

**Winchester House Advisor Board
Meeting Minutes
July 27, 2017**

1. Call to Order

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

Present 4: Ric Olson, Mary Hillard, Michael Knight, Julie Mayer

Absent 3: Jeff Bieschat, Carol Calabresa, Steve Carlson

Other present:

Barry Burton, County Administrator

RuthAnne Hall, Purchasing Manager

Denise Norman, President, Transitional Care Management

Jackie Prestel, Winchester House Administrator

Charles Ross, Chief Strategy Officer, Transitional Care Management

2. Approval of Minutes

There were no minutes to consider

3. Chair's Remarks

Chair Olson stated that he will be moving out of the area in the coming months, but his business will provide an opportunity for him to return to the area at times. He would like to stay as involved as he can with the Winchester House Advisory Board (WHAB) as we complete the final phase of opening the new facility and transitioning the residents. However, he will need to step down from his duties as Chair. The members present thanked him for his work over the past 10 years.

RuthAnne Hall shared the 2007 County Board Resolution that outlined the process for electing the next chairman and stated that the item will be considered at the next scheduled WHAB meeting. Ms. Hall also stated that there is a need to set the 2018 meeting dates and that will be included as an item for the agenda of the next WHAB meeting.

4. Member Remarks

There were no member remarks.

5. Old Business

There was no old business discussed.

6. New Business

6.1 17-0797

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

Denise Norman provided an update on the new Mundelein facility. TCLC has closed on the Mundelein land and the architectural plans and bid documents are targeted for completion by July 31, 2017. The construction scheduled is estimated at 12 to 14 months. Ms. Norman stated that they are working with Illinois Department of Public Health (IDPH) to determine what the procedure will be for transferring the licenses to the new facility. In addition, TCLC is still working out the final details on the United States Department of Housing and Urban Development (HUD) funding needed.

Julie Mayer asked Ms. Norman what she considered to be there biggest barrier to beginning construction this fall. Ms. Norman replied that the final HUD funding was a concern that TCLC had.

A groundbreaking ceremony is tentatively scheduled for October 2017.

6.2 17-0798

Regulatory Update

Denise Norman and Jackie Prestel reviewed the PowerPoint presentation covering the status for the regulatory update. Ms. Norman stated that they were currently in the survey window for IDPH and are conducting mock surveys to prepare. The last time that IDPH was on site for a review for the Annual Life Safety Survey was October 2016.

Jackie Prestel stated that Winchester House will be pursuing voluntary accreditation through the Joint Commission on the Accreditation of Healthcare Organizations (JCHAO). In addition, they are seeking to obtain a memory care certification.

6.3 17-0799

Transitional Care of Lake County Winchester House Financial Statement – Period ending June 30, 2017

Denise Norman provided an overview of the TCLC finances for the month ending June 30, 2017. While the census is still below the original pro forma, TCLC did see a net income of \$22,236 at the close of June.

7. Other Business

Charles Ross provided a brief update on marketing meetings that TCLC has had to make connections within the industry and build relationships. Mr. Ross highlighted the work that Transitional Care Management (TCM) has done in building a relationship with Brookdale Senior Living Solutions in Hoffman Estates with TCM's Arlington Heights facility to develop a continuum of care. Mr. Ross also stated that they are working on local community initiatives for Winchester House and developing a community mailing list. He requested that WHAB members share any input or contacts with him.

Jackie Prestel provided a staffing update. Ms. Prestel stated that TCLC had been focused on recruitment efforts since May 2017 and was hosting weekly open interview days. As a result, they have hire 32 CNA's, 5 nurses, 2 dietary workers, 4 therapy workers and one management employee. They are now fully staffed.

Jackie Prestel provided highlights of new therapy equipment leased through the Winchester House Donation Fund. RuthAnne Hall provided an updated list of all items that were purchased thus far. Ms. Prestel made a request to enter into an agreement with funding from the Winchester House Donation Fund for MobiDent to provide dental services to the residents. WHAB members ask that RuthAnne Hall review the agreement and clarify questions raised at the meeting before moving forward with executing a contract.

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

- Three additional residents were evaluated for custom seating and positioning in the month of June
- Visit from “Barley” Therapy dog and trainer to educate residents about therapy dogs and the benefits of animals in the lives of people
- Father’s Day - Laughed it off with Father’s Day “Jokes and Games.” Enjoyed Fresh Strawberry Shortcake
- Visit from Little Hands Big Hearts- group of young toddlers who visited our residents
- Upcoming events include: Fishing at Independence Grove, Annual Classic Car Show, and a Senior Prom

Discussion was had with the WHAB members regarding the next meeting date. It was agreed that the August meeting should be cancelled and the next meeting would be held on September 28, 2017.

8. Adjournment

Chair Olson declared the meeting adjourned at 5:05 p.m.