

RIVER BLUFF BOARD OF DIRECTORS AGENDA

Called by: Jim Knutson, Chairman

DATE: Tuesday, October 17, 2023

TIME: 3:00 PM

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

LOCATION: Finch Room
River Bluff Nursing Home
4401 North Main Street
Rockford, IL 61103

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of September 19, 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 (Laura Schaffer)
 - 1. Census
 - 2. HMO Status
- F. Discussion Item – Financial Report (Steve Schultz and Mary Ann Wigton)
 - 1. Updated Financial Statements (see attachment)
- G. Other Matters
- H. Adjournment

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

Tuesday, September 19, 2023
3:00 PM

Present:

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

Others Present:

Joseph Chiarelli, County Board Chairman
Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Debbie Crozier, Human Resources
Karen Elyea, Sr. Executive Assistant
Danielle Grindle, Communications Director
Paul Michalsen, Interim Administrator
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

Absent:

Bernice Marinelli

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 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
- 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

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, Frank Perrecone yes, Jay Ferraro yes, Trent Brass yes, Bob Nieman yes, Teresa Gobeli yes, John Butitta yes.

Approval of August 15, 2023 Minutes

Motion: Mr. Nieman. Second Mr. Butitta.

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.

River Bluff Administrator Appointment

Mr. Michalsen spoke about the search for a new administrator. Ms. Schaffer was named the acting Administrator.

- Discussion followed.

Mr. Thompson called for a motion to make the Recommendation to Chairman Chiarelli and the Winnebago County Board to place the Appointment of Ms. Schaffer as the acting Administrator of River Bluff Nursing Home on the County Board Agenda.

Motion: Mr. Perrecone. Second: Ms. Gobeli.

Motion passed by unanimous voice vote.

Discussion Item – Administrators Report (Paul Michalsen)

1. Census

Current census is 143 and it was reported the majority of referrals are from the community. Insurance contracts should be completed by October 1, 2023. Administration is following up on the applications.

- Discussion followed.

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

1. Updated Financial Statements (see attachment)

Mr. Schultz directed the Board to the Summary Page and discussed the financials through July 31, 2023 and called for questions. Ms. Wigtion shared an update on the accounting staff's work.

- Discussion followed.

2. HMO Status

No update.

Other Matters

- Discussion took place on exploring the possibility of providing dialysis care for residents and the ramifications of providing this care and a discussion on providing dementia care.
- Ms. Grindle gave an update on the new River Bluff Nursing Home website and encouraged board members to visit the site. Ms. Doise will continue to do hands on events and engage staff and residents. Ms. Grindle will handle internal communications and press releases. Marketing vendor KMK will continue to manage the website and absorb some social media duties. Ms. Grindle shared upcoming events planned for River Bluff.
- Agenda Item – Possible leniency in private pay billed amounts for those denied Medicare Advantage coverage after admittance.

- Interim Administrator, Paul Michalsen was thanked by Mr. Nieman and the Board for his expertise and contributions in the short time he has been at River Bluff Nursing Home.

Adjournment

Chairperson Knutson called for a motion to adjourn the meeting.

Motion: Mr. Nieman. Second: Mr. Butitta.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile

