

Winchester House Advisory Board
Meeting Minutes
October 20, 2016 – 4:00p.m.
1125 N. Milwaukee Avenue
Libertyville, IL 60048

DRAFT

Call to Order - Chairperson Olson called the meeting to order at 4:03p.m.

- Present (5): Chairperson Olson and Members Carol Calabresa, Steve Carlson, Michael Knight and Jeff Bieschat.
- Absent (2): Members Mary Hillard and Julie Mayer.

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

Approval of the Minutes - Chairperson Olson reported that the August 25, 2016 Advisory Board minutes had been previously distributed.

Member Carlson made a motion to approve the August 25, 2016 Advisory Board meeting minutes, as presented. The motion was seconded by Member Calabresa. The motion passed.

Chairperson's Remarks - Chairperson Olson welcomed everyone to the October Advisory Board meeting. He thanked the Winchester House team for hosting the meeting.

Member Remarks - There were none.

Old Business - There was none.

New Business – There was none.

Transitional Care of Lake County Winchester House Milestones, Regulation Reporting and Financial Report from the Winchester House Administrator for the Periods Ending July 31, 2016 and August 31, 2016 - Chairperson Olson invited Mike Filippo, TCLC, to present

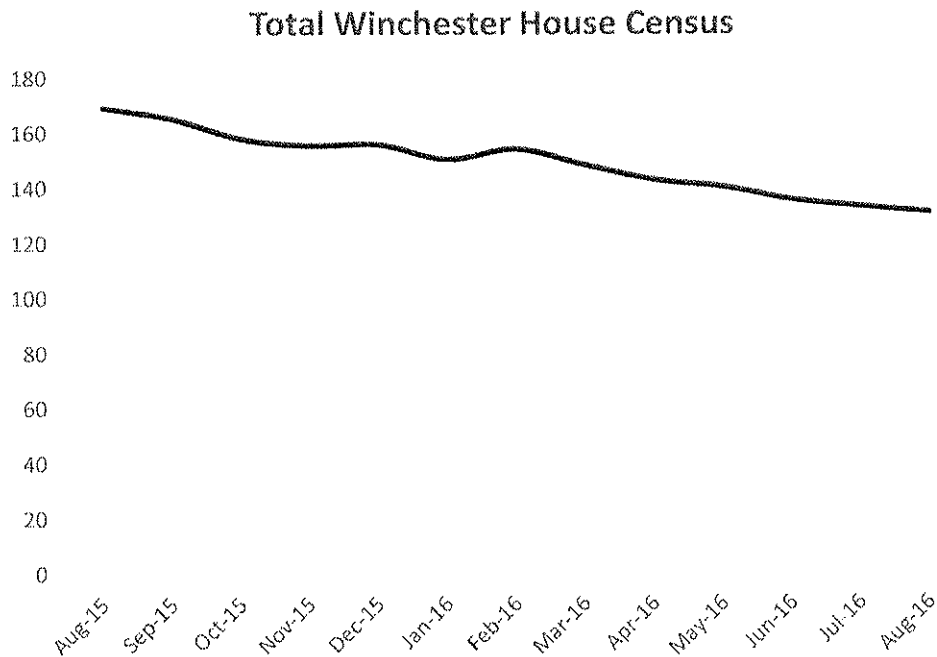
information on Winchester House milestones, regulation reporting and the financial report to the Advisory Board. The report was from the periods ending July 31, 2016 and August 31, 2016. The power-point presentation is **attached** and covers the status of those items listed below.

