

**Winchester House Advisor Board  
Meeting Minutes  
July 26, 2018**

**1. Call to Order**

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

**Present 5:** Julie Mayer, Michael Knight, Steve Carlson, Carol Calabresa, and Ric Olson

**Absent 2:** Mary Hillard and Jeff Biesczat

Others present:

Barry Burton, County Administrator

Denise Norman, President, Transitional Care Management

Mike Filippo, Chief Operating Officer, Transitional Care Management

Jackie Prestel, Winchester House Administrator

**2. Approval of Minutes**

A motion was made by Steve Carlson to approve the minutes of the WHAB from April 26, 2018 and seconded by Michael Knight. The motion was approved with 5 ayes and 0 nays.

**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) Winchester House Milestone, Regulation and Financial Report – April through May 2018.**

Mike Filippo provided an update on the Phase III milestone of the contract - the new Mundelein facility. Barry Burton, County Administrator, provided an update on a pending modification that has been requested by Transitional Care of Lake County (TCLC). TCLC requested a second modification to the agreement due to the significant change in the equity partnership that has resulted in a delay in final approval of financing by Department of Housing and Urban Development. The modification provides for the remaining start-up capital, which was originally tied to construction milestones, be forgiven upon execution of the modification and prior to construction to address changes in the equity partnership. An Operational Support Fund, in the amount not to exceed \$734,000, will be established to address

continued operational losses at the facility and will be accounted for based on actuals versus pro forma. No payment shall be made unless construction on the replacement facility is begun by December 31, 2018. The anticipated construction start date has been extended to December 31, 2018 with an anticipated move in date to the new replacement facility in May 2020. This modification will increase the amount of the Agreement in a not to exceed amount of \$734,000 for establishment of an Operational Support Fund from \$6,906,133 for a total of \$7,640,133. Mr. Burton emphasized that providing an ongoing subsidy for the facility is in keeping with the County's past practice of subsidizing the operations of Winchester House and funding is provided for in the current Winchester House property tax levy.

Denise Norman reviewed the PowerPoint presentation covering the status for the regulatory and staffing updates. All tags have been addressed through either a desk review or revisit to the site. A staffing update was provided for April and May. Ms. Norman also provided an update on the therapy focus for the second quarter of 2018

Mike Filippo provided an overview of the TCLC finances for the months ending April 30, 2018 and May 31, 2018.

Mr. Filippo also provided a brief update on the census. The Winchester House census had decreased to 116 in April but had increased to 119 in May.

The remarks for the prepared presentations concluded with highlights for the therapy program, activity highlights for the facility since April 2018 and a list of upcoming events for residents in July and August.

## **7.**

### **Other Business**

A discussion took place regarding the use of the remaining Winchester House Donation Fund. The current YTD balance in the Winchester House Donation Fund is \$248,052. With the anticipated expenditures for the following items over the next 22 months, the final balance is projected to be \$194,664. TCLC has requested that the remaining projected balance be used to upgrade the beds and mattresses in the replacement facility for the skilled nursing and memory care units to 42 inches versus the standard 32 inches. Members of the WHAB agreed with the recommendation and directed Staff to work with TCLC to verify the steps needed to provide the funds for the replacement facility.

## **8. Adjournment**

A motion was made by Michael Knight to adjourn the meeting and seconded by Steve Carlson. The motion passed with 5 ayes and 0 nays. Chair Mayer declared the meeting adjourned at 5:00p.m. Next scheduled meeting is October 25, 2018.