

### **Call to order**

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

### **Board Members present**

- Wendall Baxter, Jacob Bennett, John Corrieri, Jr., Shobita DuBois, Carol Lienhard, Rodney Swam, and Kim Zavrotny. Patricia Scott-Badeker and Cathy Vincenti were absent. Andrew Young arrived at 10:47. Heather Cantos, Legislative Aide to Councilman Bennett was present as a guest.
- It was determined that a quorum was present.

### **Staff present**

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

### **Approval of Minutes**

- Shobita DuBois motioned to table the June minutes until all Board members could review them. Wendell Baxter seconded the motion. A vote occurred and was unanimous in favor of tabling. Minutes will be approved at the next Board Meeting.

### **Nursing Report – Cassie Evering**

- Infection Control: preparing for Cold, Flu, and Covid season.
- Vaccine Clinic: working on a schedule for September and October.
- Staffing:
  - 3 full-time evening nurses out for various reasons.
  - HCC Nursing and Nursing Assistant students are currently studying in the building.
  - Will attend the HCC job fair on September 5<sup>th</sup>.
- CNA/GNA Courses:
  - 9 students passed written test, 1 pending result.
  - 5 skills tests scheduled for next week, 5 for later in August.
  - 8 have finished their orientation and are filling in open shifts.

### **Administrator's Report – Ed Walter**

- Census:
  - The average daily census for June was 115.
  - There were 23 admissions, 10 discharges, and 6 deaths.
- Outreach:
  - First Friday in June.
  - Summer treat bags delivered to Case Managers at local hospitals.

- Celebrated National Donut Day with local hospitals, home health, and assisted living partners.
- Forming a committee for the annual Alzheimer's Association Walk.
- Human Resources:
  - There were 3 new hires (2 LPN and 1 Security Assistant) and 2 departures.
  - All departments are reviewing staffing needs in preparation for increased census as new fiscal year starts.
  - Facility turnover rate: 1.08%.
- Losses/Concerns:
  - 3 incidents/concerns:
    - 1 allegation of physical contact, resident presents with challenging behaviors following admission to what is their 3<sup>rd</sup> recent facility. Video was reviewed with no evidence found, and the resident is now beginning to adjust better. 1 bruise noticed by staff, related to injection site. 1 scratch determined to be self-inflicted.
    - 3 losses, all resolved.

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

- Occupancy Rate: 81%.
- Payer Mix: 7.5% Private, 78% Medicaid, 14% Medicare/Managed Care.
- Net Gain/Loss for the month shows a loss – these are all preliminary numbers at the end of the Fiscal year.
- Budget vs. actual variances: Agency nursing over budget, health insurance over (but under for the year), overtime pay over budget.
- There was discussion about the process of spending down assets and medical assistance applications.
- Annual audit will start in August and wrap up in October. Last year it was presented to the Board in December.

### **Old Business**

- Riverwalk Refresh Update:
  - Taking care of condensation issues found on pipes in the ceiling.
  - After a recent storm the day room took on ground water. Siding and landscaping are being reviewed. Amount of rainfall and driving wind were factors. Backup generators did work correctly for an 8-hour power outage.
  - Next walk-through July 29<sup>th</sup>. Hoping for August 4<sup>th</sup> re-opening day.
  - 22 beds will be for skilled rehab.
- Credentia Test Site approved. Next GNA class can be tested at Citizens Care.
- GNA program renewal: waiting for a response to last email.



## **New Business**

- John Correr, Jr. complemented Citizens Care's use of social media. Positive posts are well received in the community.
- New Signs have been created using comments from family members. These are being used at events and in the hallways for staff appreciation. Also working with a county vendor for a new sign at the front of the building.
- November and December meetings are both scheduled for holidays. The Board agreed to combine those meetings on December 11<sup>th</sup>.

## **Adjournment**

- Board Vice-Chair Carol Lienhard adjourned the meeting at 11:27 am.

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

