

**Minutes**  
**Board of Directors of Citizens Nursing Home Board of Harford County**  
**Monthly Meeting**  
**Thursday, June 27, 2019**

**In attendance:**

Board Members: Anna Mae Roberts, Vice Chairperson, Wendell Baxter, Treasurer, John Corrieri, Bob Greene, Jackie Panowicz and Gina Shaffer, Members

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

Vice Chairperson Roberts called the meeting to order at 9:50 AM. It was determined there was a quorum in attendance. A motion was made by John Corrieri and seconded by Jackie Panowicz to approve the minutes from the May 30, 2019 meeting. The motion carried.

**Report from Cindy Quimby, Director of Business Operations**

Census, Volunteers and Visitors

For the month of May 2019 there were 10 new admissions, 13 discharges and 3 deaths.

Volunteer hours for May 2019 were 514.

Human Resources Report

For the month of May 2019 there was 1 new hire and 3 terminations. The facility wide turnover was 1.27%.

Financial Reports

The census for May 2019 was 82.6% and the net gain was \$28,345. The year to date census is 85.7% and the year to date net gain is \$533,561. Financial reports will not be available until September due to year end closing. Reports on census and cash on hand will be provided in the interim.

**Report from Cassie Evering, Director of Nursing**

Staffing

Cassie reported that she continues to interview and hire for open positions. The GNA class graduated on June 7<sup>th</sup> and the 5 interns will orient for 30 days on their assigned unit. At this time, 3 are assigned full time day shifts and 2 are assigned to full time night shift.

Self Report

We self-reported an incident that occurred on 6/6/19.

Complaint Investigation

On 6/12 and 6/13/19, an Office of Health Care Quality surveyor investigated two complaints.

**Report from Pete Panos, Administrator**

Concerns

There were 8 concerns in May and all were resolved. There were 4 loss and breakage reports in May and 1 remains unresolved.

Window Replacement

The window replacement project is completed.

Life Safety Code Survey

On 6/18/19, our annual Life Safety Code Survey was conducted. We received 2 deficiencies. The temporary wall at Mallard Way needs to be reinforced with additional ½ inch layer of drywall and the

door must be self closing. Additionally, additional documentation on weekly generator tests is required. The plan of correction was submitted and approved.

**New Business**

Bob Greene made a motion that Citizens donate \$200 to the Citizens against Trash (CAT) organization. John Correrri seconded the motion and all Board members were in favor. The motion passed.

The meeting adjourned at 10:35 AM.

Next meeting is scheduled for Thursday, July 25<sup>th</sup> at 9:30 AM.