

ELMS & BUILDING & GROUNDS COMMITTEE
April 12, 2016

The Elms/Building and Grounds Committee held their monthly meeting on Tuesday, April 12, 2016 at 7:00 p.m. The meeting was held at the Elms. Members present were Chairman Larry Aurelio, Jerome Anderson, Dave Cortelyou, Bob Mahr, Charles Neblock, Digger Oster, Paul Trimmer, Marcia Twaddle and McDonough County Board Chairman Scott Schwerer. Others present were Patrick Stout, Lead Maintenance Allen Sheffler, Elms Administrator Tina Cox and Beth Crossett as committee secretary.

Chairman Aurelio called the meeting to order at 7:00 p.m.

Approval of March 8, 2016 Minutes

Member Mahr moved with a second by Member Oster to approve the March 8, 2016 minutes as submitted. Motion carried on a voice vote.

Farm Report

No report.

Administrator's Report

Elms Administrator Tina Cox presented the monthly report. Census today is 87-9 Medicare, 42 Medicaid, 35 Private Pay and 2 Hospice. The Illinois Department of Public Aide owes The Elms \$178,789.73 which is about a month. We received 2-3 checks in a short period.

The Annual Ice Cream Social will be held Sunday, June 5th from 1:30-3:00.

The Scholarship committee met and selected this year's recipient. They will be notified and will be recognized publicly at the Ice Cream Social.

The pre-employment drug testing policy was reviewed. Following discussion, Member Trimmer moved with second by Member Neblock to accept the pre-employment drug testing policy. Motion carried on a voice vote. Updates to the Elms Drug Free Workplace Policy were distributed for the committee to review. Included were additional definition and procedures. The committee will review for next month.

Financial Report

Member Mahr moved with a second by Member Trimmer to approve the March 2016 Financial Reports. Motion carried with a voice vote.

Elms Claims

Member Oster moved with a second by Member Twaddle to approve the Elms claims. Motion carried with a voice vote.

Tina stated the need for executive session to discuss litigation. Member Oster moved with a second by Member Mahr to adjourn to executive session pursuant to Chapter 5 Illinois Compiled Statutes Section 120/2 (C) (1) (2) and (11) at 7:14 p.m. Motion carried unanimously.

Member Mahr motioned with second by Member Trimmer to adjourn from Executive Session at 7:19 p.m. with no action taken. Motion carried unanimously.

Macomb Public Building Commission

During the annual inspection of the Elms, the survey showed an infraction for our generator. Even

though the generator handles all items at the time of outage and has been acceptable for all these years, the State is now “enforcing” a long time standard. This requires that the power levels be separated into three tiers. This will require rewiring in the building to three tier circuits. The project estimate is \$150,000.00 and an electrical engineer has been hired to design modification to the original building EES to comply with the NFPA 99 – 1999 edition requirements of separate emergency system and equipment system. The emergency system will be designed to consist of Life safety branch and Critical branch. Our corrective action plan to the State is waiting for approval. The anticipated completion would be in 2017.

McDonough County Maintenance Directors Report

Allen Sheffler, Lead Maintenance Worker, presented the monthly report. Things are going well. He repaired and replaced a circuit board on the Courthouse elevator. He has contacted KONE about the seal leak and squeak with the rollers on the elevator.

They have been cleaning and polishing the woodwork in the Courthouse and he painted the baseboard in the basement. They have started seasonal lawn care.

He received a quote of \$ 1,170.00 from Bushnell Welding to repair the west entrance handrail. Following discussion, Member Oster moved with second by Member Trimmer to approve the repair at a cost of \$1,170.00. Motion carried on a voice vote.

Alan would like to recommend replacing the halogen bulbs in Courtroom 201 with LED bulbs. The bulbs have been priced at about \$ 18.00 each but are more energy efficient and longer lasting. Discussion was held and Alan will call AMERIN to see what type of bulb program they have and proceed with LED bulbs.

The carpet in the Courthouse elevator is in poor shape. Alan presented a quote of \$ 374.00 for vinyl skid proof flooring similar to what is used at the Zarhn building. Following discussion, Member Mahr moved with second by Member Cortelyou to replace the Courthouse elevator flooring. Motion carried on a voice vote.

Building and Grounds Claims

Member Trimmer moved with second by Member Mahr to approve the claims as submitted. Board Chairman Schwerer stated that invoices should be included with monthly statements. The safety grant is being used to purchase the necessary ladders for the courthouse. Motion carried on a voice vote.

Other

Member Oster thanked Tina for the tour of the Elms for WIU long-term care students.

Member Oster moved with second by Member Twaddle that the meeting be adjourned. Motion carried on a voice vote. With no further business to discuss the meeting was adjourned at 7:43 p.m.