

**Board of Directors
Champaign County Nursing Home (CCNH) –Minutes
Urbana, Illinois
November 14, 2016**

Directors Present: Emanuel, Anderson, Banks, Busey, Cowart, Hodson, Sutton

Directors Absent/Excused: None

Also Present: Asplund, Gima, Noffke, Petrie, Snider, Winschel

1. Call to Order

The meeting was called to order at 6:01 p.m. by Chair Emanuel.

2. Roll Call

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

3. Approval of Agenda

The agenda was approved as distributed (motion by Anderson, second by Banks, unanimous).

4. Approval of Minutes

The open session minutes of October 17th, 2016 were approved as distributed (motion by Anderson, second by Busey, unanimous).

5. Public Participation

David Laker commented the Nursing Home is dealing with the same issues for the last 32 months. He asked the management structure be changed. He also requested this board recommend another sales tax; specific to the Nursing Home.

Richard Kruidenier stated he is disappointed in the media coverage of the Nursing Home. He commented there is a perception the Nursing Home is not a good place to work or live because of the way the News Gazette reports on it. He commended the atmosphere, the care provided, the housekeeping, and the beautiful environment.

Mary Schultz noted she attends these meetings to speak for those residents who can't speak for themselves. She brought up cold food and staffing issues. She asked what is being done about the Director of Nursing position. She asked management to provide a staffing chart to show shortages. She expressed concern for the safety of the employees and the residents. Ms. Schultz noted that cloth napkins are still not available for the residents.

Pattsi Petrie extended a thank you to those who helped with supporting the ¼ cent sales tax. She expressed concern that the agenda for this meeting did not have next steps; no action can be taken. She stated she visited a restaurant in Rantoul that is owned/operated by a former Nursing Home employee. She relayed her belief that it was a loss for the Nursing Home; as the food was excellent and priced reasonably.

6. Communications

Ms. Emanuel reminded all that several months ago, the recommendation to the County Board was not to sell the Nursing Home; under the Strategic Plan.

Mr. Sutton provided a handout outlining some of the financial details from the last meeting. He indicated that Mr. Winschel assisted him with the numbers. Mr. Anderson asked whether the County is planning a cash reserve for the Nursing Home. Mr. Snider replied that this was brought up at the last Committee of the Whole (COW) meeting, and will be addressed after the new board is in place.

7. Management Report

Ms. Emanuel reviewed the recommendations from the FY2017 Strategic Plan. She asked what should be done/recommended since the $\frac{1}{4}$ sales tax was defeated; with regard to capital funding. Mr. Sutton suggested the sales tax be presented as a stand-alone on the next ballot. Mr. Banks noted the defeat of the $\frac{1}{4}$ sales tax (specific to the Nursing Home), would indicate the voters are not in favor of keeping it. Ms. Busey stated the $\frac{1}{4}$ sales tax needs to address issues for the County as a whole. Mr. Anderson stated he would like to see another option on the ballot; for the sale or lease of the Nursing Home.

There was discussion about the wording of the $\frac{1}{4}$ sales tax on the ballot. According to Mr. Snider, the wording on the ballot and explanatory materials was taken directly from the statute. This was done per the advice of the State's Attorney's office.

Ms. Petrie reminded the board that the next time (after April) anything can go on a ballot will be in November, 2018. She also stated that property taxes don't come in until the following year; whereas the sales tax comes in monthly. She went on to explain that even if the voters agreed to the sale or lease of the Nursing Home, it would have to pass in the County Board with a super-majority.

Mr. Snider reviewed the timeline for the County Board. He stated the organizational meeting is scheduled for Monday, December 5. That meeting is where committee assignments are determined. County Board is scheduled for December 15; with the next Nursing Home meeting on December 12.

Ms. Emanuel reviewed the metrics list that was handed out by Mr. Gima. She noted there was a report missing on staffing levels. She stated the target census is 182 and requested a dashboard be created for this metric. Ms. Busey commented that metrics are not being met and there does not seem to be a plan in place to address that. There was discussion regarding surveying of residents, including the use of the dining committee. Ms. Emanuel asked board members to review the metrics and be prepared to approve the list of measurable at the next meeting.

Mr. Gima reviewed the Action Plan for Medicaid Applications/Cash Update handout he provided. He commented the total number of Medicaid Applications is 68; 40 of which are current residents. He noted there has been an increase in response from the Decatur hub in the last 30 days. He stated that the State only shows the CCNH having only 24 open Medicaid Applications. Mr. Gima has provided a full list to the hub. He was unable to explain why there the discrepancy exists. He shared the good news that 10 applications have been approved in the last 2-1/2 weeks.

Mr. Gima talked about the non-labor expense reductions that have been implemented, with the help of Karen Noffke. The plan is to continue the strategy of not using agency. Mr. Gima reviewed staffing levels. Mr. Snider asked how staffing issues are monitored and tracked; and if this board can see the data. Ms. Noffke responded that yes, the data is available. Mr. Sutton requested the raw data be provided; and volunteered to create a summary for the board. Mr. Gima noted the work he and Ms. Noffke have done with the Senior Management at Carle Clinic, in order to increase revenue.

Ms. Busey commented the Nursing Home offers many additional services that are considered “over and above” necessities; such as the beauty shop and activities. She commented these services could be cut to assist with the financial issue.

Mr. Gima stated the steam table has not yet been implemented. He is unsure whether they will be available in December. He reported there have been recruiting issues in the food service department. Ms. Busey asked if the Nursing Home can hire its own food service people rather than looking for a new management company. Ms. Noffke stated she has three companies that have expressed interest in responding to an RFP. Mr. Gima will create an RFP for this board to review.

Ms. Noffke noted there are 8 surveyors on site this week. This is an annual survey. She indicated that observations will be made on their exit. Decisions are made in Springfield, within 8 – 10 days of the completion of the survey.

Ms. Cowart left the meeting at 8:12 p.m. Mr. Banks left the meeting at 8:20 p.m.

8. Other Business

The closed session minutes of October 17th, 2016 were approved as distributed (motion by Busey, second by Anderson, unanimous).

9. Next Meeting Date & Time

A special meeting is scheduled for Monday, November 28, 2016

10. Adjournment

Chair Emanuel declared the meeting adjourned at 8:46 p.m.

Respectfully submitted:
Tammy Asplund
Recording Secretary