Administrative Assistant

**DISCUSSION ITEM –
ADMINISTRATORS REPORT
(LAURA SCHAFFER)**

CENSUS

HMO STATUS

**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 August 31, 2023 (Unaudited)

	FY 2022 Actual <i>(Audited)</i>	FY 2023 Revised Annual Budget	FY 2023 Actual <i>(11 months)</i>	Variance with Budget Over (Under)	% of Budget <i>(Target 91.67%)</i>
Operating Revenues					
Charges for Services, net of bad debt exp	8,689,275	13,873,801	14,761,895		
Intergovernmental charges for services	766,451	-	666,031		
Other	16,176	712,242	18,375		
Total Operating Revenues	9,471,902	14,586,043	15,446,301	860,258	105.90%
Operating Expenses					
Personnel	5,427,597	9,308,061	7,694,415	(1,613,646)	82.66%
Supplies and services	10,985,422	8,879,795	9,527,709	647,914	107.30%
Depreciation	369,679	355,000	-	(355,000)	0.00%
Capital Outlay	-	-	-	-	0.00%
Total Operating Expenses	16,782,698	18,542,856	17,222,124	(1,320,732)	92.88%
Operating income (loss)	(7,310,796)	(3,956,813)	(1,775,823)	2,180,990	
Non-Operating Revenues(Expenses)					
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%
Total Non-Operating Rev (Exp)	6,421,941	3,323,868	2,764,536	(559,332)	83.17%
Net increase (decrease) in net position	(888,855)	(632,945)	988,713	1,621,658	
Total net position, beginning of period	215,923	(672,932)	(672,932)		
Prior period adjustment	-	-	-		
Total net position, end of period	(672,932)	(1,305,877)	315,781		
RBNH Expenses Paid by County:					
Employer Share Payroll Taxes	489,536		483,476		
Employer Share IMRF	353,623		161,333		
Worker's Comp & Settlements	24,152		NA		
Total other RBNH expenses	867,311	-	644,809	-	-

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

For the Month Ended August 31, 2023 (Unaudited)

	FY 2022 Actual <i>(Audited)</i>	FY 2023 Revised Annual Budget	FY 2023 Actual <i>(11 months)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 91.67%)</i>
Operating Revenues					
Charges for Services					
Federal Matching Aid	279,476		355,767		
State Quality Improvement	-		100,049		
Medicare	542,117	4,076,116	346,813		
Medicare-contractual allowance	1,074,168		636,076		
Medicaid	7,387,138	6,996,492	5,840,758		
Medicaid-contractual allowance	1,369,651		3,262,522		
Hospice	1,117,532	615,938	1,213,445		
Hospice-contractual allowance	271,619		591,163		
Insurance/Priv Pay	1,355,087	2,331,355	1,843,373		
Insurance-contractual allowance	219,673		37,386		
Ancillary revenue	410,082	103,900	523,373		
Other patient revenue	(39,606)		-		
Food charges	-		11,170		
TIF revenue	2,946		-		
Souvenir and other	-		-		
Total Charges for Services	13,989,883	14,123,801	14,761,895	638,094	104.52%
Less: Bad Debt Expense	(5,300,608)	(250,000)	-	250,000	0.00%
	8,689,275	13,873,801	14,761,895	888,094	106.40%
Other					
Uniform fees	83	-	14		
Stimulus/Grant funds	766,451	711,042	666,017		
Donations	-	-	53		
Interest	-	-	299		
Other unclassified revenue	16,093	1,200	18,023		
Total Other	782,627	712,242	684,406	(27,836)	
Total Operating Revenues	9,471,902	14,586,043	15,446,301	860,258	105.90%

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

For the Month Ended August 31, 2023 (Unaudited)

