

Minutes
Board of Directors of Citizens Nursing Home Board of Harford County
Monthly Meeting
Thursday, May 30, 2019

In attendance:

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

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

Chairperson Joyce Jordan called the meeting to order at 9:35 AM. It was determined there was a quorum in attendance. A motion was made by Jim Welch and seconded by Jackie Panowicz to approve the minutes from the April 25, 2019 meeting. The motion carried.

Report from Cindy Quimby, Director of Business Operations

Census, Volunteers and Visitors

For the month of April 2019 there were 19 new admissions, 8 discharges and 3 deaths.

Volunteer hours for April 2019 were 505. The Guild sponsored Memorial Day Raffle of gift cards was held on 5/24/19 and netted a profit of \$352.

Human Resources Report

For the month of April 2019 there were 10 new hires and 7 terminations. The facility wide turnover was 2.88%.

Nursing Home Week Celebration

Weeklong events were held from Monday, May 13th through Friday, May 17th. The staff really enjoyed the massage chairs that were available all week on all shifts and the cookout catered by Fast Eddie's.

Financial Reports

The census for April 2019 was 80.6% and the net loss was \$213,172. The year to date census is 86.0% and the year to date net gain is \$505,215.

FY 20 Budget

The Executive Committee met on 05/16/19 with Pete Panos and Cindy Quimby to review the FY 20 Budget with recommendations for full board review. At the Board meeting Cindy discussed the following items affecting the upcoming and future fiscal year budgets: the minimum wage increases effective January 2020 and annually each year through January 2025, proposed Medicaid provider rates, the Medicaid region realignment, the Pay for Performance program and the new Medicare reimbursement system PDPM (Patient Driven Payment Model).

A motion was made by Gina Shaffer and seconded by John Correrri to increase room rates by 5% effective 8/1/2019; all in favor, the motion carried. A motion was made by Jackie Panowicz and seconded by Jim Welch to increase cable television services by 5% effective 8/1/19: all in favor, the motion carried. A motion was made by John Correrri and seconded by Jim Welch to increase hourly and salary employees' rates of pay by 3% to become effective at the discretion of the Administrator based on timing of receipt of Medicaid rate letter and pay period; all in favor, the motion carried.

Report from Cassie Evering, Director of Nursing

Staffing

Cassie reported that 3 job fairs were attended; Cecil College, Harford Community College and the Red Cross in Baltimore.

The in-house GNA class will be graduating with a class of 5 on June 7th. Three of the students will be full time day shift and 2 will be full time night shift. Plans have begun to start a class in September.

Report from Pete Panos, Administrator

Concerns

There were 8 concerns in April and all were resolved

Window Replacement

The contractor, Windows Experts LLC, has a punch list to be completed before final payment is released. The Riverwalk unit still needs windows replaced and will be addressed in the Mallard Way/ Riverwalk renovation project.

Phase 3 – Mallard Way/Riverwalk renovations

On 05/09/19, the architect team from MRA met with several staff members to review 5 preliminary design proposals and to gather feedback.

Mother's Day Dinner

The Mother's Day Dinner was held on 05/11/19. Special thanks to Wendell Baxter for volunteering.

Legal Issue

The following dates have been set for the legal issue; a motion for hearing on 3/2/2020, a pre-trial conference on 4/30/2020 and a jury trial on 6/2/2020. Our attorney, Eric Rhoades from Armstrong, Donohue, Ceppos, Vaughan & Rhoades will interview staff members on 5/19/19.

Assistant Director of Nursing

Former employee, Helen Kim returned as our Assistant Director of Nursing on 5/29/19.

Group Photo

It was decided to postpone the group photo until after November as there are many terms expiring in October.

Family Member

A family member was banned from the facility on 5/22/19 due to making threatening statements to staff.

Annual State Survey

The Office of Healthcare Quality State survey team conducted our annual recertification survey on April 29 & 30 and May 1 & 2. We received 9 Level D deficiencies and 3 Level E deficiencies. The Plan of Correction was submitted with full compliance as of 6/16/19.

New Business

There was no new business to discuss.

The meeting adjourned at 11:15 AM.

Next meeting is scheduled for Thursday, June 27th at 9:30 AM.