

# RIVER BLUFF BOARD OF DIRECTORS AGENDA

**Called by:** Jim Knutson, Chairman

**DATE:** Tuesday, September 19, 2023

**TIME:** 3:00 PM

**Members:** Trent Brass, John Butitta,  
Jay Ferraro, Teresa Gobeli, Bernice  
Marinelli, Bob Nieman, Frank  
Perrecone

**LOCATION:** **Room 510**  
**County Administration Building**  
**404 Elm Street**  
**Rockford, IL 61101**

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of August 15, 2023 minutes
- D. Public Comment – This is the time we invite the public to address the River Bluff Nursing Home Board of Directors 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 chair, please stand and state your name. Thank you.
- E. Discussion Item – Administrators Report (Paul Michalsen)
  1. Census
- F. Discussion Item – Financial Report (Steve Schultz and Mary Ann Wigton)
  1. Updated Financial Statements (see attachment)
  2. HMO Status
- G. River Bluff Administrator Appointment
- H. Other Matters
- I. Adjournment

**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 Wigton, 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 Wigton)
  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

**DISCUSSION ITEM –  
ADMINISTRATORS REPORT  
(PAUL MICHALSEN)**

**CENSUS**

**DISCUSSION ITEM –  
FINANCIAL REPORT  
(STEVE SCHULTZ & MARY  
ANN WIGTION)**

County of Winnebago, Illinois  
Schedule of Revenues, Expenses and Changes in Net Position  
Budget and Actual  
River Bluff Nursing Home

For the Month Ended July 31, 2023 (Unaudited)

	FY 2022 Actual <i>(Audited)</i>	FY 2023 Revised Annual Budget	FY 2023 Actual <i>(10 months)</i>	Variance with Budget Over (Under)	% of Budget <i>(Target 83.33%)</i>
<b>Operating Revenues</b>					
Charges for Services, net of bad debt exp	8,689,275	13,873,801	13,351,861		
Intergovernmental charges for services	766,451	-	666,024		
Other	16,176	712,242	18,028		
<b>Total Operating Revenues</b>	<b>9,471,902</b>	<b>14,586,043</b>	<b>14,035,913</b>	<b>(550,130)</b>	<b>96.23%</b>
<b>Operating Expenses</b>					
Personnel	5,427,597	9,308,061	7,085,769	(2,222,292)	76.13%
Supplies and services	10,985,422	8,879,795	8,695,229	(184,566)	97.92%
Depreciation	369,679	355,000	-	(355,000)	0.00%
Capital Outlay	-	-	-	-	0.00%
<b>Total Operating Expenses</b>	<b>16,782,698</b>	<b>18,542,856</b>	<b>15,780,998</b>	<b>(2,761,858)</b>	<b>85.11%</b>
<b>Operating income (loss)</b>	<b>(7,310,796)</b>	<b>(3,956,813)</b>	<b>(1,745,085)</b>	<b>2,211,728</b>	
<b>Non-Operating Revenues(Expenses)</b>					
Property Taxes	1,901,282	1,900,000	1,427,536	(472,464)	75.13%
Interest Expense (Debt)	3,883	(3,132)	-	3,132	0.00%
Transfer from Other Funds	4,516,776	1,427,000	1,337,000	(90,000)	93.69%
<b>Total Non-Operating Rev (Exp)</b>	<b>6,421,941</b>	<b>3,323,868</b>	<b>2,764,536</b>	<b>(559,332)</b>	<b>83.17%</b>
<b>Net increase (decrease) in net position</b>	<b>(888,855)</b>	<b>(632,945)</b>	<b>1,019,451</b>	<b>1,652,396</b>	
Total net position, beginning of period	215,923	(672,932)	(672,932)		
Prior period adjustment	-	-	-		
<b>Total net position, end of period</b>	<b>(672,932)</b>	<b>(1,305,877)</b>	<b>346,519</b>		
<b>RBNH Expenses Paid by County:</b>					
Employer Share Payroll Taxes	489,536		445,238		
Employer Share IMRF	353,623		152,624		
Worker's Comp & Settlements	24,152		NA		
<b>Total other RBNH expenses</b>	<b>867,311</b>	<b>-</b>	<b>597,862</b>	<b>-</b>	<b>-</b>



