

RIVER BLUFF BOARD OF DIRECTORS AGENDA

Called by: Jim Knutson, Chairman

DATE: Tuesday, March 19, 2024

TIME: 3:00 PM

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

LOCATION: Finch Room
River Bluff Health & Rehabilitation
4401 North Main Street
Rockford, IL 61103

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of February 20, 2024 minutes
- D. Public Comment – This is the time we invite the public to address the River Bluff 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
 - 3. Annual IDPH Survey Summary
 - 4. Referrals/Denials
- F. Discussion Item – Financial Report (Steve Schultz and Mary Ann Wigton)
 - 1. Financial Statements (see attachment)
- G. Election of New Officers – Chairperson and Vice-Chairperson
- H. Other Matters
- I. Adjournment

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

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- 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

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

For the Month Ended January 31, 2024 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Revised Annual Budget	FY 2024 Actual <i>(4-Month)</i>	Variance with Budget Over (Under)	% of Budget <i>(Target 33.3%)</i>
Operating Revenues					
Charges for Services, net of bad debt exp	12,447,650	16,264,812	6,256,623		
Intergovernmental charges for services	666,031	-	-		
Other	38,757	14,319	13,424		
Total Operating Revenues	13,152,438	16,279,131	6,270,047	(10,009,084)	38.52%
Operating Expenses					
Personnel	8,476,475	10,453,846	3,427,315	(7,026,531)	32.79%
Supplies and services	10,496,587	7,507,942	3,216,991	(4,290,951)	42.85%
Depreciation	331,690	355,000	-	(355,000)	0.00%
Capital Outlay	-	595,581	-	(595,581)	0.00%
Total Operating Expenses	19,304,752	18,912,369	6,644,306	(12,268,063)	35.13%
Operating income (loss)	(6,152,314)	(2,633,238)	(374,259)	2,258,979	
Non-Operating Revenues(Expenses)					
Property Taxes	1,877,661	2,819,000	5,212	(2,813,788)	0.18%
Transfer from Other Funds	1,337,000	-	-	-	NA
Total Non-Operating Rev (Exp)	3,214,661	2,819,000	5,212	(2,813,788)	0.18%
Net increase (decrease) in net position	(2,937,653)	185,762	(369,047)	(554,809)	
Total net position, beginning of period	(672,932)		(3,610,585)		
Prior period adjustment	-	-	-		
Total net position, end of period	(3,610,585)		(3,979,632)		
RBNH Expenses Paid by County:					
Employer Share Payroll Taxes	526,681		222,245		
Employer Share IMRF	170,546		52,608		
Worker's Comp & Settlements	NA		NA		
Total other RBNH expenses	697,227	-	274,853	-	-

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

For the Month Ended January 31, 2024 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Revised Annual Budget	FY 2024 Actual <i>(4-Month)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 33.3%)</i>
Operating Revenues					
Charges for Services					
Federal Matching Aid	-	379,642	-		
State Quality Improvement	113,678	44,571	7,807		
State CNA Incentive	24,752	-	11,066		
Medicare	372,563	1,332,703	179,489		
Medicare-contractual allowance	686,603		293,588		
Medicaid	6,420,308	10,313,629	2,522,530		
Medicaid-contractual allowance	3,543,640		1,567,350		
Hospice	1,344,895	1,831,885	555,391		
Hospice-contractual allowance	653,873		317,082		
Insurance/Priv Pay	1,978,446	2,000,000	658,821		
Insurance-contractual allowance	(40,565)		-		
Ancillary revenue	567,335	599,984	138,565		
Other patient revenue	-		1,342		
Food charges	12,028	10,000	3,592		
TIF revenue	-	2,398	-		
Souvenir and other	-		-		
Total Charges for Services	15,677,556	16,514,812	6,256,623	(10,258,189)	37.88%
Less: Bad Debt Expense	(3,229,906)	(250,000)	-	250,000	0.00%
	12,447,650	16,264,812	6,256,623	(10,008,189)	38.47%
Other					
Uniform fees	14	-	-		
Stimulus/Grant funds	666,017	-	-		
Donations	53	-	1,199		
Interest	312	-	4,372		
Other unclassified revenue	38,392	14,319	7,853		
Total Other	704,788	14,319	13,424	(895)	
Total Operating Revenues	13,152,438	16,279,131	6,270,047	(10,009,084)	38.52%

