

**Winchester House Advisory Board
Meeting Minutes
August 25, 2016 – 4:00p.m.
1125 N. Milwaukee Avenue
Libertyville, IL 60048**

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Call to Order - Chairperson Olson called the meeting to order at 4:05p.m.

- Present (6): Chairperson Olson and Members Carol Calabresa, Steve Carlson, Mary Hillard, Michael Knight and Julie Mayer.
- Absent (1): Member Jeff Bieschat.

Also Present: Lake County Assistant County Administrator Cameron Davis, Lake County Purchasing Manager RuthAnne Hall, TCM President Denise Norman, Winchester House Administrator Jackie Prestel and TCM Representative Mike Filippo.

Approval of the Minutes - Chairperson Olson reported that the June 30, 2016 Advisory Board minutes had been previously distributed.

Member Carlson made a motion to approve the June 30, 2016 Advisory Board meeting minutes, as presented. The motion was seconded by Member Hillard. The motion passed.

Chairperson's Remarks - Chairperson Olson welcomed everyone to the August Advisory Board meeting. He thanked the Winchester House team for hosting the meeting.

Member Remarks - There were none.

Old Business – As at the previous advisory board meeting, members expressed a desire to be made aware of when the new facility would be coming before both the Mundelein Village Board and ZPA, for consideration. Mike Filippo stated that he would make sure and notify Mr. Davis and Ms. Hall when meetings in Mundelein are scheduled.

Winchester House Milestones, Regulation Reporting and Financial Report from the

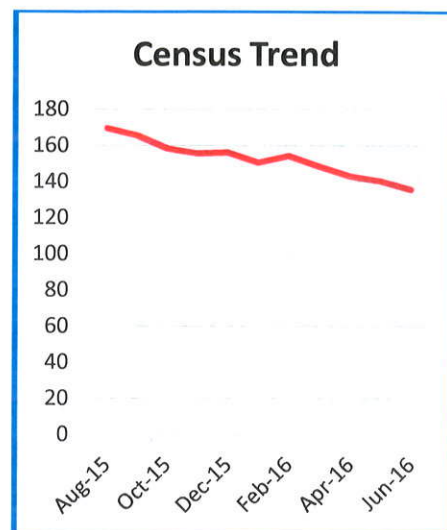
Winchester House Administrator - Chairperson Olson invited Mike Filippo, TCLC, to present information on Winchester House milestones, regulation reporting and the financial report to the Advisory Board. The report was from the period ending June 30, 2016. The power-point presentation is **attached** (Item A) and covers the status of those items listed below.

- Milestone Tracking: Phase III.
- Regulatory Update/Industry Update.
- Financial Statement (actual vs. pro forma).
- Celebrate Success.

Utilizing the power-point document, Mr. Filippo and Ms. Prestel reported on the items listed below.

- Mr. Filippo reported that the consolidation of the facilities floors had proven “very successful.” He reported that appropriate staffing ratios have now been achieved with corresponding decreases in insurance and workers’ compensation expenses.
- Mr. Filippo reported that Phase III completion is following the established timeline, as shown on the attached power-point document.
- Mr. Filippo reviewed the regulatory update, as outlined in the attached power-point document.
- Mr. Filippo reported on the Winchester House census of 135.8 clients as of the end of June, 2016. This is a 33.59 person reduction from a census of 169.39 in August, 2015. A complete month-by-month census breakdown, by payer type, can be found in the **attached** power-point document.
- Contradicting his previous statement at the June advisory board meeting, Mr. Filippo reported that TCLC has decided not to utilize conventional financing for the Mundelein construction project.
- Mr. Filippo reported that TCLC is anticipating a March 15th groundbreaking ceremony.
- Ms. Prestel discussed the regulatory update portion of the monthly report. She highlighted several items she called “minor tags” that are described as “F323 Careplan discrepancy” in the **attached** report.
- Mr. Filippo stated that Winchester House management is trying to “bump the census up a bit.” He stated that census obviously has an effect on the financial bottom-line. Several Advisory Board members expressed concern about the ongoing census decrease. Mr. Filippo stated that they are making efforts to add staff time to their promotion efforts and to “re-market Winchester House to the community”.

