

**Winchester House Advisory Board  
Meeting Minutes  
March 23, 2015**

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

**1. Call to Order**

*Chair Olson called the meeting to order at 4:00 p.m.*

**Present** 4: Carol Calabresa, Steve Carlson, Michael Knight, Ric Olson

**Absent** 3: Jeff Biesczat, Julie Mayer, and Mary Hillard

Others present:

Ryan Waller, Assistant County Administrator

Rob Hansen, Chief Operating Officer, Health Dimensions Group

Kathy Karr, Health Dimensions Group

Maxine Bergmann, Winchester House Administrator

Rick Meeske, Winchester House Business Manager

**2. Approval of Minutes –Minutes from January 15, 2015**

***A motion to approve the meeting minutes from January 15, 2015 was made by Steve Carlson. The motion was seconded by Michael Knight. The motion was approved by the following roll call vote:***

**Ayes** 4: Carol Calabresa, Steve Carlson, Michael Knight, Ric Olson

**Absent** 3: Jeff Biesczat, Julie Mayer, and Mary Hillard

**3. Added to the Agenda**

**4. Chair's Remarks**

**5. Member Remarks**

**6. Old Business**

**7. New Business**

**7.1 15-0281**

**Report from the Winchester House Administrator for the month of December 2014.**

**7.2 15-0282**

**Report from the Winchester House Administrator for the month of January 2015.**

**Winchester House Advisory Board  
Meeting Minutes  
March 23, 2015**

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

***Items 7.1 and 7.2 were taken together.***

*Maxine Bergmann and Kathy Karr presented items 7.1 and 7.2. As these were reports from a few months ago, Ms. Bergmann and Ms. Karr presented current information. They indicated that census has been trending in the 170s. Ms. Karr noted that census is trending upward, which should positively impact the financial performance of the facility. Ryan Waller noted, however, that upon review of the financials, it was noted that the amount of outstanding Accounts Receivables was significant. The Advisory Board members questioned Ms. Karr on the amount. Ms. Karr noted that of the outstanding receivables was approximately \$6 million, with approximately \$2 million falling under Non- Medicaid.*

*She indicated that staff in the business office is working on accounts and with families to ensure proper filings are done to ensure Medicaid payments can be submitted and received. Ms. Karr went on to explain that in some admissions, the business office staff was not involved in the process. She noted that there are a few reasons for this, including turnover within the business office. She noted that the lack of involvement led to many residents without contracts and/or proper payor source classifications. When asked what steps have been taken to ensure these issues are being addressed, Ms. Karr noted that the business staff are now involved with all admissions, all incoming residents are required to sign a contract, there are weekly meetings with admissions and the business staff, and monthly meetings with HDG corporate. The Advisory Board asked that at the next meeting, Ms. Karr provide an update on the Accounts Receivable, a breakdown of the aging report, amount of bad debt, and update of the action plan for addressing the outstanding balance owed.*

***A motion to approve items 7.1 and 7.2 was made by Carol Calabresa. The motion was seconded by Michael Knight. The motion was approved by the following roll call vote:***

**Ayes 4:** Carol Calabresa, Steve Carlson, Michael Knight, Ric Olson

**Absent 3:** Jeff Biesczat, Julie Mayer, and Mary Hillard

**8. County Administrator's Report**

**9. Other Business**

**10. Adjournment**

*Chair Olson declared the meeting adjourned at 5:10 p.m.*