	FY 2022 Actual <i>(Audited)</i>	FY 2023 Revised Annual Budget	FY 2023 Actual <i>(11 months)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 91.67%)</i>
Personnel					
Admin & Business Office (70500)					
Regular Salaries	515,735	1,031,322	993,427	(37,895)	
Vacation Payouts	-	-	-	-	
Part-time Salaries	29,177	35,000	35,882	882	
Overtime	29,545	43,000	26,393	(16,607)	
Life Insurance	267	546	374	(172)	
IMRF Employer	-	-	-	-	
Health Insurance	69,554	120,834	81,227	(39,607)	
Total Admin & Business Office	644,278	1,230,702	1,137,303	(93,399)	92.41%
Activities (71000)					
Regular Salaries	155,475	200,000	177,200	(22,800)	
Vacation Payouts	315	-	365	365	
Part-time Salaries	21,236	10,000	10,647	647	
Overtime	11,089	12,000	23,322	11,322	
Life Insurance	145	318	206	(112)	
Health Insurance	64,205	99,167	47,245	(51,922)	
Total Activities	252,465	321,485	258,985	(62,500)	80.56%
Social Services (71500)					
Regular Salaries	168,881	167,581	163,770	(3,811)	
Vacation Payouts	-	-	-	-	
Overtime	7,505	7,500	5,012	(2,488)	
Life Insurance	152	228	206	(22)	
Health Insurance	61,512	61,512	56,781	(4,731)	
Total Social Services	238,050	236,821	225,769	(11,052)	95.33%
Dietary (72020/72021/72023)					
Regular Salaries	564,811	639,017	634,317	(4,700)	
Vacation Payouts	726	-	604	604	
Part-time Salaries	54,347	60,000	47,000	(13,000)	
Overtime	55,897	100,000	55,524	(44,476)	
Life Insurance	499	955	840	(115)	
Health Insurance	126,076	269,295	127,329	(141,966)	
Total Dietary	802,356	1,069,267	865,614	(203,653)	80.95%

	FY 2022 Actual (Audited)	FY 2023 Revised Annual Budget	FY 2023 Actual (11 months)	Variance with Budget Over (Under)	% of Budget (Target 91.67%)
Daily Services (72500/72530/72532)					
Regular Salaries	2,582,877	2,952,736	2,145,264	(807,472)	
Vacation Payouts	16,293	-	8,440	8,440	
Part-time Salaries	125,595	150,000	172,726	22,726	
Overtime	913,071	980,000	835,018	(144,982)	
Life Insurance	1,632	2,642	1,977	(665)	
Health Insurance	620,775	694,509	541,825	(152,684)	
Total Daily Services	4,260,243	4,779,887	3,705,250	(1,074,637)	77.52%
Housekeeping (73000)					
Regular Salaries	250,779	300,000	268,512	(31,488)	
Vacation Payouts	-	-	2,743	2,743	
Part-time Salaries	6,747	50,000	593	(49,407)	
Overtime	30,933	30,000	46,305	16,305	
Life Insurance	250	455	359	(96)	
Health Insurance	67,328	80,106	77,364	(2,742)	
Total Housekeeping	356,037	460,561	395,876	(64,685)	85.96%
Laundry (73500)					
Regular Salaries	53,052	52,023	40,343	(11,680)	
Life Insurance	33	46	37	(9)	
Health Insurance	22,821	22,895	2,642	(20,253)	
Total Laundry	75,906	74,964	43,022	(31,942)	57.39%
Nursing Admin (74000)					
Regular Salaries	956,153	914,775	832,853	(81,922)	
Vacation Payouts	17,834	-	-	-	
Part-time Salaries	-	-	38,615		
Overtime	8,700	15,000	13,077	(1,923)	
Life Insurance	328	501	397	(104)	
Health Insurance	184,989	204,098	177,654	(26,444)	
Total Nursing Admin	1,168,004	1,134,374	1,062,596	(110,393)	93.67%
Change in Pension Estimate	(2,341,380)				
Change in OPEB Estimate	(28,362)				
Total Personnel	5,427,597	9,308,061	7,694,415	(1,652,261)	82.66%

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

For the Month Ended August 31, 2023 (Unaudited)