Month	Total Census
Aug-15	169.39
Sep-15	165.37
Oct-15	158.06
Nov-15	155.57
Dec-15	155.94
Jan-16	150.52
Feb-16	154.24
Mar-16	148.45
Apr-16	143.1
May-16	140.48
Jun-16	135.8



- Mr. Filippo reported that the attached June 2016 financial statement shows a loss of \$38,793. This was a significant improvement over the losses outlined in previous monthly financial reports. Mr. Filippo stated that future monthly financial reports should show a continued reduction in losses with an eventual profit, due to the floor consolidation and other cost savings efforts.

Board Member Knight commented on the fact that it appears the census has begun to stabilize. He asked Mr. Filippo if he felt the census would remain stabilized. Mr. Filippo answered yes.

Mr. Knight then commented on caregivers and the facilities current service levels. Discussion ensued.

Mr. Filippo commented that he felt the organization had now moved past the two months of transition since the floor consolidation. He communicated that he felt any conflict that had arisen was, to some degree, staff driven.

Board Chairperson Olson inquired about the workers' comp and insurance savings. Mr. Filippo reported that the workers comp renewal had decreased from approximately \$389,000 to \$240,000. In addition, he reported that the general liability insurance had decreased by approximately \$40,000.

Board Member Calabresa sought clarification regarding the benefit of being a Winchester House resident at the time when the new Mundelein facility is opened. RuthAnne Hall

responded that “if you live in Winchester House at the time of transition to the new facility there will be a spot for you in that new facility.”

Board Member Julie Mayer commented that as the Mundelein facility moves closer to reality, she would expect to see an increase in the census related to the excitement created by that new facility.

Transitional Care of Lake County Report

- Winchester House Administrator Jackie Prestel gave the Board a report on the “Highlights” found on the **attached** power-point document.
- The topic of creating a photo of the Advisory Board members that would hang in the lobby was introduced. TCM President Denise Norman agreed to organize a photo opportunity at the October Board meeting.
- Ms. Prestel advised the Board that TCLC was discussing the possibility of accreditation in the hopes of securing an eventual “four star” rating for the new Mundelein facility. The Advisory Board responded favorably to this news.
- Ms. Prestel invited everyone to attend a car show to be held at the facility on August 29th. She described this as an outreach effort that potentially could become an annual event.

Board Member Knight inquired about changes in the time of food delivery to Winchester House clients. He stated that he had heard complaints regarding the warmth of food and inconsistent delivery times. Ms. Prestel stated that she will look into this concern.

- Ms. Prestel handed out the September edition of ***Transitions***, the Winchester House newsletter. The newsletter is full of interesting information about activities at the facility. Ms. Prestel will make sure to electronically forward future copies of the newsletter directly to the Advisory Board.
- Ms. Prestel updated the Advisory Board on a new program at Winchester House called “Life Stories.” The staff is recording the life stories of customers for use in their care. The Advisory Board expressed their appreciation to the staff for this innovative effort.

Board Chairperson Olsen asked for an update regarding the activities of the Winchester House donation fund. RuthAnne Hall gave a brief update and then said she would provide a more complete review at the next Advisory Board meeting.

Discussion Regarding The Next Winchester House Advisory Board Meeting

There was unanimous agreement that the advisory board's regularly scheduled September 22nd meeting and the regularly scheduled October 27th meeting both be canceled, with the October meeting rescheduled to Thursday the 20th at 4:00p.m. The motion was seconded by Member Calabresa. The motion passed.

The next meeting of the Advisory Board will be Thursday, October 20, 2016. The October meeting will be held at Winchester House, beginning at 4:00p.m. Future meeting dates will be determined at each Board meeting. Since the September Board meeting has been canceled and the October meeting date adjusted, Mr. Davis will send a notification/reminder out to advisory board members. Davis reported that this should help to keep everyone equally informed.

Adjournment

Chairperson Olson declared the meeting adjourned.

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Cameron Davis, Assistant Administrator
Lake County, IL

