

**Winchester House Advisory Board
Meeting Minutes**

**June 30, 2016 – 4:00p.m.
Transitional Care of Arlington Heights
1200 North Arlington Heights Road
Arlington Heights, IL 60004**

Call to Order - Chairperson Olson called the meeting to order at 4:46p.m. A tour of the Transitional Care of Arlington Heights facility preceded the meeting.

- Present (4): Chairperson Olson and Members Jeff Bieschat, Steve Carlson and Michael Knight.
- Absent (3): Members Carol Calabresa, Mary Hillard and Julie Mayer.

Also Present: Lake County Assistant County Administrator Cameron Davis, Lake County Purchasing Manager RuthAnne Hall, TCM Representative Mike Filippo and TCM Representative Jackie Prestel.

Approval of the Minutes - Chairperson Olson reported that the Advisory Board did not have a quorum at the April, 2016 meeting and, therefore, no minutes were taken.

Chairperson's Remarks - Chairperson Olson welcomed new Assistant County Administrator Cameron Davis to the meeting. Mr. Olson asked Davis to introduce himself to the Advisory Board. Mr. Davis commented on how happy he is to have the opportunity to work with the Advisory Board going forward and shared a bit about his past professional experience.

Chairperson Olson made general remarks about how impressed he was with what he saw during the Arlington Heights facility tour that occurred before the start of the meeting.

Member Remarks - There were none.

Old Business - There was none.

Financial Reports from the Winchester House Administrator - Before addressing the financial reports, Chairperson Olson invited Mike Filippo, TCLC, to present a power-point to the Advisory Board. The power-point presentation is **attached** (Item A) and covers the status of those items listed below.

- Announcement of CON approval on June 21, 2016.
- Milestone tracking: Phase III.

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- Consolidation of floors and crew reduction.
- Regulatory update/industry update.
- Financial Statement (actual vs. pro forma).
- iCare report (bright areas, complaints & concerns).
- Celebrate success.

Utilizing the power-point document, Mr. Filippo reported on the items highlighted below.

- The Medicaid application was completed on March 1, 2016 and the Medicare application was completed January 1, 2016.
- Phase III completion is following the established timeline, as shown on the attached power-point document.
- Consolidation of floors at Winchester House has been achieved with a reduction of staff from 236 (August 2015) to 168 (June 2016). A complete breakdown of staffing level adjustments can be found in the power-point document.
- Mr. Filippo reviewed the regulatory update, as outlined in the attached power-point document.
- Mr. Filippo reported on the Winchester House census of 143.10 clients as of the end of April, 2016. This is a reduction from a census of 169.39 in August, 2015. A complete month-by-month census breakdown can be found in the attached power-point document.
- Mr. Filippo reported that TCLC has decided to utilize conventional financing for the Mundelein construction project. There is a possibility that TCLC will refinance the project, at a later date, with HUD.

Committee members expressed a desire to be made aware of when the new facility would be coming before both the Mundelein Village Board and ZPA, for consideration.

Chairperson Olson inquired about TCLC's ongoing marketing efforts. Mr. Filippo responded that ongoing marketing efforts continue.

- Mr. Filippo reported that the attached April financial statement (Item C) shows a loss of \$177,329. This was an improvement over the attached March financial statement (Item B) that shows a loss of \$211,310. Mr. Filippo stated that future monthly financial reports should begin to show a reduction in losses with an eventual profit, due to the floor consolidation effort.

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Committee members expressed concern about the ongoing TCLC losses, as represented in the monthly financials. Lake County Purchasing Agent RuthAnne Hall reported that based on the existing contract, TCLC has acquired the license for operating the facility. Therefore, Ms. Hall reported, they bear the risk of making operational decisions to ensure that Winchester House is financially viable.

The Committee asked Mr. Filippo to address staffing ratio concerns. Mr. Filippo reported that the facilities patient to staff ratio has not changed. There has been a reduction of staff but it has mirrored a reduction in clients.

Transitional Care Management Update – Mr. Filippo showed the Board large architectural drawings (Dated May 2016) of the Mundelein facility site plan and floor plan (Option 1B). The plans show a building of approximately 95,296 Sq. Ft. on a parcel of approximately 10.6 acres. Mr. Filippo answered questions from the Board and again stated that the project's Phase III was on-schedule.

TCM Representative Jackie Prestel gave the Board a report on the "Highlights" found on the attached power-point document.

Discussion Regarding the Best Process for Regular Updates for the Winchester House Administrator to the Advisory Board

Mr. Davis reported that the Advisory Board has an established calendar of monthly meetings. On that calendar, the next meeting is scheduled for July 28, 2016. He asked for Advisory Board feedback regarding whether or not the group would like to continue meeting on a monthly basis.

There was unanimous agreement that the Advisory Board's July 28th meeting should be canceled. Member Carlson made a motion to cancel the July Advisory Board Meeting, seconded by Member Biesczat. The motion passed.

The next meeting of the Advisory Board will be Thursday, August 25, 2016. The August meeting will be held at Winchester House beginning at 4:00p.m. Future meeting dates will be determined at each Board meeting.

Mr. Davis reported that he would be working with Mr. Filippo and Ms. Prestel to provide the Advisory Board with monthly management updates. Going forward, these documents will be similar to the June update, as **attached** (Item D) to these minutes and as provided to the Advisory Board.

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Since the July Board meeting has been canceled, Mr. Davis will send a notification/reminder out to the Advisory Board, including a copy of the draft minutes from this meeting. Davis reported that this should help to keep everyone equally informed.

Adjournment

Chairperson Olson declared the meeting adjourned.

Cameron Davis, Assistant Administrator
Lake County, IL

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