	FY 2022 Actual <i>(Audited)</i>	FY 2023 Revised Annual Budget	FY 2023 Actual <i>(11 months)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 91.67%)</i>
Supplies & Services					
Food & Beverage (42250)	819,621	909,350	798,627		
Medical & Dental Supplies (42260)	352,366	699,365	544,315		
Other Departmental Supplies (42290)	540,078	578,800	522,321		
COVID-19 Related Supplies (42295)	53,917	-	130		
Consulting (43120-see detail below)	873,061	658,656	624,333		
IDHS Bed Assessments (43952/43953)	764,897	1,066,440	278,735		
Other Professional Services (43190 see detail below)	3,533,783	2,389,370	4,427,538		
All Others	4,047,699	2,577,814	2,331,710		
	<u>10,985,422</u>	<u>8,879,795</u>	<u>9,527,709</u>	647,914	107.30%
Consulting (43120)					
Administration (70500)	299,873	56,000	66,512		
Activity Consulting (71000)	4,347	3,456	2,572		
Social Svc Consulting (71500)	656	1,800	840		
Dietary Consulting (72000)	40,890	47,000	34,199		
Medical Records Consulting (72500)	-	-	2,064		
Therapy/Rehab (72533:72535)	505,880	530,000	497,121		
Medical Director (72539)	17,400	17,400	17,400		
Pastoral Care (72540)	4,015	3,000	3,625		
	<u>873,061</u>	<u>658,656</u>	<u>624,333</u>	(34,323)	94.79%
Other Professional Services (43190)					
Activities (71000)	1,440	3,000	5,320		
Baker Tilly (70500)	-	-	37,630		
Nursing Temps (72500)	3,520,456	2,329,370	4,377,626		
Other	11,887	20,000	6,962		
	<u>3,533,783</u>	<u>2,352,370</u>	<u>4,427,538</u>	2,075,168	188.22%

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

For the Month Ended August 31, 2023 (Unaudited)

	FY 2022 Actual (Audited)	FY 2023 Actual (11-Month)	Variance with Prior Year Over (Under)
Current assets			
Cash and investments	-	-	-
Receivables, net property taxes	1,975,577	720,265	(1,255,312)
Receivables, net patient	4,391,164	5,308,110	916,946
Receivable from other governments	47,970	-	(47,970)
Inventory	100,619	100,619	-
Total current assets	6,515,330	6,128,994	(386,336)
Noncurrent assets			
Restricted cash and investments	76,542	85,425	8,883
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	-
Total noncurrent assets	12,387,929	12,396,812	8,883
Total assets	18,903,259	18,525,806	(377,453)
Deferred outflows of resources			
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	-
Total asset and deferred outflows of resources	19,292,266	18,914,813	(377,453)
Current liabilities			
Accounts payable	4,508,488	2,679,277	(1,829,211)
Accrued payroll	207,318	207,318	-
Payable to other governments	519,575	167,348	(352,227)
Total current liabilities	5,235,381	3,053,943	(2,181,438)
Noncurrent liabilities			
Compensated absences	209,982	209,982	-
Advances from other funds	6,053,960	8,293,556	2,239,596
Net pension liability	-	-	-
Other post-employment benefit obligation	598,938	598,938	-
Total noncurrent liabilities	6,862,880	9,102,476	2,239,596
Total liabilities	12,098,261	12,156,419	58,158
Deferred inflows of resources			
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	-
Total deferred inflows of resources	7,866,937	6,442,613	(1,424,324)
Total liabilities and deferred inflows of resources	19,965,198	18,599,032	(1,366,166)
Net position			
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	85,425	8,883
Unrestricted	(13,060,861)	(12,081,031)	979,830
Total net position	(672,932)	315,781	988,713
Total liabilities, deferred inflows and net position	19,292,266	18,914,813	(377,453)

