administrator, River Bluff Nursing Home
Mary Ann Wigtion, Office Manager, River Bluff Nursing Home
Thim Harris, Admission Specialist, River Bluff Nursing Home
Shelly Hutcheson, Nursing, River Bluff Nursing Home

Absent:

Jay Ferraro

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of July 18, 2023 Minutes
- D. Public Comment– This is the time we invite the public to address the Finance Committee 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 (Paul Michalsen)
 1. Census
 2. Clinical Staffing Plan (see attachment)
- F. Discussion Item – Financial Report (Steve Schultz and Mary Ann Wigtion)
 1. June 2023 Financials (see attachment)
 2. HMO Status
 3. 2023 – 2024 Updated Budget (see attachment)
- G. Review of Nurses Salaries
- H. Private Pay Room Rate Increase
- I. Establish Time, Date and Location of Next Meeting
- J. Other Matters
- K. 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, Bob Nieman yes, Frank Perrecone yes, Bernice Marinelli yes, Trent Brass yes, John Butitta yes, Teresa Gobeli yes.

Approval of July 18, 2023 Minutes

Motion: Mr. Perrecone. Second Ms. Marinelli.

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 (Paul Michalsen)

1. Census

Mr. Michalsen advised the current census is at 147 and reported receiving many referrals from the community. Mr. Michalsen discussed the requirements and progress in securing insurance contracts.

2. Clinical Staffing Plan (see attachment)

Mr. Michalsen reviewed the Clinical Staffing Plan.

- Discussion followed.

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

1. June 2023 Financials (see attachment)

The Financial Report through June 2023 was reviewed. Mr. Schultz noted the Summary Page, as requested at the July 18, 2023 meeting, is on Page 1 of the Financial Report. Mr. Schultz expressed his appreciation for Ms. Wigton and the administrative team.

- Discussion followed.

2. HMO Status – no update.

3. 2023 - 2024 Updated Budget (see attachment)

The 2023 – 2024 Updated Budget was reviewed with Board members.

- Discussion followed.

Review of Nurses Salaries

The Board reviewed Nurses' salaries and Exhibit A, the 2023 Nursing Wage Proposal to increase salaries for RNs' and LPNs'.

- Discussion followed.

Motion: Ms. Marinelli made the motion to adopt the recommendations of the staff to adopt Exhibit A, the 2023 Nursing Wage Proposal to the Finance Committee.

Second: Mr. Brass.

Motion passed by unanimous voice vote.

Private Pay Room Rate Increase

Mr. Michalsen discussed the justification for raising the semi-private and private pay room rates.

- Discussion followed.

Chairperson Knutson called for a motion to raise the semi-private and private pay room rates.

Motion: Mr. Butitta made the motion to increase the semi-private room rate to \$250 per day and the private pay room rate to \$275 per day effective October 1, 2023 and review at 6-month intervals.

Second: Mr. Nieman.

Chairperson Knutson called for any further discussion.

Motion passed by unanimous voice vote.

Establish Time, Date and Location of Next Meeting

The next meeting of the River Bluff Board of Directors is scheduled Tuesday, September 19, 2023, 3:00 pm in the Finch Room at River Bluff Nursing Home.

Other Matters

- Mr. Michalsen advised working on updating and standardizing policies. The Compliance Store is being utilized to update and standardize policies that are now being put into effect. The Compliance Store also provides standard procedures for internal audits, compliance audits, complaint surveys and annual surveys that are routinely updated. Discussion followed.
- An MDS Reimbursement Consultant was hired two weeks ago and has met with the MDS Consultant and is working on the MDS reimbursements and staffs' documentation for audit purposes.
- River Bluff's Star rating increased to a 4-Star rating. Mr. Michalsen explained the specific ratings and the goal of achieving the 5-Star rating.
- Mr. Thompson advised applications are being received and reviewed for the Administrator position and interviews will be scheduled based on candidate qualifications. If necessary, a search consulting firm will be engaged to secure a new Administrator.
- Chairman Chiarelli is interviewing potential candidates for the open board position on the River Bluff Nursing Home Board of Directors.

Adjournment

Chairperson Knutson called for a motion to adjourn the meeting.

Motion and Second: River Bluff Board.

Motion passed with unanimous voice vote.

Respectfully submitted,

Nancy Bleile
Administrative Assistant