

**Winchester House Advisor Board
Meeting Minutes
January 25, 2018**

1. Call to Order

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

Present 4: Carol Calabresa, Julie Mayer, Jeff Biesczat, Michael Knight

Absent 3: , Ric Olson, Steve Carlson, Mary Hillard

Other present:

RuthAnne Hall, Purchasing Manager

Denise Norman, President, Transitional Care Management

Jackie Prestel, Winchester House Administrator

Charles Ross, Chief Strategy Officer, Transitional Care Management

Mike Filippo, Chief Operating Officer, Transitional Care Management

2. Approval of Minutes

A motion was made by Carol Calabresa to approve the minutes of the WHAB from October 26, 2017 and seconded by Julie Mayer. Michael Knight indicated that the date on the minutes needed to be corrected. The motion was approved with 3 ayes and one abstention from Michael Knight who was absent from the meeting.

3. Chair's Remarks

There were no chair remarks.

4. Member Remarks

There were no member remarks.

5. Old Business

There was no old business discussed.

6. New Business

6.1

Update on Transitional Care of Lake County's (TCLC) New Mundelein Facility

Mike Filippo provided an update on the Phase III milestone of the contract - the new Mundelein facility. Mr. Filippo informed WHAB members that the Illinois Department of Public Health (IDPH) had finalized its approval of the project on December 1, 2017. According to regulations, TCLC must wait 30 to 35 days before proceeding with construction. However, prior to construction, TCLC is working to finalize the financing through the US Department of Housing and Urban Development (HUD). In regards to the HUD financing, Mr. Filippo stated that they have completed the first phase of the process and are awaiting

final approval of the second phase – which is anticipated in the next 30 days. The groundbreaking is tentatively scheduled for April 1, 2018 and construction is anticipated to take 15 months.

TCLC met with their investors on January 25, 2018 and they have approved moving forward with a placement of a “coming soon” sign on the site in Mundelein. The next steps will be to finalize a design of the sign and get a permit from the Village of Mundelein. The TCLC staff present stated that they would share the final design and timing of the placement of the sign with the WHAB members.

A family meeting is scheduled for Winchester House residents on January 26, 2018. Mr. Filippo will be in attendance at the meeting to provide an update on the progress of the new replacement facility to residents and their families.

Carol Calabresa requested that County staff provide monthly updates to the WHAB members. RuthAnne Hall stated that she would work with the TCLC staff to provide those updates.

6.2

Regulatory Update

Denise Norman and Jackie Prestel reviewed the PowerPoint presentation covering the status for the regulatory update. Ms. Prestel provided a brief review of all of the regulatory and life safety tags that were identified during the annual life safety survey that occurred on October 18, 2017. All of the tags were cleared through either an offsite desk review or the revisit on November 22, 2017. Ms. Prestel stated that any findings identified and addressed through the annual IDPH survey did not impact the star rating for the facility.

Jackie Prestel also provided an update on staffing levels. Ms. Prestel reviewed the new hires, resignations and terminations that occurred during the months of October through December.

Michael Knight asked if a new employee survey was planned. Denise Norman stated that TCLC had conducted a recent survey through Pinnacle; however, there was not a large response. Therefore, TCLC is working to implement the “Best Place to Work” program in February 2018. A new survey will be part of that program.

6.3

Transitional Care of Lake County Winchester House Financial Statement – Periods ending October 31, 2017 and November 30, 2017

Mike Filippo provided an overview of the TCLC finances for the months ending October 31, 2017 and November 30, 2017. While the census is still below the original pro forma, TCLC did see a net income of \$14,651 at the close of October. However, TCLC reported a net income loss of \$35,179 in November. Mr. Filippo indicated TCLC had programmed to operate at a loss beginning in 2018 and would make up the difference from the funds that were front loaded as part of the original contract.

Charles Ross provided an update on the census. The current census as of January 25, 2018 was 114. Mr. Ross stated that while that is below what was budgeted on the pro forma, they had seen an increase in private pay. TCLC stated that there is a demand in the marketplace for skilled nursing services for dementia care. Mr. Ross also stated that Winchester House is actively working with the Advocate Post-

Acute Network. Based on their work, Mr. Ross stated that they have identified that the current Winchester House is not a part of the network due to concerns with the physical plant, but are viewed as a future partner with the new replacement facility. Mr. Ross stated that Heidie from Winchester House will be reaching out to WHAB members to identify any additional resources for marketing to seniors. Carol Calabresa recommended that they reach out to the Libertyville Senior Center and Libertyville Senior Council.

Jackie Prestel provided an update on a trial therapy initiative called PENS- Patterned Neuromuscular Electrical Stimulation – to upgrade residents from modified diets. It is a program that provides rental of equipment and training to the therapy staff. PENS equipment targets muscle fibers associated with swallowing to strengthen them. Therapists are able to target the muscle with the PENS as residents sit passively. It has allowed staff to treat dementia residents who cannot follow exercises associated with swallow dysfunction. To date, four residents are participating in this program and one resident has already been upgraded from puree/nectar thick to a regular diet after having previously failed trial to upgrade

Ms. Prestel concluded her remarks with update on the following:

- 2 additional residents were evaluated for custom seating and positioning
- 1 Custom wheelchair was delivered
- 2 Residents had transfer status upgrades off of mechanical lifts
- Debbie Kayler presented at ILOTA conference in November on how The Eden principles are applied to engaging residents in meaningful activities at Winchester House as well as the parallels to OT theory.
- The following activities were provided for residents:
 - ✓ Trick or Treat and craft project was held w/ Big hearts little hands an intergenerational program
 - ✓ Veteran's day breakfast hosted by the 2nd Brigade and Motorcycle club
 - ✓ Winchester Olympics – Wheelchair races, javelin throw, shotput and disk throw
 - ✓ Veteran's VFW Christmas Party
 - ✓ Christmas children's piano recital
 - ✓ Puppy Love Christmas Pictures
 - ✓ Holiday Fashion Show

6.4

It's Never Too Late Software Support Request

Denise Norman requested that the WHAB provide funding from the Winchester House Donation fund to approve \$2,351.80 for an upgrade for the license and program subscription for It's Never Too Late. Michael Knight inquired about the current usage. Ms. Norman stated that the system is used daily for an exercise group, in the therapy room and with family and visitors on the dementia floor.

A motion was made by Michael Knight to approve the funding from the Winchester House Donation Fund for \$2,351.80 to upgrade the license and program subscription for It's Never Too Late. The motion was seconded by Carol Calabresa. The motion was approved with 4 ayes and 0 nays.

7.

Other Business

Julie Mayer informed that member Michael Knight was recognized for his volunteer work with the WHAB at a recent volunteer recognition hosted by Lake County.

Carol Calabresa requested that copies of the PowerPoint be distributed to members at future meetings.

RuthAnne Hall provided a brief update on a recent Statement of Interest (SOI) that was issued to identify architectural, engineering and environmental monitoring services for the development of documentation necessary for permitting, bidding, and demolition of Winchester House and adjacent satellite structures. The SOI was issued on December 13, 2017 and eight (8) proposals were received on January 18, 2018. The Purchasing Division is currently working with staff to rank proposals and identify the top three firms to interview. Pursuant to Illinois State Statutes, the SOI process requires that cost only be discussed with the firm to be determined the most qualified. Staff anticipates that a final award recommendation to the County Board in March 2018.

8. Adjournment

A motion was made by Carol Calabresa to adjourn the meeting and seconded by Michael Knight. The motion passed with 4 ayes and 0 nays. Chair Mayer declared the meeting adjourned at 4:46 p.m.