Capital Projects Combined

5 Year Capital Request Worksheet							Will this project require additional expense to be included in departmental operating budget? (i.e. warranty, maintenance, subscription fee) <small>(Please describe additional expenses)</small>	
YEAR	PURPOSE	2024	2025	2026	2027	2028		
ITEM REQUESTED	PURPOSE	Capital Expenditure						
River Bluff	Commercial food warmer	To keep food warm prior to serving 1st requested 2023 budget.	\$ 20,000.00					
River Bluff	Commercial steamer	To keep food warm on main café line.		\$ 50,000.00				
River Bluff	Re - do cafeline (original from 1971)	To update and modernize main dining area.		\$ 20,000.00				
River Bluff	Replace windows throughout entire building.	To update older windows which will increase energy efficiency in both summer and winter months.	\$ 1,600,000.00	\$ 1,600,000.00	\$ 1,600,000.00	\$ 1,600,000.00	\$ 1,600,000.00	Drew from Cardinal Glass getting estimate
River Bluff	Spectra 1000 UV disinfection device x 2	To sterilize rooms to 99.99% germ free	\$ 30,000.00		\$ 30,000.00			1020.00 subscription in 2024 & 2026. 5040.00 annual service agreement 2024 & 2026
River Bluff	New outdoor furniture tables, chairs, benches and umbrellas and landscaping	To replace worn outdated furnishings to make residents outdoor time more enjoyable.	\$ 131,388.00					BL Wellwood will verify numbers for landscaping
River Bluff	Remodel 250 bedrooms in facility (50 per year @ 6,000.00 per room)	To modernize and give rooms a fresher look and address some of the deterioration issues.	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	
River Bluff	Update and remodel outdated shower rooms	To bring shower rooms up to date		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	Getting estimate from Dave @ Stenstrom
River Bluff	Remodel 6 living rooms on 3 units in facility (6,000.00 per living room area)	To modernize and give living room areas a more comfortable place for residents to gather for relaxing or just to watch tv	\$ 18,000.00					
River Bluff	Parallel bars for therapy with enough width to accommodate wheelchair dimensions	Solid unit to accommodate bariatric wheelchairs	\$ 19,993.00					
River Bluff	Remove and replace asbestos vinyl tiles with wood look tiles	To update flooring to give the building a more modern clean look.	\$ 920,000.00	\$ 920,000.00	\$ 920,000.00	\$ 920,000.00	\$ 920,000.00	Will get estimate from Jason @ Benchmark Flooring
Facilities / RBNH	Elevator Mod	modernize the elevator	175,000.00					
Facilities / RBNH	Upgrade airhandlers heating and cooling coils, controls and sheet pans	coils are old and have lost their efficacy	180,000.00	180,000.00	180,000.00	180,000.00	180,000.00	
Facilities / RBNH	Front Doors	Update existing doors, automatic openers and safety devices	40,000.00					
Facilities / RBNH	Shower Remodels	Upgrade existing resident showers one neighborhood at a time	40,000.00	40,000.00	40,000.00	40,000.00		
Facilities / RBNH	Corner Guards	Tile corners are chipped install stainless steel corner guards	20,000.00	20,000.00	20,000.00	20,000.00		
Facilities / RBNH	Windows Replacement							
Facilities / RBNH	Floor replacement							
Facilities / RBNH	Roof replacement	Roof replaced 2004 20yr warrenty watch for roof issues					950,000.00	
Facilities / RBNH	Handrails	refinish hallway handrails						
Total:			\$ 3,494,381.00	\$ 3,145,000.00	\$ 3,105,000.00	\$ 3,075,000.00	\$ 3,965,000.00	\$ 16,784,381.00

FY24 CIP Budget

46320
RBNH

CIP2023 Open Projects:

Replace HVAC CPU's are not supported-Admin	
Add HVAC Control to Air handlers-RBNH	85,000.00
Replace pneumatic room thermostats with electronic-RBNH	75,000.00
Replace Carpet-Admin	
Replace Heating Coils-RBNH	45,000.00
Replace Cooling Coils-RBNH	45,000.00
Replace humidifiers-RBNH	35,000.00
Replace Sheet Pans on Air Handlers-RBNH	75,000.00
Repair Underground Collapsed Ducts E 1hall 402 to 407-RBNH	40,000.00
Reroof Patio A/B gazebo-RBNH	30,000.00
Total CIP2023:	430,000.00

CIP2024 Proposed Projects:

RBNH-Elevator modernization	175,000.00
RBNH-Upgrade air handlers, coils, etc	180,000.00
RBNH-Upgrade existing doors, automatic openers	23,800.00
Total CIP2024:	378,800.00

TOTAL ALL YEARS TO BUDGET FOR FY2024

808,800.00