

RIVER BLUFF BOARD OF DIRECTORS AGENDA

Called by: Jim Knutson, Chairman

DATE: Tuesday, January 16, 2024

TIME: 3:00 PM

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

LOCATION: ROOM 510
COUNTY ADMINISTRATION BLDG
404 ELM STREET
ROCKFORD, IL 61101

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 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. Financial Statements (see attachment)
- G. Other Matters
- H. Adjournment

Winnebago County Board
River Bluff Board of Directors Meeting
River Bluff Health & Rehabilitation
4401 North Main Street, Finch Room
Rockford, IL 61103

Tuesday, December 19, 2023
3:00 PM

Present:

Jim Knutson, **Chairperson**
Frank Perrecone, **Vice Chairperson**
Trent Brass
Tim Delany
Jay Ferraro
Bob Nieman

Others Present:

Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Laura Schaffer, Administrator, River Bluff Health & Rehabilitation
Mary Ann Wigtion, Office Manager, River Bluff Health & Rehabilitation
Shelly Hutcheson, Nursing, River Bluff Health & Rehabilitation

Absent:

John Butitta
Teresa Gobeli
Bernice Marinelli

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of November 21, 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)
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 1. Updated Financial Statements (see attachment)
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- H. 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, Trent Brass yes, Bob Nieman yes, Jay Ferraro yes, Tim Delany yes, Frank Perrecone yes (arrived 3:05 pm).

Approval of November 21, 2023 Minutes

Motion: Mr. Nieman. Second: Mr. Delany.

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 for the month of November 2023 was reviewed. All referrals for admissions were from the hospital, community or other facilities.

2. HMO Status

The Humana contract became effective as of today, December 19, 2023. The United Healthcare contract will be effective March 1, 2024.

3. Activities

There are a lot of activities on a daily basis during the month of December, including entertainers, a holiday party and gift giving for all residents.

4. Therapy and Restorative

A report of residents receiving physical and occupational therapy was given. A report on other activities for skilled therapy and health and fitness was given. There were 217 individual programs for the month of November, up 26 from the previous month.

5. IDPH

No IDPH complaint surveys for the month and no reportable incidents to IDPH for the month.

6. Quality

Statistics were provided for quality measurements. No major injuries reported.

7. Advantage Plans

Currently there are 21 residents with the Humana Advantage Plan, 4 with UHC, 8 with Aetna and 1 with BlueCross BlueShield.

8. Staffing and Position Control

Management education was provided on FTE's and appropriate staffing ratios and position control. Staffing reviews are held daily. A monthly meeting is held with the Director of Nursing regarding agency usage and looking at individual costs on a monthly basis. Active recruiting is ongoing with the evening shift being the most difficult to fill. A full time Human Resource staff will be on site beginning January 2024. Ms. Schaffer attended a Job Fair at River Crossing before they permanently closed and recruited a number of candidates for open positions. Additional candidates were hired in the month of November for open positions.

9. Referral Process

The referral process was reviewed with board members.

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

1. Updated Financial Statements (see attachment)

Mr. Schultz directed the Board to the Summary Page and the Financial Report and discussed financials through November 2023. Processes and procedures were discussed. The focus was looking forward to 2024 performance.

- Discussion followed.
- A report of employees hired at River Bluff through Winnebago County versus outside agencies will be provided.

Discussion followed on recruiting employees graduating from area colleges. A contract was signed with Rock Valley College to do clinicals beginning in 2024.

Other Matters

- Remote Meetings -A Zoom link for the January 2024 meeting was created and sent for those unable to attend in person. A Zoom link will be sent for the February 2024 meeting after the January 2024 meeting. The January and February meetings will be held in the County Administration Building, 404 Elm Street, 5th Floor, Room 510 at 3 pm.

Adjournment

Chairperson Knutson called for a motion to adjourn the meeting.

Motion: Mr. Nieman. Second: Mr. Brass.