County of Winnebago, Illinois  
 Operating Revenues Detail  
 Budget and Actual  
 River Bluff Nursing Home

For the Month Ended July 31, 2023 (Unaudited)

	FY 2022 Actual <i>(Audited)</i>	FY 2023 Revised Annual Budget	FY 2023 Actual <i>(10 months)</i>	Variance with Budget Over (Under)	% of Budget <i>(Target 83.33%)</i>
<b>Operating Revenues</b>					
Charges for Services					
Federal Matching Aid	279,476		318,698		
State Quality Improvement	-		99,146		
Medicare	542,117	4,076,116	324,914		
Medicare-contractual allowance	1,074,168		594,960		
Medicaid	7,387,138	6,996,492	5,287,809		
Medicaid-contractual allowance	1,369,651		2,945,424		
Hospice	1,117,532	615,938	1,085,795		
Hospice-contractual allowance	271,619		533,958		
Insurance/Priv Pay	1,355,087	2,331,355	1,638,692		
Insurance-contractual allowance	219,673		40,610		
Ancillary revenue	410,082	103,900	471,580		
Other patient revenue	(39,606)		-		
Food charges	-		10,275		
TIF revenue	2,946		-		
Souvenir and other	-		-		
<b>Total Charges for Services</b>	<b>13,989,883</b>	<b>14,123,801</b>	<b>13,351,861</b>	<b>(771,940)</b>	<b>94.53%</b>
Less: Bad Debt Expense	(5,300,608)	(250,000)	-	250,000	0.00%
	<b>8,689,275</b>	<b>13,873,801</b>	<b>13,351,861</b>	<b>(521,940)</b>	<b>96.24%</b>
Other					
Uniform fees	83	-	7		
Stimulus/Grant funds	766,451	711,042	666,017		
Donations	-	-	50		
Interest	-	-	299		
Other unclassified revenue	16,093	1,200	17,679		
<b>Total Other</b>	<b>782,627</b>	<b>712,242</b>	<b>684,052</b>	<b>(28,190)</b>	
<b>Total Operating Revenues</b>	<b>9,471,902</b>	<b>14,586,043</b>	<b>14,035,913</b>	<b>(550,130)</b>	<b>96.23%</b>

County of Winnebago, Illinois  
 Personnel Expense Detail  
 Budget and Actual  
 River Bluff Nursing Home

For the Month Ended July 31, 2023 (Unaudited)

	FY 2022 Actual <i>(Audited)</i>	FY 2023 Revised Annual Budget	FY 2023 Actual <i>(10 months)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 83.33%)</i>
<b>Personnel</b>					
Admin & Business Office (70500)					
Regular Salaries	515,735	1,031,322	949,454	(81,868)	
Vacation Payouts	-	-	-	-	
Part-time Salaries	29,177	35,000	32,398	(2,602)	
Overtime	29,545	43,000	25,069	(17,931)	
Life Insurance	267	546	340	(206)	
IMRF Employer	-	-	-	-	
Health Insurance	69,554	120,834	73,693	(47,141)	
<b>Total Admin &amp; Business Office</b>	<b>644,278</b>	<b>1,230,702</b>	<b>1,080,954</b>	<b>(149,748)</b>	<b>87.83%</b>
Activities (71000)					
Regular Salaries	155,475	200,000	161,699	(38,301)	
Vacation Payouts	315	-	-	-	
Part-time Salaries	21,236	10,000	10,647	647	
Overtime	11,089	12,000	22,585	10,585	
Life Insurance	145	318	186	(132)	
Health Insurance	64,205	99,167	44,476	(54,691)	
<b>Total Activities</b>	<b>252,465</b>	<b>321,485</b>	<b>239,593</b>	<b>(81,892)</b>	<b>74.53%</b>
Social Services (71500)					
Regular Salaries	168,881	167,581	151,060	(16,521)	
Vacation Payouts	-	-	-	-	
Overtime	7,505	7,500	4,562	(2,938)	
Life Insurance	152	228	191	(37)	
Health Insurance	61,512	61,512	52,049	(9,463)	
<b>Total Social Services</b>	<b>238,050</b>	<b>236,821</b>	<b>207,862</b>	<b>(28,959)</b>	<b>87.77%</b>
Dietary (72020/72021/72023)					
Regular Salaries	564,811	639,017	575,120	(63,897)	
Vacation Payouts	726	-	604	604	
Part-time Salaries	54,347	60,000	42,979	(17,021)	
Overtime	55,897	100,000	53,982	(46,018)	
Life Insurance	499	955	768	(187)	
Health Insurance	126,076	269,295	115,690	(153,605)	
<b>Total Dietary</b>	<b>802,356</b>	<b>1,069,267</b>	<b>789,143</b>	<b>(280,124)</b>	<b>73.80%</b>