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

For the Month Ended January 31, 2024 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Revised Annual Budget	FY 2024 Actual <i>(4-Month)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 33.3%)</i>
Personnel					
Admin & Business Office (70500)					
Regular Salaries	1,058,250	1,015,522	184,330	(831,192)	
Vacation Payouts	1,978	-	-	-	
Part-time Salaries	40,163	62,118	16,547	(45,571)	
Overtime	29,119	30,000	7,782	(22,218)	
Life Insurance	407	546	157	(389)	
Health Insurance	89,293	106,674	39,386	(67,288)	
Total Admin & Business Office	1,219,210	1,214,860	248,202	(966,658)	20.43%
Activities (71000)					
Regular Salaries	195,202	279,933	82,011	(197,922)	
Vacation Payouts	365	-	-	-	
Part-time Salaries	13,106	-	8,975	8,975	
Overtime	25,485	15,000	14,184	(816)	
Life Insurance	224	318	91	(227)	
Health Insurance	50,350	99,167	12,835	(86,332)	
Total Activities	284,732	394,418	118,096	(276,322)	29.94%
Social Services (71500)					
Regular Salaries	173,809	191,126	55,788	(135,338)	
Vacation Payouts	-	-	-	-	
Overtime	5,237	4,522	2,793	(1,729)	
Life Insurance	220	228	63	(165)	
Health Insurance	61,512	61,512	20,942	(40,570)	
Total Social Services	240,778	257,388	79,586	(177,802)	30.92%
Dietary (72020/72021/72023)					
Regular Salaries	702,042	992,139	259,744	(732,395)	
Vacation Payouts	604	-	-	-	
Part-time Salaries	53,273	60,000	14,691	(45,309)	
Overtime	60,429	65,918	36,498	(29,420)	
Life Insurance	909	1,049	350	(699)	
Health Insurance	139,480	153,663	49,754	(103,909)	
Total Dietary	956,737	1,272,769	361,037	(911,732)	28.37%

	FY 2023 Actual (Unaudited)	FY 2024 Revised Annual Budget	FY 2024 Actual (4-Month)	Variance with Budget Over (Under)	% of Budget (Target 33.3%)
Daily Services (72500/72530/72532)					
Regular Salaries	2,389,479	3,776,083	1,157,412	(2,618,671)	
Vacation Payouts	8,440	-	-	-	
Part-time Salaries	192,788	180,005	156,583	(23,422)	
Overtime	944,678	978,500	536,986	(441,514)	
Life Insurance	2,124	2,460	775	(1,685)	
Health Insurance	583,058	563,125	200,105	(363,020)	
Total Daily Services	4,120,567	5,500,173	2,051,861	(3,448,312)	37.31%
Housekeeping (73000)					
Regular Salaries	297,196	398,049	121,405	(276,644)	
Vacation Payouts	2,743	-	-	-	
Part-time Salaries	2,747	-	6,363	6,363	
Overtime	51,687	45,000	24,201	(20,799)	
Life Insurance	390	455	170	(285)	
Health Insurance	81,074	145,046	19,462	(125,584)	
Total Housekeeping	435,837	588,550	171,601	(416,949)	29.16%
Laundry (73500)					
Regular Salaries	42,955	29,118	13,938	(15,180)	
Overtime	683	-	2,436	2,436	
Life Insurance	37	45	2	(43)	
Health Insurance	3,314	8,735	3,074	(5,661)	
Total Laundry	46,989	37,898	19,450	(20,884)	51.32%
Nursing Admin (74000)					
Regular Salaries	893,472	972,128	305,441	(666,687)	
Vacation Payouts	692	-	-	-	
Part-time Salaries	43,915	-	15,702	15,702	
Overtime	13,877	10,000	-	(10,000)	
Life Insurance	429	500	126	(374)	
Health Insurance	190,826	205,162	56,213	(148,949)	
Total Nursing Admin	1,143,211	1,187,790	377,482	(826,010)	31.78%
Change in Pension Estimate	(25,705)				
Change in OPEB Estimate	54,119				
Total Personnel	8,476,475	10,453,846	3,427,315	(7,044,669)	32.79%

