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Minutes
Board of Directors of Citizens Nursing Home Board of Harford County
Monthly Meeting
Thursday, January 24, 2019

In attendance:

Board Members: Joyce Jordan, Chairperson, Anna Mae Roberts, Vice Chairperson, Wendell Baxter, Treasurer, John Correr, Bob Greene, Jackie Panowicz, Gina Shaffer, Jim Welch, Edward Yoder, Members
Staff: Pete Panos, Administrator, Cassie Evering, Director of Nursing, Cindy Quimby, Director of Business Operations

Chairperson Joyce Jordan called the meeting to order at 9:40 AM. It was determined there was a quorum in attendance. A motion was made by Jim Welch and seconded by Wendell Baxter to approve the minutes from the December 20, 2018 meeting. The motion carried.

Report from Cindy Quimby, Director of Business Operations

FY 18 Audit Presentation by Judy Schiavi from Schiavi, Wallace & Rowe

Mrs. Schiavi reviewed the audited FY 18 financial statements with the Board. She noted that there was a positive swing in cash flow due in part to the improvement in accounts receivable collections. While the net patient service revenue decreased from FY 17, we were able to control our variable costs in FY 18. Mrs. Schiavi noted that the net loss in FY 18 was to the settlement with the medical product vendor. She also briefly discussed changes to the Medicare payment system effective 10/1/19.

Census, Volunteers and Visitors

For the month of December 2018 there were 15 new admissions, 15 discharges and 7 deaths. Volunteer hours for December 2018 were 506.

Human Resources Report

For the month of December 2018 there were 6 new hires and 5 terminations. The facility wide turnover was 2.07%.

Financial Reports

The census for December 2018 was 87.2% and the net gain was \$62,752. The year to date census is 88.3% and the year to date net gain is \$606,490.

Appreciation Gift

The appreciation gift was distributed to 238 employees on Friday, December 21st. 99 employees received the maximum amount and 18 received the minimum. The total cost was \$88,551.

Report from Cassie Evering, Director of Nursing

Cassie reported the curriculum for the GNA program has been received by the Board of Nursing and we are waiting for their approval. Cassie and Diana George attended a Job Fair in Baltimore hosted by the American Red Cross. We were the only nursing home represented at that event. There were about 7 individuals from Harford County who had traveled to Baltimore to take their class. Diana George has reached out to those individuals by mail.

Cassie discussed the need for a nurse practitioner who could provide additional support for daily rounds, reducing hospital readmissions and enhancing overall care. We will be meeting with Drs. Sim and Biondo from Union Medical Clinic to further discuss.

We made a self-report to the OHCQ for two incidences. One involving a resident to resident incident and the other regarding a voluntary discharge. We will be in our survey window in late February/early March and believe the OHCQ will review these two self-reports during our annual survey.

Report from Pete Panos, Administrator

Comcast Spotlight

Pete met with a representative from Comcast to consider television ads for employment.

Weekend Incentives for GNAs

A proposal was discussed to provide incentive for GNAs who work on the weekends. Jackie Panowicz made a motion to provide a \$50 incentive for all GNAs working the weekend for a period of 1 month and to be reevaluated on February 28, 2019. The motion was seconded by Jim Welch. The motion carried with one abstention (Gina Shaffer).

Employee Recognition Dinner

The dinner is scheduled to be held at The Bayou on Thursday, November 31st beginning at 5 PM. Invitations will be sent all recipients and attendees.

Legal Issue

The claim has been refiled in Harford County Circuit Court – alternative dispute resolution – our insurance company defends.

Concerns

For December there were 2 concerns. All but one has been resolved.

The 2019 Board Calendar was distributed.

The meeting adjourned at 11:50 am.

Next meeting is scheduled for Thursday February 28, 2019 at 9:30 AM.