

**Winchester House Advisory Board  
Meeting Minutes  
April 20, 2015**

**Main Dining Room – Winchester House Skilled Nursing Facility  
1125 N. Milwaukee Avenue  
Libertyville, IL 60048**

**1. Call to Order**

*Chair Olson called the meeting to order at 4:05 p.m.*

**Present** 6: Jeff Biesczat, Carol Calabresa, Steve Carlson, Michael Knight, Julie Mayer, Ric Olson

**Absent** 1: Mary Hillard

Others present:

Ryan Waller, Assistant County Administrator

RuthAnne Hall, Purchasing Manager

Neville Billimoria, Attorney, Duane Morris

Gary Gordon, Finance Director

Patrice Sutton, Deputy Finance Director

Kathy Karr, Health Dimensions Group

Craig Abbott, Health Dimensions Group

Maxine Bergmann, Winchester House Administrator

Rick Meeske, Winchester House Business Manager

**2. Approval of Minutes**

**3. Added to the Agenda**

**4. Chair's Remarks**

**5. Member Remarks**

**6. Old Business**

**7. New Business**

**7.1 15-0420**

**Consideration of a recommendation to award a management and lease agreement for the operations of Winchester House**

*Chair Ric Olson introduced the item and took a few minutes to talk about the history of the Advisory Board and their mission. He indicated that in researching the best path to building a new Winchester House, the Advisory Board always kept the residents and staff at the forefront of their*

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*considerations. He applauded the residents' and staffs' patience and respect as the County and Advisory Board have performed their due diligence during the last 7-10 years.*

*Chair Olson asked Vice-Chair Michael Knight to provide a few words. Vice-Chair Knight echoed Chair Olson's comments and provided some detail concerning the mission of Winchester House and the research that went into arriving at the recommendation from the Advisory Board to further explore leasing the facility. Vice-Chair Knight also provided some initial perspective into the recommendation to lease to Transitional Care Management as he was a member of the selection committee.*

*Chair Olson asked Ryan Waller to review the item for the Board. Mr. Waller presented a powerpoint that provided a 10 year history of steps taken to ensure a new Winchester House was built. Mr. Waller also reviewed the process to request proposals from the private sector to lease the existing nursing home and, at the conclusion of the three year lease, provide for a replacement of the facility. Mr. Waller then reviewed the recommended lease –Transitional Care Management – and the factors that led to TCM's selection. Mr. Waller also provided an executive summary of the terms of the lease agreement and the agreements for agenda items 7.2 and 7.3. He noted the Operations Transfer agreement found under agenda item 7.2 addressed those actions that needed to occur to effectively transfer the operations of the Winchester House business to TCM. He noted that 7.3 was a professional services agreement with TCM so that they can work on the County's behalf to collect payables owed to the County for services provided prior to the transition to private ownership.*

*Mike Filippo and Denise Norman of TCM then provided a brief presentation about their company.*

*Craig Abbott, CEO of Health Dimensions Group, expressed his disappointment that his company was not selected as the lease. He noted his appreciation for the partnership that HDG and the County has had for the last 3 years and noted his commitment to work with the County and TCM to ensure a smooth and seamless transition.*

*A brief discussion ensued.*

***A motion to approve items 7.1, 7.2 and 7.3 was made by Jeff Biesczat. The motion was seconded by Steve Carlson. The motion was approved by the following roll call vote:***

***Ayes: Jeff Biesczat, Carol Calabresa, Steve Carlson, Michael Knight, Julie Mayer, Ric Olson***

***Nays: None***

***Absent: Mary Hillard***

**7.2 15-0421**

**Consideration of an operations transfer agreement for Winchester House.**

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*This item was summarized and voted on during the consideration of item 7.1.*

**7.3 15-0422**

**Consideration of a professional service agreement to manage Winchester House accounts receivables after an operations transfer.**

*This item was summarized and voted on during the consideration of item 7.1.*

**8. Other Business**

**9. Adjournment**

*Chair Olson declared the meeting adjourned at 5:00 p.m.*