

Nursing Home-Assessor-GIS-Zoning-Recorder Committee

Meeting Minutes

February 11, 2015

Present: Chairman, Jeff Jefferson
Members: George Knapp, Bob Bondi & Cheryl Nache

Also Present: Carol Hallam, County Recorder; Rachel Secrist, Nursing Home Adm; Chris Gray, Supervisor of Assessments/Zoning Adm; and IT Coordinator, Andy Rowe.

Also Present: Reporter – Tyler Bachman, WGIL

The meeting was called to order at 6:04 p.m. by Chairman Jefferson and a quorum was declared with 3 members present. Final member walked in at apx. 6:25, so 4 members were present.

Motion made by Member Bondi and seconded by Member Knapp to approve the minutes of the January 2015 Committee meeting. Approved unanimously.

There was no public comment.

Administrative Reports

Recorder

County Recorder, Carol Hallam reported:

- Hallam reported that her bills were very minimal.
- Hallam also reported that her webpage was not available yet, and asked why. Andy Rowe informed the Committee that it was waiting on review and approval by County Clerk, Scott Erickson before being posted.
- Recorder's bills were reviewed & a motion made by Member Knapp to approve for payment. Seconded by Member Bondi. Approved unanimously.

Assessment, GIS, & Zoning

Supervisor of Assessments/Zoning Administrator, Chris Gray presented written reports for the Assessors, GIS and Zoning offices and bills for each department. Gray reported main topics:

- There ended up being a total of 21 Board of Review hearings for the 2014 assessment year. These will be held on Tuesday, February 17th. This is the lowest amount of hearings that Gray recalls ever having in the 20 years she has worked in the Assessment Office. Once hearings are complete, final Board of Review notices will be completed and mailed out. Gray will then begin work on the final calculations for the 2014 assessment year and prepare the final abstract to send to the Dept. of Revenue. Once all is complete, she will roll final 2014 values to the County Clerk. She is hoping to have everything completed by the end of February.
- Bill Lotz, GIS Analyst traveled to Chesterfield, MO on Feb. 9th for a project "kickoff" meeting and tour of the Surdex facilities, (the company that will fly the county's new aerial photography this year), along with people from the other

two Counties involved in the project. It was a very informative meeting for him to be able to see the processing steps that are needed to deliver the final aerial imagery.

- Changes for the 2015 Boundary and Annexation survey, (2015 BAS), have been completed and sent in by Lotz.
- The Zoning Board of Appeals did hold a Hearing on Feb. 4th. It was to approve a pole sign for GCR Tires along Hwy 34 at their new location. The Knox County Zoning Resolution only requires the ZBA's approval for signs along County Hwy. 34 and Interstate Highways, so this does not need County Board approval. The ZBA approved it 4-0.
- The Zoning Dept. issued 10 building permits for January 2015 compared to 10 building permits for January 2014.
- Assessor, GIS and Zoning bills were reviewed & a motion made by Member Bondi to approve for payment. Seconded by Member Knapp. Approved unanimously.

Nursing Home

Nursing Home Administrator, Rachel Secrist reported:

- Secrist requested that Andy Rowe, IT Coordinator first explain to the Committee what he had found in his research regarding wireless options for guests at the nursing home. Rowe passed out a diagram of the staff/guest wireless network as it was now, and also a printed sheet showing 4 wireless deployment options. He is concerned about security and feels that legal advice from someone that knows the internet and the legal issues involved is very important before the next step. Chairman Jefferson asked Rowe to contact Pepmeyer to get the name of an attorney that would be suited to help with the internet legal advice. Once those issues were addressed to report back to the Committee with the findings so the Committee could move forward with choosing a "guest" wireless option next month.
- Secrist reviewed the financial board reports with the Committee. She stated that revenue was down because of Medicare being behind in payments, and also due to medical services increasing because of a long time resident having cancer. This patient had been a financial supporter of the nursing home prior to her admittance.
- Secrist also explained to the Committee that Medicaid payments were being handled through Manage Care companies now and it is taking longer to receive payments. She had been on a webinar recently and this is a problem with every nursing home in the State.
- Secrist asked Rowe about the laptops and Ipads order from Zones. Rowe explained that Zones had shipped the laptops, cases and software, but had gotten the balance of the order incorrect. It should be corrected within a couple days.
- Nursing Homes bills were reviewed & a motion made by Member Bondi to approve for payment, seconded by Member Nache. Approved unanimously.

Old Business

Member Bondi requested an update from Gray on legal issues she was having in her office and whether or not a designated attorney from the SA's Office had been assigned to her office. An update was given by Gray.

New Business

- Rowe asked the Committee if he or Secrist could check into what could be done to convert the Path Links software, which is the software used at the nursing home prior to the Point Click software. The Path Links software will not be supported after July 2015, but the staff at the nursing home has to be able to access the data on Path Links for 7 years. Rowe says it needs to be converted over to a new Windows based server. Chairman Jefferson asked Rowe if he would check into the cost of a new server, but Secrist said she would.
- Hallam brought up issues with the furnace at the courthouse. Although, the furnace works, once it reaches a specified temperature, the air comes on. Some employees at the courthouse are always freezing, so are running space heaters. Member Knapp stated that this had just been brought up in the Building Committee Meeting the night before, so was getting addressed.

Chairman Jefferson reported that the next Committee meeting will be on Wednesday, March 11th, 2015 at 6 pm at the Knox County Courthouse Annex.

Motion was made to adjourn the meeting by Member Bondi, seconded by Member Nache. Motion approved unanimously. Meeting was adjourned at 6:54 p.m.

Respectfully submitted,
Chris Gray, Secretary