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 November 30, 2023 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Revised Annual Budget	FY 2024 Actual <i>(2 month)</i>	Variance with Budget Over (Under)	% of Budget <i>(Target 16.67%)</i>
Operating Revenues					
Charges for Services, net of bad debt exp	13,215,666	16,264,812	3,285,032		
Intergovernmental charges for services	666,031	-	-		
Other	38,757	14,319	5,130		
Total Operating Revenues	13,920,454	16,279,131	3,290,162	(12,988,969)	20.21%
Operating Expenses					
Personnel	8,476,475	10,453,846	1,393,079	(9,060,767)	13.33%
Supplies and services	10,496,587	7,507,942	1,727,661	(5,780,281)	23.01%
Depreciation	-	355,000	-	(355,000)	0.00%
Capital Outlay	-	595,581	-	(595,581)	0.00%
Total Operating Expenses	18,973,062	18,912,369	3,120,740	(15,791,629)	16.50%
Operating income (loss)	(5,052,608)	(2,633,238)	169,422	2,802,660	
Non-Operating Revenues(Expenses)					
Property Taxes	1,877,661	2,819,000	(284)	(2,819,284)	-0.01%
Transfer from Other Funds	1,337,000	-	-	-	NA
Total Non-Operating Rev (Exp)	3,214,661	2,819,000	(284)	(2,819,284)	-0.01%
Net increase (decrease) in net position	(1,837,947)	185,762	169,138	(16,624)	
Total net position, beginning of period	(672,932)	(2,431,340)	(2,510,879)		
Prior period adjustment	-	-	-		
Total net position, end of period	(2,510,879)	(2,245,578)	(2,341,741)		
RBNH Expenses Paid by County:					
Employer Share Payroll Taxes	526,681		88,584		
Employer Share IMRF	170,546		20,431		
Worker's Comp & Settlements	NA		NA		
Total other RBNH expenses	697,227	-	109,015	-	-

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

For the Month Ended November 30, 2023 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Revised Annual Budget	FY 2024 Actual <i>(2 month)</i>	Variance with Budget Over (Under)	% of Budget <i>(Target 16.67%)</i>
Operating Revenues					
Charges for Services					
Federal Matching Aid	380,387	379,642	66,366		
State Quality Improvement	113,678	44,571	13,658		
State CNA Incentive	24,752	-	-		
Medicare	372,563	1,332,703	74,039		
Medicare-contractual allowance	686,603		139,927		
Medicaid	6,420,308	10,313,629	1,372,840		
Medicaid-contractual allowance	3,543,640		861,364		
Hospice	1,344,895	1,831,885	274,531		
Hospice-contractual allowance	653,873		145,461		
Insurance/Priv Pay	1,978,446	2,000,000	287,028		
Insurance-contractual allowance	(40,565)		-		
Ancillary revenue	567,335	599,984	47,344		
Other patient revenue	-		224		
Food charges	12,028	10,000	2,250		
TIF revenue	-	2,398	-		
Souvenir and other	-		-		
Total Charges for Services	16,057,943	16,514,812	3,285,032	(13,229,780)	19.89%
Less: Bad Debt Expense	(2,842,277)	(250,000)	-	250,000	0.00%
	13,215,666	16,264,812	3,285,032	(12,979,780)	20.20%
Other					
Uniform fees	14	-	-		
Stimulus/Grant funds	666,017	-	-		
Donations	53	-	612		
Interest	312	-	4,381		
Other unclassified revenue	38,392	14,319	137		
Total Other	704,788	14,319	5,130	(9,189)	
Total Operating Revenues	13,920,454	16,279,131	3,290,162	(12,988,969)	20.21%

