

**Board of Directors  
Champaign County Nursing Home (CCNH) –Minutes  
Urbana, Illinois  
December 14, 2015**

Directors Present: Emanuel, Banks, Anderson, Hodson, Palinkas

Directors Absent/Excused: Cowart

Also Present: Busey, Gima, Noffke, Brenner, 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. Approval of Agenda**

Agenda was approved as distributed (motion by Banks, second by Palinkas, unanimous).

**4. Approval of Minutes**

The open and closed session minutes of November 9, 2015 were approved as submitted (motion by Anderson, second by Palinkas, unanimous).

**5. Public Participation**

David Laker provided a handout to the board which summarized the problems with dietary services and listed potential solutions.

Richard Krademer commented that the nursing home is an excellent facility and he appreciates that staff members take excellent care of him.

**6. Communications**

Ms. Emanuel asked if any board members have any updates from the nursing home family council meeting. Ms. Hodson noted that the new social services director and adult daycare director led the meeting, and food service issues and solutions were discussed. Mr. Banks asked if a dedicated staff member can take minutes at each meeting. Ms. Noffke noted that minutes are taken at each meeting. Mr. Gima noted that he will start providing family council meeting minutes to board members.

Ms. Busey noted that the Board of Directors is currently down one board member with no current applicants. She encouraged board members to search for someone with a financial background who might be interested in serving on the board.

**7. Approval of Award of Contract for Lint Filtration Project – Dana Brenner, Facilities Director**

Mr. Brenner noted that three bids from local companies were received for the project. Bids for the project were priced between \$149,500 and \$187,500. Mr. Brenner determined that the low bidder's pricing was viable, and he recommended that the Board of Directors award the contract to Reliable Mechanic.

**MOTION** by Banks to approve the Award of Contract for Lint Filtration Project to Reliable Mechanic as recommended by GHR and the Champaign County Facilities Director; second by Anderson. Upon vote, **MOTION CARRIED.**

**8. Approve Release of Bid for Fire Damper Project – Dana Brenner, Facilities Director**

Mr. Brenner noted that release of bid for the fire damper project is the result of the Illinois Department of Public Health (IDPH) visiting the nursing home and completing the annual survey. There are nearly 1000 dampers in the nursing home and the project must be completed in order for the nursing home to stay in operation. Total cost for the project will be available once bids are received.

Mr. Gima noted that the project is anticipated to be completed by April 15<sup>th</sup>, 2016. If the project is not complete by this time, the nursing home can request a waiver from IDPH for more time to complete the project. Mr. Brenner noted that the completion date is included as a requirement for the project in the bid document.

Ms. Emanuel asked if there are any safety issues involved with this project. Mr. Brenner explained that there is no immediate danger; however, the dampers are important to the operations of the nursing home.

**MOTION** by Banks to approve the release of bid for the Fire Damper Project; second by Palinkas. Upon vote, **MOTION CARRIED.**

**9. Management Report**

a. Strategic Objective Metrics Updates

Mr. Gima reported that retention rates have decreased and turnover rates have increased since October. CNA positions continue to show the highest number of separations. In addition to the weekend only shift option, 12-hour shifts have been implemented to help reduce the number of CNA separations and to lower the amount of agency usage on weekends. Mr. Palinkas commented that a 12-hour shift option will be good in the long-run and asked if this option has spiked interest in those applying to the nursing home. Ms. Noffke confirmed that candidates are looking for 12-hour shift options.

Mr. Gima noted that Pinnacle scores for dining services and quality of food have decreased since October. Decreased scores were the result of negative comments made on the Pinnacle survey. Negative comments about food services included cold food temperature at breakfast due to residents not arriving to breakfast at the same time each day. Ms. Noffke noted that an on-demand system for breakfast is being considered to correct issues. Mr. Gima noted that the breakfast meal time may be changed as well as starting times for staff members on the breakfast shift. Smaller food carts are also being considered.

Mr. Gima reported that the contract is under review for the addition of a Cardiopulmonary Rehab Coordinator. Mr. Gima is hopeful that this position will start in January or February of 2016. Additionally, the outpatient clinic is open with three current clients and four already discharged from the program.

b. Monthly Financial/Management Report

Mr. Gima reported that the census continues to decrease, and he noted that all area nursing homes are experiencing census decreases. The amount of referrals remains consistently high; however, the quality of referrals continues to be inappropriate for the services provided by the nursing home.

Mr. Gima noted that a net loss of \$7,000 was reported in October. Mr. Palinkas asked how this is possible during a period of decreasing census. Mr. Gima explained that expenses were tightly controlled and fewer salaries were paid during the month due to the conversion of Unit 4.

