

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

Tuesday, August 19, 2025
3:00 PM

Present:

Frank Perrecone, **Chairperson**
Bernice Marinelli, **Vice Chairperson**
John Butitta
Tim Delany
Jay Ferraro
Teresa Gobeli
Lowell Ingram (arrived at 3:04 pm)
Jim Knutson
Bob Nieman

Others Present:

Patrick Thompson, Winnebago County Administrator
Steve Schultz, Winnebago County Chief Financial Officer
Laura Schaffer, Administrator, River Bluff Health & Rehabilitation
Laura Doise, Asst. Administrator, River Bluff Health & Rehabilitation
Maggie Lewis, HR Representative, River Bluff Human Resources

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of July 15, 2025 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 acknowledgment by the Chairman, please stand and state your name. Thank you.
- E. Discuss Best Practices and Security for Staff and Residents – Laura Schaffer
- F. Review Medical Director’s Responsibilities Policy and the Current Medical Director’s Contract – Laura Schaffer
- G. Discussion Item – Administrators Report (Laura Schaffer)
 - 1. Census
- G. Discussion Item – Financial Report (Steve Schultz)
 - 1. Financial Statements (see attachment)
- H. Other Matters
- I. Adjournment

Call to Order

Chairperson Perrecone called the River Bluff Board of Directors meeting to order at 3:00 p.m.

Roll Call

Chairperson Perrecone, yes. Ms. Marinelli, yes. Mr. Butitta, yes. Mr. Delaney, yes. Mr. Ferraro, yes. Ms. Gobeli, yes. Mr. Knutson, yes. Mr. Nieman, yes.

A quorum is present.

Approval of July 15, 2025 Minutes

Chairperson Perrecone called for a motion to approve the minutes of July 15, 2025.

Motion: Mr. Butitta. Second: Mr. Knutson.

Chairperson Perrecone called for any discussion, corrections, or additions.

- Discussion followed.

Chairperson Perrecone called for a vote on the motion.

The motion was passed by a unanimous voice vote.

Public Comment

Chairperson Perrecone omitted reading the Public Comment Section of the Agenda due to there being no one present to speak.

Discuss Best Practices and Security for Staff and Residents – Laura Schaffer

Ms. Schaffer discussed the safety standard concerns and security for staff and residents, and reported initiating a project with the Maintenance and Purchasing Departments.

Mr. Ingram arrived for the meeting at 3:04 p.m.

- Discussion followed on security for staff and residents.
- Best Practices and Security for Staff and Residents discussion will be continued and added to the agenda for next month's meeting.

Review Medical Director's Responsibilities Policy and the Current Medical Director's Contract – Laura Schaffer

The Medical Director's Responsibilities, Business Associate Contract Agreement, and Agreement for Advisory Physician Consultation were shared with Board members.

- Discussion followed.
- Formalize the role of the Advisory Physician and establish a medical committee that includes the Medical Director and the Advisory Physician. Consider adding another Advisory Physician.
- Recommendation to update the Business Associate Agreement and the Agreement for Advisory Physician Consultation and have the Chief of the Civil Bureau in the Winnebago County State's Attorney's Office review the Agreements.
- Review Medical Director's Responsibilities Policy and the Current Medical Director's Contract discussion will be continued and added to the agenda for next month's meeting.

Discussion Item – Administrators Report (Laura Schaffer)

1. Census

Ms. Doise reported that the census currently reports 154 residents, including 125 on Medicaid, four on Medicare Part A, 25 with private pay, and 28 in hospice care (23 on Medicaid and five with Private Pay). The Managed Care Replacements remain at 34.

Referrals

Six admissions are pending. There were 22 referrals in July, with 12 of them being admitted and 10 being denied. Ms. Doise reviewed the denials.

Quality Measures

Ms. Schaffer reviewed the facility's quality measures and advised that a process improvement team is working to reduce incidents.

Staffing

Ms. Lewis reported that there were seventeen new hires in July: five RNs, five CNAs, and thirteen terminations. There are two open RN positions for the evening shift; the day and night shifts are fully staffed. The Business Office Manager position remains vacant. Other operations departments are doing well, except for dietary. Three LPNs are starting in part-time roles. Management is working with the Director of Nursing on staffing. The goal is to eliminate the need for agency staffing, except for short-term nursing staff, by October 1, 2025.

IDPH

The IDPH visited the facility due to five complaints. A Plan of Correction was submitted in response to one minor complaint. An OSHA complaint was filed, the issue was resolved through mediation, and no fines or outstanding issues remained. Nine internal grievances were resolved in July.

Call Light Project

Ms. Schaffer advised that the call light replacement project is expected to begin next week.

Equipment Rental

The Assistant Director of Nursing is now managing equipment rentals. Items were identified for purchase, which has significantly decreased the monthly expenses for equipment rentals.

Pharmacy Expenses

Ms. Schaffer stated that a review process has been implemented, with Ms. Doise now overseeing pharmacy expenditures, which is also leading to savings.

Chairman Perrecone called for any questions on Ms. Schaffer's Administrator's Report.

Discussion Item – Financial Report (Steve Schultz)

1. Financial Statements (see attachment)

Mr. Schultz directed the board members to the summary page of the financial report and reviewed the report for June. He reported substantial improvement and invited questions about the financials.

- Discussion followed.

Chairman Perrecone called for any other questions regarding the financial report.

Other Matters

- A large tree at the north end of the parking lot might need removal.
- Facilities and the Purchasing Department will be asked to research solar power options and quotes for the facility, as rebates are set to expire at the end of 2025. This item will be added to the September agenda.

Adjournment

Chairman Perrecone called for a motion to adjourn the meeting.

Motion: Mr. Nieman. Second: Ms. Marinelli.

Chairperson Perrecone called for a vote to adjourn the meeting.

The motion was passed by a unanimous voice vote.

Respectfully submitted,

Nancy K. Bleile
Executive Assistant