

**Winchester House Advisory Board  
Meeting Minutes  
January 26, 2017 – 4:00p.m.  
1125 N. Milwaukee Avenue  
Libertyville, IL 60048**

**DRAFT**

**Call to Order** - Chairperson Olson called the meeting to order at 4:04p.m.

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

Also Present: Lake County Administrator Barry Burton, Lake County Assistant Administrator Cameron Davis, Lake County Purchasing Manager RuthAnne Hall, TCM President Denise Norman, Winchester House Administrator Jackie Prestel and TCM Representative Mike Filippo. Also, a Winchester House resident joined the meeting in progress.

**Approval of the Minutes** - Chairperson Olson reported that the October 20, 2016 Advisory Board minutes had been previously distributed.

***Member Carlson made a motion to approve the October 20, 2016 Advisory Board meeting minutes, as presented. The motion was seconded by Member Knight. The motion passed.***

The Chairperson noted that there were no minutes from the planed December 8, 2016 meeting. The meeting was not held due to a lack of quorum.

**Chairperson's Remarks** - Chairperson Olson welcomed everyone to the January Advisory Board meeting. He wished everyone in attendance a Happy New Year!

**Member Remarks** - There were none.

**Old Business** - There was none.

**New Business**

**Transitional Care of Lake County Winchester House Milestones, Regulation and Financial Report from the Winchester House Administrator for the Periods Ending November 30, 2016** 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 November 30,

2016. The power-point presentation is attached and covers the status of those items listed below.

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

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

- Mr. Filippo reported that TCLC continues to make progress with milestones. He expects the Mundelein Planning and Zoning Commission to approve recommendations to the Village Board in January. TCLC expects to close on the Mundelein property sometime in March, 2017. Further, Mr. Filippo stated that he expects the new facilities ground-breaking will be held sometime in May, 2017.

Member Steve Carlson inquired if Mr. Filippo expected any challenges with the State of Illinois regarding the building project. Mr. Filippo answered “no.”

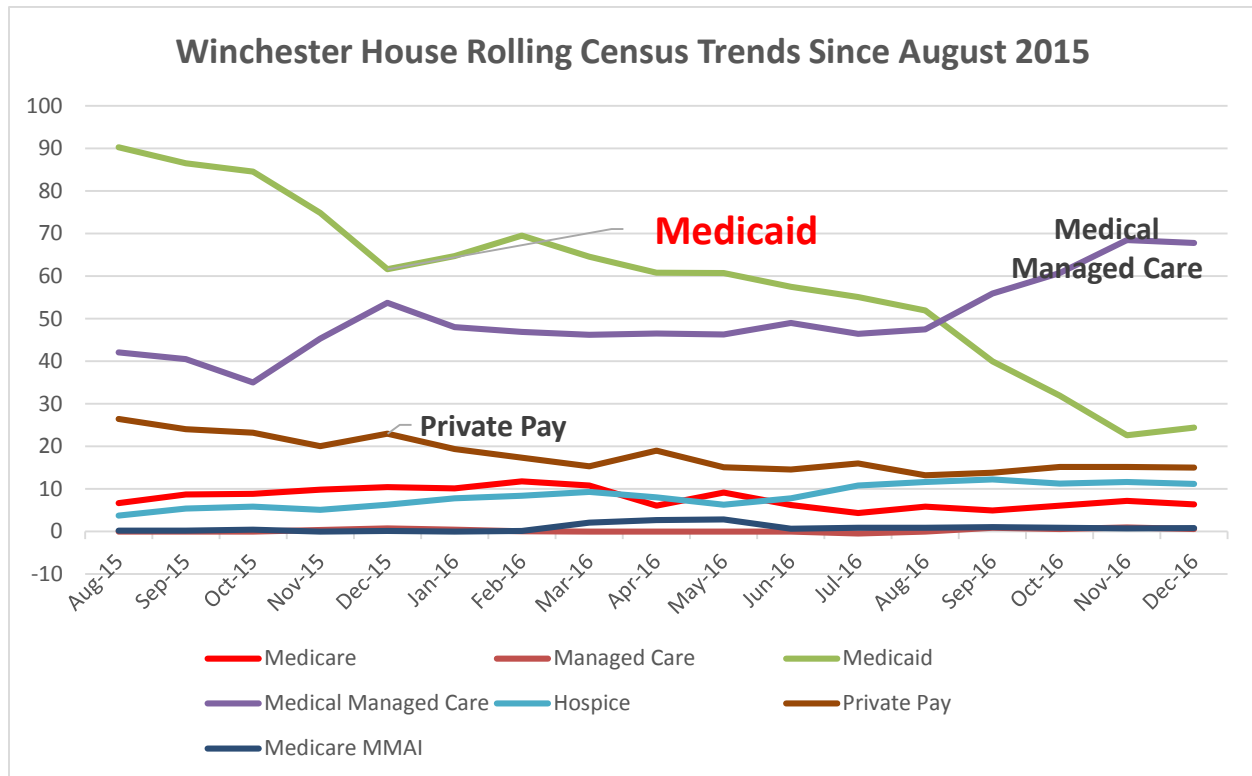
Member Carol Calabresa inquired about the architectural firm that TCLC is working with for the Mundelein facility. She wanted to know if the firm had designed other similar facilities. Mr. Filippo answered “yes.” TCLC’s partners has worked with the architectural firm on prior projects.