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

For the Month Ended November 30, 2023 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Revised Annual Budget	FY 2024 Actual <i>(2 month)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 16.67%)</i>
Personnel					
Admin & Business Office (70500)					
Regular Salaries	1,058,250	1,015,522	80,082	(935,440)	
Vacation Payouts	1,978	-	-	-	
Part-time Salaries	40,163	62,118	6,730	(55,388)	
Overtime	29,119	30,000	3,465	(26,535)	
Life Insurance	407	546	70	(476)	
Health Insurance	89,293	106,674	17,204	(89,470)	
Total Admin & Business Office	1,219,210	1,214,860	107,551	(1,107,309)	8.85%
Activities (71000)					
Regular Salaries	195,202	279,933	37,313	(242,620)	
Vacation Payouts	365	-	-	-	
Part-time Salaries	13,106	-	3,701	3,701	
Overtime	25,485	15,000	4,117	(10,883)	
Life Insurance	224	318	35	(283)	
Health Insurance	50,350	99,167	5,874	(93,293)	
Total Activities	284,732	394,418	51,040	(343,378)	12.94%
Social Services (71500)					
Regular Salaries	173,809	191,126	24,325	(166,801)	
Vacation Payouts	-	-	-	-	
Overtime	5,237	4,522	799	(3,723)	
Life Insurance	220	228	28	(200)	
Health Insurance	61,512	61,512	9,463	(52,049)	
Total Social Services	240,778	257,388	34,615	(222,773)	13.45%
Dietary (72020/72021/72023)					
Regular Salaries	702,042	992,139	112,507	(879,632)	
Vacation Payouts	604	-	-	-	
Part-time Salaries	53,273	60,000	7,350	(52,650)	
Overtime	60,429	65,918	10,842	(55,076)	
Life Insurance	909	1,049	157	(892)	
Health Insurance	139,480	153,663	23,120	(130,543)	
Total Dietary	956,737	1,272,769	153,976	(1,118,793)	12.10%

	FY 2023 Actual (Unaudited)	FY 2024 Revised Annual Budget	FY 2024 Actual (2 month)	Variance with Budget Over (Under)	% of Budget (Target 16.67%)
Daily Services (72500/72530/72532)					
Regular Salaries	2,389,479	3,776,083	473,536	(3,302,547)	
Vacation Payouts	8,440	-	-	-	
Part-time Salaries	192,788	180,005	49,124	(130,881)	
Overtime	944,678	978,500	199,002	(779,498)	
Life Insurance	2,124	2,460	315	(2,145)	
Health Insurance	583,058	563,125	83,473	(479,652)	
Total Daily Services	4,120,567	5,500,173	805,450	(4,694,723)	14.64%
Housekeeping (73000)					
Regular Salaries	297,196	398,049	53,382	(344,667)	
Vacation Payouts	2,743	-	-	-	
Part-time Salaries	2,747	-	2,764	2,764	
Overtime	51,687	45,000	8,174	(36,826)	
Life Insurance	390	455	70	(385)	
Health Insurance	81,074	145,046	7,882	(137,164)	
Total Housekeeping	435,837	588,550	72,272	(516,278)	12.28%
Laundry (73500)					
Regular Salaries	42,955	29,118	4,315	(24,803)	
Overtime	683	-	797		
Life Insurance	37	45	-	(45)	
Health Insurance	3,314	8,735	1,344	(7,391)	
Total Laundry	46,989	37,898	6,456	(32,239)	17.04%
Nursing Admin (74000)					
Regular Salaries	893,472	972,128	130,185	(841,943)	
Vacation Payouts	692	-	-	-	
Part-time Salaries	43,915	-	6,875		
Overtime	13,877	10,000	-	(10,000)	
Life Insurance	429	500	56	(444)	
Health Insurance	190,826	205,162	24,603	(180,559)	
Total Nursing Admin	1,143,211	1,187,790	161,719	(1,032,946)	13.62%
Change in Pension Estimate	(25,705)				
Change in OPEB Estimate	54,119				
Total Personnel	8,476,475	10,453,846	1,393,079	(9,068,439)	13.33%

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

For the Month Ended November 30, 2023 (Unaudited)

