

**ELMS & BUILDING & GROUNDS COMMITTEE**  
**July 14, 2015**

The Elms/Building and Grounds Committee held their monthly meeting on Tuesday, July 14, 2015 at 6:00 p.m. The meeting was held at the McDonough County Courthouse, Basement Voters Registration. 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, Scott Adair, Elms Administrator Tina Cox and Beth Crossett as committee secretary.

Chairman Aurelio called the meeting to order at 6:00 p.m.

**Approval of June 9, 2015 Minutes**

Member Neblock moved with a second by Member Oster to approve the June 9, 2015 minutes as submitted. Motion carried on a voice vote.

**Farm Report**

Tina will check on the timeline for the Farm Lease, as this may be the year for a new lease.

**Administrator's Report**

Elms Administrator Tina Cox presented the monthly report. Census today is 86-9 Medicare, 40 Medicaid, 29 Private Pay & 8-Hospice. They have had 10 new residents and 10 residents leave this past month. The Illinois Department of Public Aide owes The Elms \$ 632,178.25. We should still continue to receive payments but still no word on the rate.

The new bus is here and will get the signage next week. All the single rooms are in use.

Office Manager Renee Moore will be retiring after 37+ years of service. She will be training Kenlyn Deckard, current payroll/Medicare billing clerk, to replace her. A replacement will be hired for Kenlyn's position.

Chairman Aurelio distributed Tina's Annual Review form to the committee and asked for it to be returned to him at the Board meeting or in the next 2 weeks.

**Financial Report**

Member Cortelyou moved with a second by Member Neblock to approve the June 2015 Financial Reports. Motion carried with a voice vote.

**Elms Claims**

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

**Macomb Public Building Commission**

No report.

**McDonough County Maintenance Directors Report**

Maintenance Director Scott Adair presented the monthly report. The elevator repair had resulted in drilling needing to be done. He has been to the Finance committee and presented the costs. It will be an additional \$ 52,055.00. The drilling is scheduled to begin July 20<sup>th</sup> and could last 8 days. Then it will take an additional week to week and a half to finish installation of the cylinder.

He is waiting for the ADA inspectors to return for inspection after the June 30<sup>th</sup> requirement for parking places.

Both elevators at the Zarhn Building failed inspection. The regular elevator the ADA phone was fixed to bring to compliance. The 1947 Otis freight elevator needed an ADA phone installed and a pit ladder. The Maintenance Department installed both to meet compliance.

He is ready to port the lines at the Zahrn Building and Elms to MTC.

### **Picnic Table**

Tina has been talking to Downtown Development Director Andrea Keene on how the Elms might be able to get their name “exposure” in the downtown. A picnic table on the Courthouse lawn with a tag noting the Elms as the provider was one idea. Discussion on placement of a picnic table included storage in off season, mowing and keeping it from being removed/stolen. Following discussion, Member Cortleyou moved with second by Member Oster to approve the placement of picnic table on the Courthouse Lawn. Motion carried on a voice vote.

Tina will work with Mr. Adair to get the details worked out and the “success” will be evaluated at the end of the season to determine continuation.

### **Building and Grounds Claims**

Member Mahr moved with second by Member Trimmer to approve the claims as submitted. Motion carried on a voice vote.

### **Other**

Board Chairman Schwerer reported that the annual Courthouse security meeting was yesterday. The following concerns were discussed: the Handicap door sticking/closing and the card reader not always working; Courtroom phones not working; all Courthouse page system; loose tiles outside the Judge’s secretary office and the south entrance door sticking. Scott is in the process of addressing the matters.

Chairman Aurelio distributed Scott’s Annual Review form to the committee and asked for it to be returned to him at the Board meeting or in the next 2 weeks.

Member Cortleyou moved with second by Member Mahr that the meeting be adjourned. Motion carried on a voice vote. With no further business to discuss the meeting was adjourned at 6:39 p.m.