



# Citizens Care

## Citizens Nursing Home Board Meeting

June 26, 2025

### Call to order

- Citizens Care Board Vice Chair Carol Lienhard called the meeting to order at 10:05 am.

### Board Members Attendance

- Wendall Baxter, Jacob Bennett, Shobita DuBois, Carol Lienhard, Rodney Swam, Andrew Young, and Kim Zavrotny. John Corrieri, Jr, Patricia Scott-Badeker, and Cathy Vincenti were absent. Heather Cantos attended as a guest to assist with the meeting minutes.
- It was determined that a quorum was present.

### Staff Attendance

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

### Approval of Minutes

- The minutes from May 22, 2025 were approved.

### Nursing Report – Cassie Evering

- Infection Control:
  - Good standing with one staff member positive for Covid, protocol was followed.
  - Historically the center has seen a rise in positive cases in July.
- CNA/GNA Course:
  - 10 students graduated on June 3<sup>rd</sup>.
  - 4 are on day shift, 4 on night shift, and 2 on evening shift.
  - Credential testing: all but 2 are registered for written exam (2 need more paperwork filed), all 8 have dates for the skills test at the end of July.

### Administrator's Report – Ed Walter

- Census:
  - The average daily census for May was 116.
  - The average daily census for April was corrected to 113.
  - There were 18 admissions, 17 discharges, and 3 deaths.
- Outreach:
  - Weekly visits continue at Upper Chesapeake and Union Hospital. Scheduled visits occur at Franklin Square.
  - Marketing events took place for National Nurses Day, National Nursing Home Week, First Friday, and National Macaroon Day.
  - Met with referral partners including Oasis Senior Advisers, Real Life Prosthetics and ASA Promotions.
- Human Resources:
  - There were 4 new hires (1 LPN, 1 GNA, 1 EVS Tech, 1 EVS Associate) and 3 departures.

- Facility turnover rate: 1.61%.
- Moving forward, the focus will be on meeting with department directors to determine additional staffing needs, if any, once the River Walk refresh project has been completed.
- Losses/Concerns:
  - 2 incidents/concerns:
    - One allegation of abuse, reported to Havre de Grace Police and Office of Health Care Quality, investigation led to correlation of care when the resident lays on their side.
    - One bruise that was originally deemed an injury of unknown origin, investigation determined correlation to resident's response to care.
  - 2 losses: both resolved.

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

- Occupancy Rate: 81.6%.
- Payer Mix: 5% Private, 77.5% Medicaid, 17.5% Medicare/Managed Care.
- Food cost shows an increase just due to the timing of invoices. Last month's invoices were closed out early due to the Board meeting occurring earlier than usual.
- Agency use was up in May and will continue over the summer due to covering vacations.
- Budget vs. Actual variances:
  - Staffing
    - Agency use
    - Medical expenses due to employee hospitalizations (still \$125,000 under budget for the year).
  - Nursing – pharmacy, x-rays, labs, and transportation.
  - Administration – billing and collections contractor (should decrease now that these items are caught up).
  - Dietary and Laundry – timing of invoices.
- Budget Review:
  - Using current year numbers for Medicaid. If there are federal cuts, there will be a loss of revenue. Cuts of 1% = approximately \$170,000-180,000; cuts of 5% = approximately \$900,000 for Citizens Care. Looking at budgeted income for the year, Citizens should be able to withstand any potential cuts.
  - Room rate increase notices were sent out and take into effect August 1<sup>st</sup>.

### **Old Business**

- Riverwalk Refresh Update:
  - Nurse call system is installed and will be programmed after construction is complete.
  - Camera installation will be finished when the ceilings are complete.



- Other items being paid for by Citizens Care outside of the agreement with the county – Wi-Fi/workstation cabling, over the bed lights, sprinkler system reconfiguration – all complete.
  - Windows are installed; trim work is still to be done.
  - In early July, a punch list will be created with what is left for each department. Hoping to open by the end of July.
- GNA Program renewal – further requested information was submitted to the Maryland Board of Nursing.
- GNA Test Site location - further requested information was submitted to Credentia.
- Board Member Attendance
  - The Board previously sent a letter to the County Executive's designee regarding his attendance. Unfortunately, he has missed additional meetings and has not volunteered to step down. The Board decided to send another letter and let them know that we are asking the County Executive for a replacement. Councilman Bennett's office will provide a Legislator Citation for his years of service.
- Citizens Care Foundation
  - The foundation is still listed under Joyce Jordan, who is no longer on the Board.
  - The concern is still that there may be tax implications for dissolving the foundation.
  - Staff thinks the Center is not a 501C-3, but Shobita Dubois thinks there is paperwork somewhere with the designation.
  - More research is needed, but fundraisers would be helpful for capital expenditures such as elevators and heating/air conditioning.

## New Business

- FY 25 Budget
  - Carol Lienhard made a motion to approve the FY 25 proposed budget.
  - Jacob Bennett seconded the motion.
  - The vote was unanimous, and the budget was approved.
- Board Member Terms
  - Shobita DuBois worked with the county government to determine actual term dates.
  - Some current appointments were meant to finish an existing term.
    - Wendell Baxter, Shobita DuBois, Cathy Vincenti, and Andrew Young need to re-apply for new terms.
    - Carol Lienhard, Patricia Scott-Badeker, and Kim Zavrotny's terms all expire this year.
    - Rodney Swam's term expires next year. He should apply at the same time as the last group.
    - Going forward, Board members should start the re-application process in May.



- Jacob Bennett and Rodney Swam suggest that Shobita DuBois become the County Executive designee and then look for another Board member from the city of Havre de Grace.

#### **Adjournment**

- Board Vice Chair Carol Lienhard adjourned the meeting at 11:40 am.

**Minutes Compiled and Submitted by Heather Cantos, proxy to Jacob Bennett, Board Secretary.**

