

**Call to order**

- Citizens Care Board Chair Patricia Scott-Badeker called the meeting to order at 10:02 am.

**Attendance**

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

**Staff present**

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

**Guests present**

- None.

**Approval of Minutes**

- The minutes from March 27, 2025 – Carol motioned, Wendell 2<sup>nd</sup>, All Approved, John abstained.

**Next Meeting**

- May 22, 2025 @ 10:00am.

**Nursing Report – Cassie Evering**

- Covid outbreak status – 1 resident + 1 staff positive
- 4/29/25 – vaccination clinic
  - To focus on COVID-19 (for persons who are immuno-compromised & over 65)
    - Usually see spike in July, prepping now
- Staffing – Continue to have vacancies in nurses & nursing assistants
  - 12 in GNA class; started class 4/23
    - 3 instructors & 1 substitute – Cassie is one of the instructors
- 2 remaining GNAs – 1 tested Friday and didn't pass; 1 tested Monday but haven't heard
- Ed added that the referral bonus hasn't panned out as it has before, so held off with signing bonus program
  - No update from (Credential) to become a licensed testing center
- Carol suggested to get our legislators involved because senatorial inquiry may help – maybe a letter to Board of Nursing?
- Ed added Board of Nursing on radar of general assembly
  - Can inquire through legislators again

- Susan Smith (sub in GNA class) – was a Credential assessor & noticed issues with testing

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

- Census:
  - There were 26 admissions, 13 discharges, and 13 deaths
  - Average 117 residents
  - April hoping to be at 117
- Outreach:
  - Nursing Home Week – May 11-17 with lots of planned events
  - GAIN Conference 4/26/25 @ McFaul Center – Free, 8:00-11:30am
  - U.S. Family Health Plan – applied (waiting to hear back)
  - AmeriHealth – applied (waiting to hear back)
  - Declined by Humana because plenty of beds in the area
    - Patient can apply for out-of-plan contract, but that doesn't often happen
  - May 13 – County Council wants representatives from Citizens to get Proclamations; Ed will send out information to the Board; Ed would like the Board to attend
- Human Resources: See report.
- Losses/Concerns:
  - 1 self-report, investigated & education to staff, no abuse found
- Facility Update:
  - Renovations moving forward
  - Ed reviewed Administrative Special Projects

#### **Financial Report – Keith Streett**

- See Keith's reports (attached).
  - Statistics Report – average 117
    - Payer mix
- FY24 vs FY25 → improvement with overall improvement year-to-year
- Budget vs. Actual Report
  - FY25 YTD Variance
- Cassie added Medicare/Managed Care = over budget due to certain costs that are out of pocket due to higher residencies (i.e.: transportation to/from hospital or pharmacy visits)
- Discussion about use of pharmacies, including Citizens Care Pharmacy
  - Only open 5.5 days per week and need 24/7 service
  - Citizens Care Pharmacy doesn't have a computer system that interfaces with Citizens Care system.

#### **Budget Prep**

- New renovation area will require some estimating of admissions. So far this year:
  - Jan/Feb – 115
  - March – 118
  - Apr through June – 138 (estimated)
  - Will need more staff for new area

- 4% increase in private pay rate – no increase last year
  - Average 2023 was last increase
  - 2<sup>nd</sup> lowest among surveyed facilities
- Not budgeting for the P4P (same as every year)
- Talking about opening the cafeteria but not budgeting for it
  - Monumental contract ends July 2025
  - Ed will send termination letter April 30, 2025
- Expenses – staffing increasing with renovation & opening downstairs entrance
  - Employee salary increase – 3%
  - Employee matching plan – 2%
- Now – agency nursing cost
  - Non-compensation expenses 9.6% increase
    - Actual FY25 v. Budgeted FY26 = 9.6% increase
- Total Expenses Budgeted FY26
- **Note:** If we open cafeteria, look into the cost per employee
- Looking at expenses to see about streamlining

#### **Adjournment**

- John C. made a motion to adjourn, Cathy seconded, all in favor. Meeting adjourned at 11:49 a.m.

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

