

Call to order

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

Attendance

- Present: Wendall Baxter, Shobita DuBois, Carol Lienhard, Patricia Scott-Badeker, Rodney Swam, Kim Zavrotny, Cathy Vincenti, Andrew Young
- Not Present: John Correr, Jr. and 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 April 25, 2025 – Discussion on editing/clarifying Minutes.
- Kim motioned, Wendell 2nd, All Approved.

Next Meeting

- June 26, 2025 @ 10:00 a.m.
- Cathy mentioned she will not be in attendance at the June 26th meeting.

Nursing Report – Cassie Evering

- No Covid outbreak status this month.
- 4/29/25 – held vaccination clinic. Next clinic will be held in a few weeks.
- Staffing – continue to need GNAs and nurses; challenged with summer schedules; may need to use agency nurses more.
- GNA Class – started with 12, but down to 11 (not sure what happened because haven't heard from her at all); June 3, 2025 at 3:00 p.m. is the graduation ceremony.
- Carol suggested giving an incentive bonus for students who graduate.
 - Rodney suggested that the bonus be tied to working at Citizens for a period of time to incentivize them to stay.
 - Carol suggested Citizens pay the students a higher rate in the time between graduation and passing certification test since testing dates have been delayed; Cassie said the students get paid a wage while they are in the class and do get a higher rate after they graduate.
 - Ed will call Credential first to talk about status of testing.

- Ed talked to Credentia about Citizens being a testing site, gave additional information requested by Credentia (but already provided once before), but have not heard back.
 - Ed applied to the State to become an approved testing site, but there has been no movement by the State.
- Cassie told the Board about the passing of a long-time nurse, Arlene Horsmann, who lost her battle with cancer. She worked at Citizens for a long time and in the end was a resident before she passed.

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

- Census:
 - There were 22 admissions, 24 discharges, and 2 deaths
 - Average 117 residents
 - Pending applications with additional health care insurance companies.
- Outreach:
 - GAIN Conference was done really well; Citizens received two (2) solid referrals.
 - First Fridays starting up again.
 - Community Connection table set up at McFaul Center in April.
 - New Supervisor at Upper Chesapeake in charge of referrals (Stephanie). Ed started a dialogue with her to create a relationship for future referrals.
- Human Resources: See report.
 - 15 new hires (includes GNA students)
 - 2 departures
- Losses/Concerns:
 - Incidents were mostly resolved. Janet worked with the resident and the family to come to a resolution that satisfied all.
 - May – 1 self-report; investigated with staff to a satisfactory resolution.
- Facility Update:
 - Renovations moving forward.
 - Ed reviewed Administrative Special Project.

Financial Report – Keith Streett

- See Keith's reports (attached).
 - Statistics Report – average 113 (different than Ed's but they will resolve internally to figure out the correct number).
 - Payer mix – good mix of Medicare and Medicaid.
- Budget vs. Actual Report – most numbers were as expected.

Budget Prep

- Staggered census for next fiscal year because of renovation of new unit.
- Reviewed Keith's proposed budget.
- Keith suggested the Board votes to increase the private pay rate by 4% effective as of August 1, 2025; Kim made the motion, Patricia seconded, all in favor.

- Board decided to wait to vote on the Budget until Jacob has a change to review it; vote postponed until the June meeting. Keith will send the Budget to Heather for Jacob's review.
- No plans to implement an employee referral bonus program at the moment. Need to review closer.

Other Matters

- Ed provided the Board with a copy of the State Survey results for Citizens. In most areas, Citizens rated higher than the State averages – very positive results.
- Patricia raised the issue of Board member terms and provided a memo from Genna Foley. She offered to go over the terms with Genna after the Board meeting to confirm the term expiration dates. Table the issue until next meeting.

Adjournment

- Rodney made a motion to adjourn, Andrew seconded, all in favor. Meeting adjourned at 11:46 a.m.

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