- Jackie Prestel provided the Board with a regulatory update. She reported that recently, a State of Illinois team of seven surveyors were at Winchester House for four days. This was an expected review. Ms. Prestel reviewed the items with the Board that were identified by the State. A plan of correction has been submitted to the State.

Chairperson Olson commented on the nature of the identified items and referred to them as being as “minor,” based on his experience. Other members of the Advisory Board congratulated TCLC on the limited number of items identified as needing correction.

- Mr. Filippo reported on the facilities \$28,408 profit for the period ending November 2016, as shown on the attached power point document. The change to a recent pattern of positive cash flow was recognized by the Board.

- As of the end of December, 2016, the Winchester House census has stabilized at 126 residents for a period of three months. TCLC staff stated that they continue to hope that the hiring of their new Director of Marketing and Business Development will help to increase the census figures. Member Mayer commented on recently having met with Heidi Reich-Aguilar, Winchester House's Director of Marketing and Business Development. She reported on being impressed with Ms. Reich-Aguilar's knowledge base and experience.



### **Winchester House Program(s) Update - Transitional Care of Lake County.**

Winchester House Administrator Jackie Prestel gave the Board a report on the "Highlights" as found on the attached power-point document.

Ms. Prestel introduced Patricia Clay to the Advisory Board. Ms. Clay is an 18-year resident of Winchester House. Ms. Clay thanked the Board for the opportunity to speak and share her thoughts and observations. Ms. Clay provided the Board with some personal background information on herself and also provided some information on what brought her to Winchester House. She discussed her involvement on various Winchester House committees. She discussed challenges with the televisions in public areas and her own challenges getting outside Wi-Fi at the facility. She wanted the Board

to know that improved Wi-Fi access at Winchester House would help to improve her quality of life.

Ms. Clay informed the Board that she had been the recipient of a new motorized chair that has dramatically improved her quality of life. She expressed appreciation for the new chair.

**Lake County Update on Winchester House Donation Fund.**

RuthAnne Hall, Lake County, provided the Advisory Board with a brief overview of the Winchester House donation fund. This fund has been created, over the years, from generous donations to the Winchester House facility. The fund does not include any tax dollars. Monies spent from the fund are to be used for the benefit of improving the quality of life for Winchester House residents.

Examples of items purchased from the donation fund include, but are not limited to, accessible planter boxes, bookcases for the library, electronic bingo board, lumbar support cushions for wheelchairs, new black toilet seats and a wireless microphone for events.

Ms. Hall reported that by the time of the next Winchester House Advisory Board meeting the approximate 11-12 new, larger and more sophisticated television sets will be installed in the various public lounge/ eating areas of the facility.

Based on conversations from the most recent WHAB, Ms. Hall and her staff have been investigating installation of Wi-Fi at the facility. She expressed confidence that a solution would be able to be found to install Wi-Fi. She was not yet able to communicate a specific timetable for Wi-Fi installation.

Cameron Davis, Lake County, reminded the Board that County staff has informed TCLC that they can bring requests before the WHAB for potential future funding out of the donation fund. If he receives requests from TCLC, he will certainly pass those items on to the WHAB for your consideration.

