

Minutes
Board of Directors of Citizens Nursing Home Board of Harford County
Monthly Meeting
Thursday, April 25, 2019

In attendance:

Board Members: Joyce Jordan, Chairperson, Anna Mae Roberts, Vice Chairperson, Wendell Baxter, Treasurer, Jackie Panowicz, Gina Shaffer, Ed Yoder and Jim Welch, Members

Staff: Pete Panos, Administrator, Cassie Evering, Director of Nursing and Cindy Quimby, Director of Business Operations

Chairperson Joyce Jordan called the meeting to order at 10:00 AM. It was determined there was a quorum in attendance. A motion was made by Wendell Baxter and seconded by Jim Welch to approve the minutes from the March 28, 2019 meeting. The motion carried.

Report from Cindy Quimby, Director of Business Operations

Census, Volunteers and Visitors

For the month of March 2019 there were 14 new admissions, 13 discharges and 5 deaths.

Volunteer hours for March 2019 were 448.

Human Resources Report

For the month of March 2019 there were 7 new hires and 10 terminations. The facility wide turnover was 4.12%.

Financial Reports

The census for March 2019 was 81.1% and the net gain was \$116,855. The year to date census is 86.6% and the year to date net gain is \$718,387.

Report from Cassie Evering, Director of Nursing

GNA Class

The GNA class is now in its third week with a total of 6 students. Two tests have been given and all the students passed. The class runs from 7:30 AM until noon.

HCC Students

Nursing students will be in the facility on Thursdays and Fridays and Nursing Assistants on the weekends.

Report from Pete Panos, Administrator

Concerns

There were 2 concerns and 6 loss and breakage reports in March; all but two are resolved.

Adult Day Care

At the last meeting, Bob Greene had proposed a collaboration between Citizens and Harford Community College to provide adult day care services for the county. The Board discussed the proposal and decided it should be a community effort and if a committee was established; Citizens would be represented.

Gina Shaffer and Jackie Panowicz volunteered to reach out to a few community groups for further discussions.

2019 G.A.I.N. Caregivers' Conference

Janet McDonald and Sandy Wenski attended the conference.

Harbor View Window project

Windows Experts, LLC is nearing completion of the project and is replacing the vertical siding along the roofline. Anticipated completion is the end of next week.

Phase 3 – Mallard Way/Riverwalk renovations

Selected department managers and employees will meet on May 1st with MRA to review their preliminary designs and to discuss other needs.

Legal Case

The plaintiff's attorney has requested a jury trial. In preparation, our attorney will schedule meetings to interview our staff.

Emergency Petition

We requested and received an emergency petition for discharge for a combative resident to Harford Memorial Hospital. As required, Havre de Grace Police were present to escort the resident to the hospital.

Assistant Director of Nursing

An offer was made and accepted and the scheduled start date is May 28th.

Board Photo

A new Board photo will be taken in the next month or so.

Old/New Business

There was no old or new business to discuss.

The meeting adjourned at 11:15 AM.

Next meeting is scheduled for Thursday, May 30th at 9:30 AM.