	FY 2022 Actual (Audited)	FY 2023 Revised Annual Budget	FY 2023 Actual (10 months)	Variance with Budget Over (Under)	% of Budget (Target 83.33%)
Daily Services (72500/72530/72532)					
Regular Salaries	2,582,877	2,952,736	1,950,817	(1,001,919)	
Vacation Payouts	16,293	-	5,058	5,058	
Part-time Salaries	125,595	150,000	159,215	9,215	
Overtime	913,071	980,000	773,317	(206,683)	
Life Insurance	1,632	2,642	1,819	(823)	
Health Insurance	620,775	694,509	499,075	(195,434)	
<b>Total Daily Services</b>	<b>4,260,243</b>	<b>4,779,887</b>	<b>3,389,301</b>	<b>(1,390,586)</b>	<b>70.91%</b>
Housekeeping (73000)					
Regular Salaries	250,779	300,000	247,107	(52,893)	
Vacation Payouts	-	-	1,540	1,540	
Part-time Salaries	6,747	50,000	-	(50,000)	
Overtime	30,933	30,000	43,981	13,981	
Life Insurance	250	455	332	(123)	
Health Insurance	67,328	80,106	72,136	(7,970)	
<b>Total Housekeeping</b>	<b>356,037</b>	<b>460,561</b>	<b>365,096</b>	<b>(95,465)</b>	<b>79.27%</b>
Laundry (73500)					
Regular Salaries	53,052	52,023	36,343	(15,680)	
Life Insurance	33	46	33	(13)	
Health Insurance	22,821	22,895	2,642	(20,253)	
<b>Total Laundry</b>	<b>75,906</b>	<b>74,964</b>	<b>39,018</b>	<b>(35,946)</b>	<b>52.05%</b>
Nursing Admin (74000)					
Regular Salaries	956,153	914,775	763,122	(151,653)	
Vacation Payouts	17,834	-	-	-	
Part-time Salaries	-	-	35,083		
Overtime	8,700	15,000	12,619	(2,381)	
Life Insurance	328	501	366	(135)	
Health Insurance	184,989	204,098	163,612	(40,486)	
<b>Total Nursing Admin</b>	<b>1,168,004</b>	<b>1,134,374</b>	<b>974,802</b>	<b>(194,655)</b>	<b>85.93%</b>
Change in Pension Estimate	(2,341,380)				
Change in OPEB Estimate	(28,362)				
<b>Total Personnel</b>	<b>5,427,597</b>	<b>9,308,061</b>	<b>7,085,769</b>	<b>(2,257,375)</b>	<b>76.13%</b>

County of Winnebago, Illinois  
Supplies & Services Expense Detail  
Budget and Actual  
River Bluff Nursing Home

For the Month Ended July 31, 2023 (Unaudited)

	FY 2022 Actual (Audited)	FY 2023 Revised Annual Budget	FY 2023 Actual (10 months)	Variance with Budget Over (Under)	% of Budget (Target 83.33%)
<b>Supplies &amp; Services</b>					
Food & Beverage (42250)	819,621	909,350	735,501		
Medical & Dental Supplies (42260)	352,366	699,365	505,184		
Other Departmental Supplies (42290)	540,078	578,800	468,203		
COVID-19 Related Supplies (42295)	53,917	-	130		
Consulting (43120-see detail below)	873,061	658,656	541,364		
IDHS Bed Assessments (43952/43953)	764,897	1,066,440	309,472		
Other Professional Services (43190 see detail below)	3,533,783	2,389,370	3,931,524		
All Others	4,047,699	2,577,814	2,203,851		
	10,985,422	8,879,795	8,695,229	(184,566)	97.92%
 <b>Consulting (43120)</b>					
Administration (70500)	299,873	56,000	34,517		
Activity Consulting (71000)	4,347	3,456	2,572		
Social Svc Consulting (71500)	656	1,800	656		
Dietary Consulting (72000)	40,890	47,000	30,750		
Medical Records Consulting (72500)	-	-	-		
Therapy/Rehab (72533:72535)	505,880	530,000	453,544		
Medical Director (72539)	17,400	17,400	15,950		
Pastoral Care (72540)	4,015	3,000	3,375		
	873,061	658,656	541,364	(117,292)	82.19%
 <b>Other Professional Services (43190)</b>					
Activities (71000)	1,440	3,000	4,920		
Baker Tilly (70500)	-	-	37,630		
Nursing Temps (72500)	3,520,456	2,329,370	3,882,370		
Other	11,887	20,000	6,604		
	3,533,783	2,352,370	3,931,524	1,579,154	167.13%