Winchester House Resident Patricia Clay expressed her appreciation to Lake County for facilitating the purchase and installation of the new, larger television sets and for the effort underway to install Wi-Fi in the facility. She reiterated the importance of Wi-Fi, to her and her fellow residents.

**Update from Lake County Regarding Adjustments Approved to the Lease and Management Agreement between the County of Lake and Transitional Care of Lake County (TCLC).**

Board Chairperson Ric Olsen invited Barry Burton, Lake County Administrator, to report on the county Board's recent approval of several adjustments to the lease and management agreement between the county and TCLC. Mr. Burton stated that the agreement adjustments were important to the County's and TCLC's efforts to keep the facility operational until the replacement facility is built in Mundelein. A few of the high-points that Mr. Burton reported on included the items listed below.

- The extension of the original three-year deal into a fourth year.
- The agreements original pro-forma has been replaced with a new pro-forma.
- Rent and utility payments have been reduced to reflect the more limited use of the building following floor consolidations.
- Forgiveness of start-up capital provided that newly created construction milestones are met.
- No additional changes or financial modifications will be made, going forward.

Member Steve Carlson notified the WHAB that the County Board has given Mr. Burton very specific instructions that no additional financial modifications may be made to the lease and management agreement between the County and TCLC. This is it!

Chairperson Olson expressed his thanks and appreciation to all of the Lake County Board members for their continued support of Winchester House.

Member Knight commented that he felt the adjustments were a "win-win" for all involved. He also expressed appreciation for the County's and TCLC's efforts to negotiate a solution, a way-forward.

Cameron Davis, Lake County, then updated the WHAB on the recent County approved adjustment to the County's sewer connection fee and a County approved utility easement agreement, both completed to help facilitate the building of the Winchester House replacement facility in Mundelein.

Mike Filippo, TCLC. Thanked the County for their cooperation. He said that this was an excellent example of a public entity and a private organization working together to help benefit those in need.

#### **Transitional Care of Lake County New Mundelein Facility Report.**

Mike Filippo, TCLC, reported that TCLC continues to work with the Village of Mundelein on the replacement facility project. on a daily basis.

Cameron Davis, Lake County, informed the Board that the replacement facility would be before the Mundelein Planning and Zoning Commission on Wednesday, February 1<sup>st</sup>

beginning at 7p.m. Specifically, the P & Z Commission will be considering the request for rezoning, the plat of easement, a special use request and several variance requests. If the Planning and Zoning Commission approves these requests, the requests, along with a negotiated development agreement, will be before the Mundelein Village Board in either late February or March, 2017.

Mr. Davis stated that the County organization remains concerned about TCLC's efforts to move the Mundelein project forward in a timely manner. Davis stated that he is maintaining regular contact with Village of Mundelein staff to ensure forward progress is being made.

### **Consideration of the 2017 Meeting Schedule**

Cameron Davis, Lake County, reported that the proposed 2017 meeting schedule had been distributed with the agenda. Additional copies were distributed at the meeting. Discussion ensued regarding the proposed meeting schedule.

There was unanimous agreement that the Board would plan for the following meetings in the remainder of 2017: February 27<sup>th</sup>, March 23<sup>rd</sup>, April 27<sup>th</sup>, May 25<sup>th</sup>, June 22<sup>nd</sup>, July 27<sup>th</sup>, August 24<sup>th</sup>, September 28<sup>th</sup>, October 26<sup>th</sup> and November 30<sup>th</sup>. There will be no planned meeting in December 2017. All meetings will begin at 4p.m. and be held at Winchester House in Libertyville.

***A motion was made by Member Knight and seconded by Member Calabresa to approve the 2017 meeting schedule, as stated. The motion passed.***

The next meeting of the Advisory Board will be Thursday, February 23, 2017. The February meeting will be held at Winchester House, beginning at 4:00p.m.

Member Michael Knight announced that he would not be able to attend the February 23<sup>rd</sup> Board meeting due to a previous commitment. Chairperson Olsen thanked member Knight for advanced warning.

### **Adjournment**

Chairperson Olson declared the meeting adjourned.

---

Cameron Davis, Assistant Administrator  
Lake County, IL