

Call to order

- Citizens Care Board Chair Patricia Scott-Badeker called the meeting to order at 10:14 am.

Attendance

- Present: Wendall Baxter, Shobita DuBois, Carol Lienhard (on phone), Patricia Scott-Badeker, Rodney Swam, Kim Zavrotny (on phone) and Cathy Vincenti.
- Not Present: Heather Cantos (for Jacob Bennett), Andrew Young and John Corrieri, Jr.
- It was determined that a quorum was present.

Staff present

- Ed Walter – Administrator, Cassie Evering – Director of Nursing, Keith Streett – Business Operations.

Guests present

- None.

Approval of Minutes

- The minutes from December 12, 2024 were approved by Wendell making a motion to approve, Sho seconded, all in favor.

Nursing Report – Cassie Evering

- Last time we met, the facility was in Covid outbreak with 30 residents testing positive (2nd largest outbreak since 2020).
- Harford County hospitals informed Citizens that they are all on high alert for Covid, flu, RSV and norovirus.
- Three long-term care facilities visited by Cassie have norovirus outbreaks.
- None of Citizens' units have qualified for definition of outbreak status.
- Citizens is focusing on washing hands because most of the time it works but norovirus is not killed by antiseptic gels.
- Staffing: 4 nurses are going back to school so need to accommodate those changes; hired weekend supervisor nurse.
- Ed added that the norovirus can affect taking in new patients but so far admissions has not been impacted.

Administrator's Report – Ed Walter (see attached report)

- Census:
 - The average daily census for December was 110, which was low because of Covid outbreak and having to use rooms/space to isolate current residents.
 - There were 9 admissions, 10 discharges, and 6 deaths.
 - Today, 117 residents with 2 in hospital stay.

- Outreach:
 - Promoting P4P rating with flyer (see attached); using wording from the State.
 - P4P rating from State: 7th for quality care.
 - Cathy suggested buying a sign promoting the rating and place outside the facility. Ed agreed and plans to do that.
 - Participating in Ice Festival in HDG and will use sign there.
- Human Resources:
 - 3 departures for various reasons.
 - Had some applicants who didn't make it through the entire process for various reasons.
 - GNA graduates haven't taken the skills test because State hasn't scheduled tests yet. Graduates have 120 days after school to take the skills test. The State asked CMS if it can get an extension of time to test and CMS said no. Ed believes CMS said no because it wants to encourage the State to move forward quickly. Ed also reached out to various connections in Annapolis to help push this process forward.
 - Still working with Talent Gro to look for grants. Currently TG is working with Citizens to obtain a grant through the Department of Labor for apprenticeship programs (i.e., dementia training program). Citizens is planning to have its staff get retrained using the grant monies. TG continues to look for other grants, as well.
- Losses/Concerns:
 - See report.
- Facility Update:
 - Continuing to meet with Barkley and Melissa from the County; refresh is well underway.
 - See Riverwalk Facelift Quotes sheet (attached).
 - All items that are highlighted are Citizen's costs. Furniture costs will be the highest but trying to reuse and repurpose furniture in the facility.
 - County will contribute \$200,000 and Citizens will pay for anything over that amount. Ed preparing Board to review and authorize payments during the refresh process.
 - Elevators continue to need work, but service is prompt. May need to update elevators in the future.

Financial Report – Keith Streett

- See Keith's reports (attached).
 - Overage of \$215,976 because of 3 one-time payments received in December: (1) P4P; (2) Medicare "make up" payment; and (3) worker's compensation payment. Citizens would have had a negative number there mostly due to the low census.

Old Business

- Pay For Performance Funds:
 - Staff was very appreciative of the bonus payments from the P4P funds.
- Riverwalk Refresh – already reviewed with Board.
- Ed will put together a list of maintenance items that will need to be replaced/addressed in the near future.

New Business

- Edward Jones – Alyssan Krchnavy: She will be coming to next Board meeting to present on employee retirement plans. Ed asked the Board to consider Citizens making a match payment to

employee retirement plan. Matching could be a good recruitment feature. Currently, Citizens has very low staff participation. Administration could use this as an opportunity to educate staff on the availability of the retirement plan.

Adjournment

- Sho made a motion to adjourn, Cathy seconded, all in favor. Board Chair Patricia Scott-Badeker adjourned the meeting at 11:10 a.m.

Minutes Compiled and Submitted by Shobita DuBois on behalf of Heather Cantos, proxy to Jacob Bennett, Board Secretary.