	FY 2023 Actual <i>(Unaudited)</i>	FY 2024 Revised Annual Budget	FY 2024 Actual <i>(2 month)</i>	Variance with Budget <i>Over (Under)</i>	% of Budget <i>(Target 16.67%)</i>
Supplies & Services					
Food & Beverage (42250)	827,858	933,500	186,793		
Medical & Dental Supplies (42260)	554,489	525,500	77,122		
Other Departmental Supplies (42290)	545,919	598,800	70,630		
COVID-19 Related Supplies (42295)	130	-	-		
Consulting (43120-see detail below)	654,834	658,656	99,097		
IDHS Bed Assessments (43952/43953)	277,862	550,000	149,394		
Other Professional Services (43190 see detail below)	4,952,504	2,389,370	888,667		
All Others	2,682,991	1,852,116	255,958		
	<u>10,496,587</u>	<u>7,507,942</u>	<u>1,727,661</u>	<u>(5,780,281)</u>	<u>23.01%</u>
<u>Consulting (43120)</u>					
Administration (70500)	67,513	56,000	5,600		
Activity Consulting (71000)	2,860	3,456	576		
Social Svc Consulting (71500)	840	1,800	-		
Dietary Consulting (72000)	35,952	47,000	6,545		
Medical Records Consulting (72500)	4,129	-	4,129		
Therapy/Rehab (72533:72535)	522,515	530,000	77,022		
Medical Director (72539)	17,400	17,400	4,350		
Pastoral Care (72540)	3,625	3,750	875		
Nursing Admin (74000)		50,000	-		
	<u>654,834</u>	<u>709,406</u>	<u>99,097</u>	<u>(610,309)</u>	<u>13.97%</u>
<u>Other Professional Services (43190)</u>					
Activities (71000)	5,420	7,000	2,037		
Baker Tilly (70500)	37,630	-	-		
Nursing Temps (72500)	4,901,013	2,000,000	886,389		
Other	8,441	20,000	241		
	<u>4,952,504</u>	<u>2,027,000</u>	<u>888,667</u>	<u>(1,138,333)</u>	<u>43.84%</u>

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

For the Month Ended November 30, 2023 (Unaudited)

	FY 2023 Actual (Unaudited)	FY 2024 Actual (12-Month)	Variance with Prior Year Over (Under)
Current assets			
Cash and investments	-	-	-
Receivables, net property taxes	2,863,739	2,820,368	(43,371)
Receivables, net patient	2,697,112	3,405,170	708,058
Receivable from other governments	-	-	-
Inventory	133,405	133,405	-
Total current assets	5,694,256	6,358,943	664,687
Noncurrent assets			
Restricted cash and investments	85,510	95,042	9,532
Restricted net pension asset	69,864	69,864	-
Capital assets not being depreciated	645,548	645,548	-
Capital assets being depreciated, net	2,614,493	2,614,493	-
Total noncurrent assets	3,415,415	3,424,947	9,532
Total assets	9,109,671	9,783,890	674,219
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	12,665,850	13,340,069	674,219
Current liabilities			
Accounts payable	2,894,171	2,975,876	81,705
Accrued payroll	288,364	288,364	-
Payable to other governments	166,010	110,768	(55,242)
Total current liabilities	3,348,545	3,375,008	26,463
Noncurrent liabilities			
Compensated absences	212,410	212,410	-
Advances from other funds	8,015,237	8,493,855	478,618
Net pension liability	-	-	-
Other post-employment benefit obligation	645,763	645,763	-
Total noncurrent liabilities	8,873,410	9,352,028	478,618
Total liabilities	12,221,955	12,727,036	505,081
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	15,681,810	505,081
Net position			
Net investment in capital assets	3,260,041	3,260,041	-
Restricted for net pension asset	(4,688,139)	(4,688,139)	-
Restricted for patient funds-expendable	85,510	95,042	9,532
Unrestricted	(1,168,291)	(1,008,685)	159,606
Total net position	(2,510,879)	(2,341,741)	169,138
Total liabilities, deferred inflows and net position	12,665,850	13,340,069	674,219