

Lake County Illinois

*Winchester House Center
1125 N. Milwaukee Ave.
Libertyville, IL 60048*



Meeting Minutes - Final

Thursday, January 19, 2012

4:00 PM

Winchester House Center

Winchester House Advisory Board

1. Call to Order

Present 5 - Member Knight, Member Mayer, Member Lawlor, Member Calabresa and Chair Olson

Absent 1 - Member Lamb

Others present:

Ryan Waller, County Administrator's Office

Mary Stevens, Finance and Administrative Services

Steve Carlson, Lake County Board Member

Craig Abbott, Health Dimensions Group

Duane Larson, Health Dimensions Group

Anne Wagner, Staffing Dimensions of Libertyville

Bruce Adler, Staffing Dimensions of Libertyville

2. Approval of Minutes**2.1 [12-0051](#)**

Minutes from November 17, 2011.

A motion was made by Member Calabresa, seconded by Member Knight, that the minutes of November 17, 2011 be approved. Motion carried by the following vote:

Aye: 5 - Member Knight, Member Mayer, Member Lawlor, Member Calabresa and Chair Olson

3. Added to the Agenda Items

There were no items added to the agenda.

4. Chair's Remarks

The Chairman made no remarks.

5. Member Remarks

The members made no remarks.

6. Old Business

There was no old business to conduct.

7. New Business

Duane Larson of HDG provided an update concerning the transition to private management. Mr. Larson noted progress made with respect to marketing of the facility, as well as internal process and procedure improvements. Mr. Larson reviewed the current recruitment process for vacant positions and noted that a Human Resources Manager, Admissions Coordinator, Outreach Liaison and the Alzheimer Unit Director have all been hired. Mr. Larson noted that of the 173 employees that worked for the County prior to the transition, 160 accepted positions. Anne Wagner noted that a majority of those who did not accept chose to retire.

Anne Wagner distributed a copy of the January 2012 monthly report to the Advisory

Board. She reported that this report has some information missing due to the fact that some reporting systems are still in the process of being implemented. One such reporting system is satisfaction survey tool. Another system currently being implemented that, when completely installed, will provide input into the monthly report is Point Click Care (PCC). Ms. Wagner reviewed the report with the Advisory Board.

Motion made by Member Lawlor, seconded by Member Calabresa, to accept the January 2012 Monthly Report. Motion carried by the following vote:

Aye: 5 - Member Knight, Member Mayer, Member Lawlor, Member Calabresa and Chair Olson

8. Winchester House Financial Report

Mary Stevens reviewed the fourth quarter FY 2011 Financial Report. The Advisory Board requested an additional line showing the amount of the IGT when totaling the operating revenue over expenses. Ryan Waller noted that in the future, when PCC is completely operational, that this report would be included with the monthly report.

Motion made by Member Lawlor, seconded by Member Mayer, to accept the FY 2011 Financial Report. Motion carried by the following vote:

8.1 [12-0052](#)

Approval of 2012 meeting schedule.

Motion made by Member Lawlor, seconded by Member Knight, to approve the 2012 meeting schedule. Motion carried by the following vote:

Aye: 5 - Member Knight, Member Mayer, Member Lawlor, Member Calabresa and Chair Olson

9. Winchester House Administrator's Report

The Administrator's Report was provided earlier in the meeting.

10. Other Business

Ryan Waller reminded Winchester House Advisory Board Members to complete the required Open Meetings Act training. He also noted that there would most likely be a need to reschedule the February 16, 2012 meeting.

11. Adjournment

The meeting was adjourned at 5:25 p.m.