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

For the Month Ended January 31, 2024 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Revised Annual Budget	FY 2024 Actual <i>(4-Month)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 33.3%)</i>
Supplies & Services					
Food & Beverage (42250)	827,858	933,500	315,808		
Medical & Dental Supplies (42260)	554,489	525,500	167,465		
Other Departmental Supplies (42290)	545,919	598,800	133,154		
COVID-19 Related Supplies (42295)	130	-	-		
Consulting (43120-see detail below)	654,834	658,656	230,916		
IDHS Bed Assessments (43952/43953)	277,862	550,000	149,394		
Other Professional Services (43190 see detail below)	4,952,504	2,389,370	1,514,069		
All Others	2,682,991	1,852,116	706,185		
	10,496,587	7,507,942	3,216,991	(4,290,951)	42.85%
 Consulting (43120)					
Administration (70500)	67,513	56,000	19,458		
Activity Consulting (71000)	2,860	3,456	1,180		
Social Svc Consulting (71500)	840	1,800	184		
Dietary Consulting (72000)	35,952	47,000	11,651		
Medical Records Consulting (72500)	4,129	-	-		
Therapy/Rehab (72533:72535)	522,515	530,000	189,818		
Medical Director (72539)	17,400	17,400	7,250		
Pastoral Care (72540)	3,625	3,750	1,375		
Nursing Admin (74000)		50,000	-		
	654,834	709,406	230,916	(478,490)	32.55%
 Other Professional Services (43190)					
Activities (71000)	5,420	7,000	2,125		
Baker Tilly (70500)	37,630	-	-		
Nursing Temps (72500)	4,901,013	2,000,000	1,510,833		
Other	8,441	20,000	1,111		
	4,952,504	2,027,000	1,514,069	(512,931)	74.70%

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

For the Month Ended January 31, 2024 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Actual	Variance with Prior Year <i>Over (Under)</i>
Current assets			
Cash and investments	-	-	-
Receivables, net property taxes	2,863,739	2,790,810	(72,929)
Receivables, net patient	1,929,097	2,908,217	979,120
Receivable from other governments	-	2,770	2,770
Inventory	133,405	133,405	-
Total current assets	4,926,241	5,835,202	908,961
Noncurrent assets			
Restricted cash and investments	85,510	96,254	10,744
Restricted net pension asset	69,864	69,864	-
Capital assets not being depreciated	645,548	645,548	-
Capital assets being depreciated, net	2,282,802	2,282,802	-
Total noncurrent assets	3,083,724	3,094,468	10,744
Total assets	8,009,965	8,929,670	919,705
Deferred outflows of resources			
Other post-employment benefit items	82,287	82,287	-
Pension items-IMRF	3,473,892	3,473,892	-
Total deferred outflows of resources	3,556,179	3,556,179	-
Total asset and deferred outflows of resources	11,566,144	12,485,849	919,705
Current liabilities			
Accounts payable	2,894,171	2,840,476	(53,695)
Accrued payroll	288,364	288,364	-
Payable to other governments	166,010	51,126	(114,884)
Other deferred revenue	-	2,770	2,770
Total current liabilities	3,348,545	3,182,736	(165,809)
Noncurrent liabilities			
Compensated absences	212,410	212,410	-
Advances from other funds	8,015,237	9,469,799	1,454,562
Net pension liability	-	-	-
Other post-employment benefit obligation	645,763	645,763	-
Total noncurrent liabilities	8,873,410	10,327,972	1,454,562
Total liabilities	12,221,955	13,510,708	1,288,753
Deferred inflows of resources			
Property taxes levied for next period	2,820,368	2,820,368	-
Other post-employment benefit items	134,406	134,406	-
Pension items - IMRF	-	-	-
Total deferred inflows of resources	2,954,774	2,954,774	-
Total liabilities and deferred inflows of resources	15,176,729	16,465,482	1,288,753
Net position			
Net investment in capital assets	2,928,351	2,928,351	-
Restricted for net pension asset	3,543,756	3,543,756	-
Restricted for patient funds-expendable	85,510	96,254	10,744
Unrestricted	(10,168,202)	(10,547,994)	(379,792)
Total net position	(3,610,585)	(3,979,633)	(369,048)
Total liabilities, deferred inflows and net position	11,566,144	12,485,849	919,705