Mr. Gima noted that tax anticipation warrants for 2016 were issued in early December and the nursing home is current with all vendors. Ms. Emanuel asked why accounts receivable increased. Mr. Gima noted that the timing between Medicaid and Medicare payments caused the increase.

c. Revenue Anticipation Notes

Mr. Gima reported that the probability for a Medicaid payment slowdown continues to increase. When the slowdown will occur and the amount of time it will occur for are still not known. The Revenue Anticipation Notes were approved by the Finance Committee of the Whole on December 12<sup>th</sup> and await County Board approval. With County Board approval, MPA will work with the Champaign County Treasurer to reach out to local and regional lending institutions. RAN's will be issued in 2 month increments. If a payment delay occurs, the first RAN cannot be issued until there has been a 2 month delay and an RFP will be issued to select a vendor at that time. If the payment delay is limited to 3 months, no RAN's will be issued.

Mr. Banks asked what the interest rate will be on the RAN's. Mr. Gima is hopeful that the interest rate will be under 5%. Ms. Busey commented that the RAN's were approved on the condition that the interest rate does not exceed 5%.

d. CMS's Comprehensive Care for Joint Replacement Program – Bundled Payments

Mr. Gima reported that Medicare payment reforms will transition away from traditional fee-for-service payments to alternative payment models such as accountable care organizations, managed care and various forms of bundled payments. CMS issued a Final Rule for the Comprehensive Care for Joint Replacement model in November and will be available in April 2016 in 67 markets in Illinois. Champaign County is not impacted by this rule; however, the program will likely expand should the initial 67 markets show success. This is significant for the nursing home because the Joint Replacement Program is evidence of a significant shift in Medicare reimbursement. The nursing home has already developed strategies to successfully partner with hospitals in bundled payment models such as physician collaboration and efforts to reduce readmission rates. These efforts will continue in order to reposition the nursing home in response to these market changes.

Mr. Banks asked for the percentage of joint replacement services that the nursing home currently provides. Mr. Gima noted that he will need to provide this information at a future meeting. Mr. Palinkas asked if a bundled payment would be a fixed payment for the nursing home. Ms. Emanuel confirmed, but she noted it depends on the contract that is established with the hospital.

Mr. Anderson asked if a census reduction from a successful joint replacement program will impact the nursing home's operations. Ms. Emanuel noted that in the short term there may

be a reduction in census; however, the amount of people aging in the community is expected to increase and having this program in place will be beneficial for the nursing home's relationship with area hospitals.

e. TeamSTEPPS

Ms. Noffke reported that TeamSTEPPS is a teamwork system designed for health care professionals to improve patient safety. The goal of the program is to address processes and systems that increase awareness, clarify roles and responsibilities, resolve conflicts, improve communications and eliminate barriers to quality and safety. Training was provided to the nursing home by Telligen, the Illinois Quality Improvement Organization.

Ms. Emanuel asked who the program trains. Ms. Noffke noted that all levels of staff members at the nursing home are trained. Ms. Emanuel asked if an evaluation of the program will be completed after the conclusion of the program. Ms. Noffke confirmed and noted that evaluations are conducted throughout the program. Mr. Banks asked if there is project coordinator. Ms. Noffke noted that Telligen coordinates the project for the nursing and a core group of in-house staff members implements the program for Telligen. Ms. Emanuel asked Ms. Noffke to provide the board with future updates about the program as it is conducted at the nursing home.

f. Employee Recognition

Mr. Gima reported that 12 employees were recognized for their years of service at the nursing home and 4 employees retired in 2015. Employees included in the Board of Director's packets were recognized at a Christmas Tea on December 9<sup>th</sup>.

**10. Other Business**

a. Approval of 2016 Nursing Home Board of Directors Calendar of Meetings

**MOTION** by Palinkas to approve the 2016 Nursing Home Board of Directors Calendar of Meetings; second by Anderson. Upon vote, **MOTION CARRIED.**

b. Ms. Hodson's comments

Ms. Hodson reported that the Officers of the Auxiliary have signed documentation to have all of the Auxiliary's donations given to and handled by the East Central Illinois Community Foundation for clerical and tax deduction purposes.

**11. Next Meeting Date & Time**

The next meeting date and time for the Nursing Home Board of Directors is Monday, January 11, 2016 at 6:00 p.m.

**12. Adjournment**

Chair Emanuel declared the meeting adjourned at 7:30 p.m.

Respectfully submitted:  
Brian Nolan  
Recording Secretary