

**Board of Directors
Champaign County Nursing Home (CCNH) –Minutes
Urbana, Illinois
September 8, 2014**

Directors Present: Banks, Emanuel, Lyn, Hartke, Hodson, Maxwell, Palinkas
Directors Absent/Excused: None
Also Present: Busey, Gima, Brunk

1. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Emanuel.

2. Roll Call

Brunk called the roll of Directors. A quorum was established.

3. Agenda & Addendum

Agenda was approved (motion by Maxwell, second by Palinkas, unanimous).

4. Approval of Minutes

The minutes of August 11, 2014 were approved as submitted (motion by Hodson, second by Palinkas, unanimous).

5. Public Participation

None

6. Progress Report from Healthcare Services Group (HCSG)

Mr. Justin Schneider, Regional Manager of HCSG, reported that two assistant managers and a dietitian have been hired. Richard Frank of HCSG has replaced Jessica Keith as the Food Service Director. Jeff Williems, HCSG District Manager, has been on-site to temporarily assist in managing the kitchen. Staffing levels and accountability for various tasks in the dietary department have improved. Mr. Schneider is anticipating better scores in the next Public Health kitchen inspection from equipment maintenance, new cleanliness protocols and an organized kitchen flow.

Mr. Hartke entered the meeting.

HCSG has purchased new uniforms for the dietary staff. An improved process for stocking of the kitchenettes is in place. The metric for meal delivery will be the time from distribution of the first tray to the last tray.

Mr. Banks entered the meeting.

Walkie-talkies have been ordered for each dining room so kitchen support staff can deliver an item to the appropriate dining room. Mr. Williams is concentrating on customer service with the residents. Mr. Gima stated that he has received comments indicating improvements in mealtime delivery and tray accuracy. There is still more work to be done. Ms. Emanuel asked for HCSG representatives to give an update at the October meeting.

7. Management Report – Review of Annual Contracts for FY2015

Mr. Gima presented a report listing all vendor contracts for outside services used at the nursing home. Six vendors had contract amounts above \$30,000 which would necessitate a Request for Proposal (RFP). The Nursing Home Board of Directors must approve the release of an RFP relevant to the nursing home operation. Mr. Gima will start by preparing the therapy and pharmacy RFPs. MPA will ultimately bring back the recommended contract as a result of the RFP.

8. Management Report – July 2014 Financials

The census is showing a consistent increase. Net income year-to-date at the end of July is \$382,781. CNA turnover has increased this year as compared to last year. While agency nursing expenses decreased in July, the overall trend is higher than in 2013. Ms. Emanuel inquired about the reasons for this increased cost and strategies to reduce it. Mr. Gima responded that supervision plays a role, and filling the Unit Supervisor positions and the Assistant Director of Nursing should help with retention through education and training.

The cash position (less the \$438,000 Medicaid loan) is \$224,000 less than last year due to lagging Intergovernment Transfer Payments (ITG) from the state and Medicaid pending cases. MPA is trying to set up a meeting with Healthcare and Family Services (HFS) to discuss the late ITG payment situation and the lack of a reconciliation record when an ITG payment is received. The nursing home is not being paid for more than half of their Medicaid residents because their cases are in a pending status at the state.

9. Management Report – Strategic Objective Metrics

The wound program is doing well. Kim Long, new Therapy Program Director for Symbria, will submit a detailed list of equipment necessary for outpatient rehabilitation in the old child care area. In July, the Pinnacle score for food quality was down from last month, and dining service was up. The annual turnover rate included all nursing home employees, but 90% of that total is from CNAs and food service workers. Discussions are on-going with Dr. McNeal at Christie Clinic to provide training to nursing staff. The average daily census year-to-date is 202.5 which exceeded budget projections.

10. Management Report - Update

Mr. Gima is very impressed with Ms. Long, the Therapy Program Director and is optimistic that her skills will help differentiate our nursing from the local competition. Symbria wants to implement a new electronic documentation system specific to the therapy department. While WiFi would be the preferred option, a lower cost alternative using a wireless router and iPads will be utilized.

Life Services Network, not-for-profit nursing organization, is meeting with HFS to discuss the implementation of a dual-eligible managed care program. While the program officially started this year, the state has not enrolled residents of long-term care facilities until this month. Residents have received letters from brokers indicating that residents will be auto-enrolled in the program as early as April/May 2014. HFS has stated that those letters should be ignored. The nursing homes are not notified by HFS as to which Medicaid residents have been enrolled in the managed care program so it will be very difficult to bill appropriately. This will impact the cash flow. MPA will try to meet with the state to discuss the operational difficulties with this system.

11. Other Business – Establishment of Development Committee

Mr. Hartke is working with members of the community to possibly organize a fundraiser for the Nursing Home Auxiliary.

12. Other Business – Approval of Administrator Compensation Package for FY2014 & FY2015

Mr. Gima discussed increasing the Administrator's salary by 2% retroactive to 12/1/2013 for FY2014 and a 2% increase effective 1/1/15 for FY2015. This adjustment mirrors the contract agreement for non-bargaining employees.

Motion by Palinkas, second by Banks to approve the Administrator's Compensation package for FY2014 and FY2015.

Mr. Banks asked if this wage increase was tied to an evaluation with goals. Mr. Gima responded that he could develop a review process that is connected with operational strategic metrics. Mr. Lyn commented that he could not support the raise due to the food service problems for which the administrator is ultimately responsible.

Motion by Palinkas, second by Banks to go into closed session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee and the following individuals remain present: Scott Gima, County Administrator and recording secretary.

Roll call vote:

Aye: 7 – Banks, Emanuel, Hartke, Hodson, Lyn, Maxwell, Palinkas

Nay: 0

Motion carried.

The Champaign County Nursing Home Board of Directors entered into Closed Session at 7:19 p.m.

The Champaign County Nursing Home Board of Directors resumed Open Session at 7:36 p.m.

Amended Motion by Palinkas to approve the Administrator's Compensation package for FY2014 and FY2015 compensation with be subject to a future performance review.

Mr. Banks agreed to the friendly amendment.

Upon vote, **Motion** carried.

13. Other Business

Mr. Maxwell distributed an article about a nursing home in New Hampshire that provides educational scholarships for CNAs to work toward attaining a nursing license. This option would have to be negotiated with the union.

14. Next Meeting Date & Time

The next meeting date and time for the Nursing Home Board of Directors is Monday, October 6, 2014 at 6:00 p.m.

15. Adjournment

Chair Emanuel declared meeting adjourned at 7:56 p.m. (motion by Hartke, second by Lyn, unanimous)

Respectfully submitted

Beth Brunk
Recording Secretary