

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

Tuesday, September 16, 2025
3:00 PM

Present:

Frank Perrecone, Chairperson
John Butitta
Jay Ferraro
Teresa Gobeli
Lowell Ingram
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

Absent:

Tim Delany
Bernice Marinelli, Vice Chairperson

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of August 19, 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. Discuss the Research by Facilities and Purchasing Department – Solar Power Options and Quotes for the Facility
- H. Discussion Item – Administrators Report (Laura Schaffer)
 1. Census
- I. Discussion Item – Financial Report (Steve Schultz)
 1. Financial Statements (see attachment)
- J. Other Matters
- K. 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; Mr. Butitta, yes; Mr. Ferraro, yes; Ms. Gobeli, yes; Mr. Nieman, yes; Mr. Ingram, yes; Mr. Knutson, yes.

A quorum is present.

Approval of August 19, 2025 Minutes

Chairperson Perrecone called for a motion to approve the minutes of August 19, 2025.

Motion: Mr. Butitta. Second: Mr. Ferraro.

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

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 advised meeting with Maintenance and reviewed what is needed for each neighborhood wing. A card reader access system and a doorbell were installed in the administrative offices. Updates on the cost to lock down doors are pending from Maintenance for each neighborhood wing. Chairperson Perrecone called for any discussion regarding best practices for security.

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

Ms. Schaffer reported sharing the Medical Director's contract at the August meeting. The draft policy for the Medical Director's Responsibilities was reviewed with Board members.

- A discussion followed.

Discuss the Research by Facilities and Purchasing Department – Solar Power Options and Quotes for the Facility

Mr. Thompson reported meeting with the directors of Facilities and Purchasing. Purchasing has contacted Commonwealth Edison, and their outreach provider, Tony Garza, will conduct a solar energy feasibility assessment at no cost. The assessment will include the River Bluff facility, the 911 Center, and Animal Services, as these facilities are located next to River Bluff. Once finished, the study will be shared with the Board members, and a decision will be made on whether to proceed with an RFP for solar energy.

- A discussion followed.

Chairperson Perrecone called for any further discussion on solar power options.

Discussion Item – Administrators Report (Laura Schaffer)

1. Census

Ms. Doise reported the census currently reports 154 residents, including 126 on Medicaid, six on Medicare Part A, 22 with private pay, and 26 in hospice care (23 on Medicaid and 3 with Private Pay). Three residents were discharged home, there were three deaths, and nine residents were admitted.

Referrals

There is one admission pending. There were 33 referrals in August, with 9 of them being admitted and 18 being denied. Ms. Doise reviewed the denials. Six were accepted but were lost to competitors.

- A discussion followed.

Chairperson Perrecone called for any further discussion on admissions and denials.

- A discussion followed.

Quality Measures

Ms. Schaffer reviewed the facility's quality measures. A targeted process improvement plan has been implemented on the Dove unit to provide individualized care plans for patients who need them. No significant injuries occurred in August. Management has provided staff training and reintroduced the McGeer criteria, and with these measures, a downward trend is now evident.

- A discussion followed.

Staffing

Ms. Lewis reported that 21 new hires occurred in August, along with 13 terminations, resulting in a turnover rate of 5.5%. There are two open RN positions, and staffing for CNAs is full. Openings for housekeeping and dietary staff are available on an ongoing basis. Interviews were held for the Business Office Manager position, and the role has been filled with a start date of Wednesday, September 24.

- A discussion followed.

IDPH

There were no IDPH complaints in August; five resident grievances were filed, four of which came from a single resident.

Call Light Project

Ms. Schaffer advised that the call light replacement project began on August 25 and is on schedule.

Resident Activities

There were neighborhood parties in the Cardinal and Eagle neighborhoods with excellent family attendance and participation.

Nursing Home Compare Updates

There has been a temporary pause in the Nursing Home Compare updates. Regarding the CMS Five-Star Quality Rating System, the Department of Public Health has launched a new licensing system, which has been paused due to some issues and is expected to resume in October. The Department of Public Health has begun implementing fines for staffing guidelines. In the first quarter, there were none at River Bluff.

Chairman Perrecone asked if there were any questions or follow-up regarding Ms. Schaffer's Administrator's Report.

- A discussion followed.

Discussion Item – Financial Report (Steve Schultz)

1. Financial Statements (see attachment)

Mr. Schultz directed the board members to the first page (summary page) of the financial report and reviewed the report for July, which showed a mild improvement. Mr. Schultz reviewed the expense details for Supplies and Services.

- Discussion followed on the line items within July's report.

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

- Discussion followed on employee annual reviews and compensation increases.

Chairman Perrecone called for any further questions on the financial report.

Other Matters

- Ms. Schaeffer has asked the maintenance supervisor to have a tree service look at all the trees on the property that may need removal.
- The Board of Directors was established in 2023. A discussion took place regarding the terms of office for board members.

Adjournment

Chairman Perrecone called for a motion to adjourn the meeting.

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

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