

ELMS & BUILDING & GROUNDS COMMITTEE
September 13, 2016

The Elms/Building and Grounds Committee held their monthly meeting on Tuesday, September 13, 2016 at 7:00 p.m. The meeting was held at the Elms. Members present were Chairman Larry Aurelio, Dave Cortelyou, Charles Neblock, Digger Oster, Marcia Twaddle and McDonough County Board Chairman Scott Schwerer. Members Jerome Anderson, Bob Mahr and Paul Trimmer were absent. 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 August 9, 2016 Minutes

Member Oster moved with a second by Member Neblock to approve the August 9, 2016 minutes as submitted. Motion carried on a voice vote.

Approval of August 17, 2016 Minutes

Member Twaddle moved with a second by Member Cortelyou to approve the August 17, 2016 minutes as submitted. Motion carried on a voice vote.

Tina is on her way back from Conference so we will change tonight's meeting order.

Macomb Public Building Commission

Materials are being delivered and some preliminary work is being done on the wiring project.

County West Roof Bid Opening

Alan has been in touch with the contractor and they will try and get us worked in the year. This will go to the full Board this month for final approval.

McDonough County Maintenance Directors Report

Allen Sheffler, Lead Maintenance Worker, presented the monthly report. The boiler was inspected at the Courthouse. They have repaired two of the four thresholds at the Courthouse. They are installing a new door at the Shelter. He is working with the Elms supplier on LED lighting at the Courthouse.

We experienced a lightning strike at the Courthouse. The fire alarm, phones, and computers were affected. The fire alarm was fixed yesterday.

The Sheriff has asked Allen to get bids for repair on the Courthouse pillars to incorporate in the FY 2017 budget. He has received one estimate on repair of the Courthouse downspouts at \$ 15,000- \$ 17,000. He is contacting others.

Building and Grounds Claims

Member Cortelyou moved with second by Member Neblock to approve the claims 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 88-10 Medicare, 41

Medicaid, 32 Private Pay and 5 Hospice. The Illinois Department of Public Aide owes The Elms \$444,204.97. There have been 6 admits and 3 discharges in the month.

She reviewed results of the staff survey. Respect and wages were the top two items. They have started a MVP program that rewards a job well done. Residents, families and coworkers can nominate an employee in the MVP for the month to qualify for prizes.

She is working on the budget at this time she feels a 2% increase for most staff will be requested. She is looking at a different adjustment for RN's and CNA's to remain competitive. Also next month room rates will be discussed.

Financial Report

Member Neblock moved with a second by Member Oster to approve the August 2016 Financial Reports. Motion carried with a voice vote.

Elms Claims

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

Other

Member Cortelyou 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 7:35 p.m.