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

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

- Mr. Filippo reported that detailed drawings of the proposed Mundelein facility would be “coming shortly.” Mr. Filippo stated that as soon as the company gave their architectural firm the “o.k., we will have the plans.” Ruth Anne Hall reminded the Advisory Board and the TCLC representatives of the required August 1, 2018 deadline for having the Mundelein facility completed.
- Mr. Filippo reported that Phase III completion is following the established timeline.
- Mr. Filippo reviewed the regulatory update, as outlined in the attached power-point document. The results of the October 11, 2016 survey are still pending.
- Mr. Filippo reported on the Winchester House census of 131 clients as of the end of August. There was a small increase in Medicare clients and decreases in both private pay and Medicaid clients. A complete month-by-month census breakdown, by payer type, can be found in the **attached** power-point document.
- Several Advisory Board members expressed concern about the ongoing census decrease. Mr. Filippo again reported that they are making efforts to add staff time to their promotion and outreach efforts. Chairperson Olson communicated his belief regarding how important a development staff member will be to the operations future success.
- Mr. Filippo reported that TCLC had experienced a \$39,900.00 loss for the monthly period ending on July 31, 2016. However, he also reported a \$47,349.00 profit for the monthly period ending August 31, 2016. Chairperson Olsen asked if the operation was now profitable. Mr. Filippo answered by saying that the facilities net income was now sustainable.

- Mr. Filippo expressed concern that the State of Illinois is now as far behind in their monthly payments as they have ever been. As of this October meeting, TCLC is still waiting for the facilities May 2016 payment. However, Mike pointed out that the State had paid for their June responsibilities.
- Mr. Filippo did report that union negotiations will begin November 30, 2016.



Month	Total Census
Aug-15	169.39
Sep-15	165.37
Oct-15	158.06
Nov-15	155.57
Dec-15	155.94
Jan-16	150.52
Feb-16	154.24
Mar-16	148.45
Apr-16	143.1
May-16	140.48
Jun-16	135.8
Jul-16	133.13
Aug-16	131

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.
- Falls at Winchester House have been reduced 47% as compared to the same time period last year.
- An active effort to reduce wounds has lead to a 15% reduction since January 2016.
- The number of clients in hospice care continues to increase.
- This years’ flu shot program has resulted in 85% of clients receiving their shot.

Transitional Care of Lake County New Mundelein Facility Report.

Mike Filippo reported that TCLC is working with Mundelein on a daily basis. Member Calabresa expressed concern about TCLC meeting the expected deadlines.

Cameron Davis, Lake County, stated that the County organization is also concerned about TCLC’s efforts to move the Mundelein project forward in a timely manner. Davis stated that County staff is also in contact with Mundelein staff on a regular basis.

Chairperson Olson again expressed his concern regarding the reduced census numbers and the importance of the new Director of Marketing and business Development that TCLC has hired. Member Carlson also commented on the census data.

Member Knight expressed his belief that “resident satisfaction” is key to stabilizing and growing the facilities census. He believes that a high level of resident satisfaction will help to compensate for the age of the existing Winchester House facility.

Lake County Update on Winchester House Donation Fund.

RuthAnne Hall, Lake County, provided the Advisory Board with a historical review of the items purchased from the existing 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 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, appliances for a mock kitchen, electronic bingo board,

lumbar support cushions, wheelchairs, new black toilet seats and a wireless microphone for events.

Cameron Davis, Lake County, stated that County staff is now focusing on securing approximately 11-12 new, larger television sets for the public lounge/ eating areas of the facility. Davis reported that county staff has conferred with Winchester House Administrator Jackie Prestel on the appropriate locations for these new television sets. County staff is investigating what may or may not be able to occur in terms of individual, new television sets in resident rooms. Davis reported that there are significant building installation challenges regarding potential new television sets in resident rooms.

Discussion ensued, between Advisory Board members, regarding potential use of future fund resources. **County staff will research any potential limitations placed on the use of the donation funds resources.**

Discussion Regarding the Next Winchester House Advisory Board Meeting

Cameron Davis, Lake County, reported that the 2016 meeting schedule had December 1st and December 22nd listed as the next meetings of the advisory board. Mr. Davis suggested selecting one date for a December meeting, picking from the 1st, 8th or the 15th.

There was unanimous agreement that the advisory board's regularly scheduled December 1st and December 22nd meetings be canceled and replaced with one December meeting on the 8th at 4:00p.m. A motion was made by Member Carlson and seconded by Member Calabresa. The motion passed.

The next meeting of the Advisory Board will be Thursday, December 8, 2016. The December meeting will be held at Winchester House, beginning at 4:00p.m. Future meeting dates will be determined at each Board meeting.

Adjournment

Chairperson Olson declared the meeting adjourned.

Cameron Davis, Assistant Administrator
Lake County, IL