County of Winnebago, Illinois  
Statement of Net Position  
River Bluff Nursing Home

For the Month Ended July 31, 2023 (Unaudited)

	FY 2022 Actual (Audited)	FY 2023 Actual (10-Month)	Variance with Prior Year Over (Under)
<b>Current assets</b>			
Cash and investments	-	-	-
Receivables, net property taxes	1,975,577	835,366	(1,140,211)
Receivables, net patient	4,391,164	5,223,264	832,100
Receivable from other governments	47,970	-	(47,970)
Inventory	100,619	100,619	-
<b>Total current assets</b>	<b>6,515,330</b>	<b>6,159,249</b>	<b>(356,081)</b>
<b>Noncurrent assets</b>			
Restricted cash and investments	76,542	84,953	8,411
Restricted net pension asset	9,051,346	9,051,346	-
Capital assets not being depreciated	645,548	645,548	-
Capital assets being depreciated, net	2,614,493	2,614,493	-
<b>Total noncurrent assets</b>	<b>12,387,929</b>	<b>12,396,340</b>	<b>8,411</b>
<b>Total assets</b>	<b>18,903,259</b>	<b>18,555,589</b>	<b>(347,670)</b>
<b>Deferred outflows of resources</b>			
Other post-employment benefit items	97,442	97,442	-
Pension items-IMRF	291,565	291,565	-
Total deferred outflows of resources	389,007	389,007	-
<b>Total asset and deferred outflows of resources</b>	<b>19,292,266</b>	<b>18,944,596</b>	<b>(347,670)</b>
<b>Current liabilities</b>			
Accounts payable	4,508,488	2,828,474	(1,680,014)
Accrued payroll	207,318	207,318	-
Payable to other governments	519,575	301,728	(217,847)
<b>Total current liabilities</b>	<b>5,235,381</b>	<b>3,337,520</b>	<b>(1,897,861)</b>
<b>Noncurrent liabilities</b>			
Compensated absences	209,982	209,982	-
Advances from other funds	6,053,960	8,009,024	1,955,064
Net pension liability	-	-	-
Other post-employment benefit obligation	598,938	598,938	-
<b>Total noncurrent liabilities</b>	<b>6,862,880</b>	<b>8,817,944</b>	<b>1,955,064</b>
<b>Total liabilities</b>	<b>12,098,261</b>	<b>12,155,464</b>	<b>57,203</b>
<b>Deferred inflows of resources</b>			
Property taxes levied for next period	1,899,810	475,486	(1,424,324)
Other post-employment benefit items	142,267	142,267	-
Pension items - IMRF	5,824,860	5,824,860	-
<b>Total deferred inflows of resources</b>	<b>7,866,937</b>	<b>6,442,613</b>	<b>(1,424,324)</b>
<b>Total liabilities and deferred inflows of resources</b>	<b>19,965,198</b>	<b>18,598,077</b>	<b>(1,367,121)</b>
<b>Net position</b>			
Net investment in capital assets	3,260,041	3,260,041	-
Restricted for net pension asset	9,051,346	9,051,346	-
Restricted for patient funds-expendable	76,542	84,953	8,411
Unrestricted	(13,060,861)	(12,049,821)	1,011,040
<b>Total net position</b>	<b>(672,932)</b>	<b>346,519</b>	<b>1,019,451</b>
<b>Total liabilities, deferred inflows and net position</b>	<b>19,292,266</b>	<b>18,944,596</b>	<b>(347,670)</b>

# HMO STATUS

**RIVER BLUFF  
ADMINISTRATOR  
APPOINTMENT**