

**Board of Directors
Champaign County Nursing Home (CCNH) –Minutes
Urbana, Illinois
December 22, 2014**

Directors Present: Banks, Cowart, Emanuel, Lyn, Hodson, Palinkas

Directors Absent/Excused: None

Also Present: Busey, Gima, Noffke, Nolan

1. Call to Order

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

2. Roll Call

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

3. Agenda & Addendum

Agenda was approved as amended (motion by Hodson, second by Palinkas, unanimous).

4. Approval of Minutes

The minutes of November 10, 2014 were approved as submitted (motion by Banks, second by Lyn, unanimous).

5. Public Participation

Mr. Douglas Goodwine noted that he has seen an improvement in the nursing home's food service but there are still problems. Additionally, he reported having good experiences with the nursing home's transportation and physical therapy program over the past two years.

Ms. Carol Lynski reported her concerns about potential abuse at the nursing home. She asked board members for better transparency with family members and the community.

6. Biennial Organization – Election of Officers

Chair Emanuel opened the floor for the election of officers. Ms. Busey reported that the current Chair is Ms. Emanuel, the current Vice-Chair is Mr. Palinkas and the current Secretary is Ms. Hodson.

Mr. Banks moved to keep the incumbents in their current positions and close nominations, second by Hodson. Upon vote, the motion carried unanimously.

7. Administrator's Report

a. Quality – Kim Long, Therapy Program Director

Ms. Long stated she is the new Rehabilitation Director at the nursing home and is employed

through Alliance Rehab. She has experience working in skilled nursing services, outpatient services, management, marketing and community outreach, and started working at the nursing home in August. Since starting at the nursing home, Ms. Long has put an emphasis on cleaning, purchasing new equipment, establishing storage areas and private treatment areas, and opening lines of communication between staff members. She has created organizational binders for recurring patients for staff members to have access to patient history. A low vision therapy program has been developed to assist residents with poor vision. Ms. Emanuel asked Ms. Long to explain rug categories. Ms. Long explained that patients under Medicare Part A will fall under different categories for reimbursement. Rug categories are based on how many days a week a patient is seen, how many disciplines are involved and how many minutes of therapy are delivered. Ms. Long noted that her goals for 2015 include improving community outreach and getting the outpatient clinic up and running.

Ms. Emanuel asked Ms. Long to return in the future with functional outcome reports and quality reports that detail treatment given to residents. Additionally, Ms. Emanuel asked if Health Alliance has any metric for long term care. Ms. Long explained that metrics are related to insurance based outcomes.

8. Management Report

a. October 2014 Financial Management Report

The average daily census in October was 203.7 residents, down from 206.5 residents in September. November's daily census was 198.9 residents, and as of December 22nd the daily census was 193. The census is down due to the total number of admissions decreasing. The nursing home is continuing to see a consistent number of referrals but the quality of referrals has decreased. Medicare admissions have remained consistent with a higher number of managed care Medicare admissions versus traditional Medicare Part A admissions. Mr. Lyn asked if the shorter durations of stay for residents utilizing the nursing home for surgery recovery will impact the Medicare admissions statistics. Mr. Gima confirmed that short rehabilitation stays covered by Medicare will affect these statistics. Since the length of stay will decrease, the nursing home must be effective at providing services in a shorter period of time in order to continue receiving quality referrals.

The net income from the month of October was \$83,697 with the net income for the year at \$691,237. Cash flow from operations for October was \$212,861 with cash flow for the year at \$1,365,694. The cash balance at the end of October was \$317,105, down by \$375,000 from September. Accounts receivable increased to \$5.096 million in October, up from \$4.641 million in September. 59 Medicaid pending cases remain the biggest problem for cash flow, accounting for almost \$200,000 of the increase in accounts receivable and lost cash flow for the month of October. Currently, the nursing home is owed roughly \$1.2 million from Medicaid for pending cases and applications. The cash balance for November dropped to roughly \$180,000 and daily cash balance reports are being generated for Mr. Gima and Ms. Noffke to review. As of the December 22nd meeting, the cash balance is back up to roughly \$659,000 due to state payments being received. The Tax Anticipation Warrant of \$930,000 is also waiting to be received. Progress is slowly being made to process more Medicaid pending applications. The cash balance will improve with each Medicaid application that gets processed. Additionally, the nursing home received \$430,000 from the state and is scheduled for repayment in three installments in the spring. Mr. Gima is working

to delay the repayment to the state due to the nursing home's backlog of Medicaid applications not being improved. Mr. Banks asked if the nursing home receives any help from local legislatures in regards to pending Medicaid applications. Mr. Gima explained that he has reached out previously and received some help.

