

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

**In attendance:**

Board Members: Joyce Jordan Chairperson, Wendell Baxter, Treasurer, John Corrieri, Bob Greene, and Jackie Panowicz (via phone)

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

Chairperson Jordan called the meeting to order at 9:40 AM. It was determined there was not a quorum in attendance and the June minutes were not approved.

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

Census, Volunteers and Visitors

For the month of June 2019 there were 17 new admissions, 7 discharges and 3 deaths.

Volunteer hours for June 2019 were 552. Some junior volunteers have returned for the summer.

Human Resources Report

For the month of June 2019 there were 3 new hires and 6 terminations. The facility wide turnover was 2.53% for June 2019 versus 3.83% for June 2018.

Financial Reports

The census for June 2019 was 81.7% and the year to date census is 85.4% Cash savings is \$4,234,367. Our Medicaid rate letter for the first quarter of FY 20 was received on 7/3/19. The daily rate was as budgeted and allowed the 3% pay increase contingently approved at the May 2019 Board meeting to occur. All eligible employees will receive the 3% across the board pay increase effective 7/14/19 and will be reflected in their 8/2/19 paycheck.

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

Staffing

Cassie reported that regular hours were under budget and Overtime was over budget for the month of July.

Complaint Investigation

On 6/12 and 6/13/19, an Office of Health Care Quality surveyor investigated two complaints. The Plan of Correction has been accepted.

GNA Class

On 7/19/19, all 5 students (who are now GNA Interns working on the units) passed their state exam. Interviews for the upcoming class beginning 9/4/19 are underway. To date there are 30 interviews scheduled.

**Report from Pete Panos, Administrator**

Concerns

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

### Harford County Health Department Comprehensive Inspection

The inspection was conducted on 6/28/19. There were 0 critical items and 20 good practice items identified. 16 of those were corrected immediately and the remaining 4 will be corrected within the week.

### Communication Skills Enhancement

These sessions will be restarted beginning with the Management groups on 8/20/19 followed by several sessions with all front line staff. The sessions should last approximately 45 minutes and be held over several days and times. The Board is interested in having Allan Gorman speak to them and let them know what he plans on doing, how he will do it and what his goals are.

### Resident turning 100

On 8/7/19 at the monthly birthday party, we will have a special celebration for one of our residents turning 100 years old. Curtis Beulah will present a special proclamation to Alice "Marie" Bannister.

### Board Reappointments

Pete will send out notices to those members whose terms are expiring and inquire if they will seek reappointment. Joyce Jordan asked Board members to consider potential board members for discussion at the next meeting.

### **Old/New Business**

#### Phil Barker passing

Phil Barker, former Board member and our Director of Development, passed away on 07/17/19. John Corrieri spoke in high regard of Mr. Barker's involvement in Havre de Grace. Similar comments were made by all Board members. Mr. Barker was a dedicated volunteer at Citizens and a wonderful citizen of Havre de Grace and Harford County.

#### CAT Citizens against Trash donation

Bob Greene stated with our donation the CAT program was able to purchase several grabbers. He donated several of them to our facility. Pete stated that we will continue to keep our block clean.

#### Maryland Proton Cancer Treatment Center

Jackie Panowicz extended an invitation to Citizens to tour the new treatment center. Please contact Jackie if interested and she will facilitate.

The meeting adjourned at 10:40 AM.

Next meeting is scheduled for Thursday, August 22<sup>nd</sup> at 9:30 AM.