

**ELMS & BUILDING & GROUNDS COMMITTEE**  
**January 10, 2017**

The Elms/Building and Grounds Committee held their monthly meeting on Tuesday, January 10, 2017 at 7:00 p.m. The meeting was held at the Elms. Members present were Chairman Larry Aurelio, Jerome Anderson, Bob Mahr, Digger Oster, Robert Shouse, Paul Trimmer and Marcia Twaddle. Members Dave Cortelyou and McDonough County Board Chairman Scott Schwerer were absent. Others present were Michelle Langhout, Elms Administrator Tina Cox and Lead Maintenance Allen Sheffler. Beth Jameson was present as recording secretary.

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

**Approval of December 13, 2016 Minutes**

Member Mahr moved with a second by Member Oster to approve the December 13, 2016 minutes with corrections (attendance-remove Neblock add Shouse). Motion carried on a voice vote.

**Farm Report**

No report.

**Administrator's Report**

Elms Administrator Tina Cox presented the monthly report. Census today is 78-5 Medicare, 39 Medicaid, 29 Private Pay and 5 Hospice. There were 3 admissions and 9 discharges. The Illinois Department of Public Aide owes The Elms \$ 771,299.38.

Discussion was held on the census numbers. Tina said they are working on a marketing plan that will emphasize the short term rehabilitation stay after an accident or illness. Several ideas were discussed including TV ads and possibly working with WIU marketing students. Many facilities have a designated marketing person on staff and at this time the marketing duties are shared by management. Following discussion, Member Mahr moved with second by Member Trimmer to try the TV ad campaign. Motion carried on a voice vote. Tina will contact WIU about what "resources" we could work with. There will be a 40<sup>th</sup> Year Anniversary celebration in October.

Tina distributed information on the change to the Illinois Employee Sick Leave Act. She will work to coordinate the Elms policy with the County policy.

The management team has completed the Dementia Capable Care Program. It is a program that they want to provide for all employees and they are working on getting an in-house employee certified to do the training for all.

**Financial Report**

Tina stated that the accrued wages are being discussed with the Auditors and is probably a journal entry but she will get more information. Member Oster moved with a second by Member Twaddle to approve the December 2016 Financial Reports. Motion carried with a voice vote.

**Elms Claims**

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

**Macomb Public Building Commission**

The electrical project at the Elms should be complete at the end of the week.

### **McDonough County Maintenance Directors Report**

Allen Sheffler, Lead Maintenance Worker, presented the monthly report. He has talked to CAD about the County West guttering. They would re-seal the gutters and add downspouts for \$ 925.00. This would not be done until spring and he is going to get a second price from another vendor.

They have been very busy with the State's Attorney office remodel. It is coming along and he hopes to have it completed by January 27<sup>th</sup>.

Discussion was held on the Courthouse downspouts/gutters and the pillars. We hope to have information on the pillars soon and the downspouts/gutters will be done early in the spring.

### **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**

Member Oster 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 7:33 p.m.