Six CNA's were hired in the month of November, which is equivalent to 3.7 full-time employees. 3 CNA's started on the December 29th orientation with more starting on the January 13th orientation. Based on the nursing home's staffing model, Mr. Gima calculated that the nursing home needs 84.2 full-time CNA's. Prior to hiring in November and December, the nursing home had 51.3 full-time CNA's. The new hires will increase the number of full-time CNA's to 62.

b. Strategic Objective Metrics Report

Mr. Gima reported that the Pinnacle Food Quality Score for October increased to 3.53 with a 12 month average of 3.52. The Pinnacle Dining Service Score for October increased to 3.39 with a 12 month average of 3.44. Plating times have become more consistent and Mr. Gima noted that his goal is to provide residents with more consistent start and end times for all meals. Additional food carts have been purchased and received, and plating times have improved with these additions.

Mr. Lyn noted that plating times still vary because new plating procedures are not being followed. He noted that more supervision is needed to have plating times become more consistent. Mr. Gima noted the overall trend for plating times is becoming more consistent but there still are inconsistencies that need to be corrected.

Mr. Gima noted that the dietician from Healthcare Group Services is continuing to conduct resident surveys to receive feedback about meals. The survey scores have continued to improve.

Mr. Banks asked what the start time is for each meal at the nursing home. Ms. Noffke explained that meals start at 7 a.m., 12 p.m., and 5 p.m. in units 1 and 3, while meals start at 7:30 a.m., 12:30 p.m., and 5:30 p.m. in units 2 and 4. Mr. Lyn noted these times reflect when meals are put onto the carts into the kitchen, not when the food is delivered to the units. Mr. Banks asked if it would be helpful to revise the metric to reflect how often meals are delivered on time to the dining room. Mr. Gima explained that the current metric is the most consistent daily measurement.

c. Management Update

The Director of Nursing position has been vacant as of December 20th and an update on the hiring process will come at the next meeting as interviews are still being conducted. Staff education was discontinued by Carle Clinic Nurse Practitioners; however, Dr. McNeal and her Nurse Practitioner will take over quarterly training and will see if monthly training is feasible.

Mr. Banks noted that the previous Director of Nursing left quickly after accepting the position. He asked what was learned from the previous interview process and what will ensure that the chosen candidate will stay in the position. Ms. Noffke explained that additional staffing is being involved in the interview process. Mr. Gima stated more

situational questions were involved in the process to see how candidates would respond to varying situations.

d. Compliance Update

Mr. Gima did not bring this portion of the report with him. He will update at the next meeting.

9. Other Business

a. Outpatient Therapy

The nursing home is working with Symbria to establish an outpatient rehab program by March 1st. An outpatient therapy license will be required and Symbria will provide assistance in obtaining the proper licensing. Mr. Gima has preliminary designs out to an architect to see if there are any code compliance issues. The RFP process for physical therapy services may delay this process.

b. Therapy Services RFP

Therapy Services RFP is out for bid as of December 16th. Bids are due by January 15, 2015. The contract that is chosen will be brought to the Board of Directors for approval on February 9th, 2015 and the contract will begin on March 1st, 2015.

c. Pharmacy Service RFP

Pharmacy Service RFP is out for bid as of December 16th. Bids are due by January 15, 2015. The contract that is chosen will be brought to the Board of Directors for approval on February 9th, 2015 and the contract will begin on March 1st, 2015.

d. Update on Administrative Review of MPA Contracts

Ms. Busey stated she is working with two members of the board and Deputy County Administrator Van Anderson to meet with representatives with MPA. A full report will be discussed at the January meeting.

e. Hodson's Notes

Ms. Hodson noted that the Auxiliary Bake Sale raised about \$1,300 and plans to propose ways to spend this money at next month's meeting. Additionally, Ms. Hodson recognized Dr. Norman James, the volunteer dentist at the nursing home for over 35 years, for his exceptional care and service he provided to residents over the years. The Laundry Services Director of 37 years, Pam Kirkland, along with Rene Keller, a nightshift LPN, have both retired and Ms. Hodson also recognized their exceptional services.

12. Next Meeting Date & Time

The next meeting date and time for the Nursing Home Board of Directors is Monday, January 12, 2014 at 6:00 pm.

13. Adjournment

Chair Emanuel declared the meeting adjourned at 7:31 p.m. (motion by Banks, second by Palinkas, unanimous)

Respectfully submitted

Brian Nolan
Recording Secretary