

**Board of Directors
Champaign County Nursing Home (CCNH) –Minutes
Urbana, Illinois
January 9, 2017**

Directors Present: Anderson, Banks, Hodson, Sutton
Directors Absent/Excused: Busey, Emanuel, Hartke
Also Present: Asplund, Gima, Noffke, Snider, Weibel, Petrie

1. Call to Order

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

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 Banks, second by Hodson, unanimous).

4. Approval of Minutes

The open session minutes of December 12, 2016 were approved as distributed (motion by Banks, second by Hodson, unanimous).

5. Public Participation

Cheryl Goss (Social Service Director for CCNH) requested that people tour the facility and observe its operation before they make a decision to support hiring a new administrator.

Mary Shultz asked about the progress on serving hot food and staffing issues. She commented she is discouraged by the fact she has been asking these questions for more than a year and no resolution has been reached. Ms. Shultz stated during her last few visits, there were only three or four food staff people working. According to her, the steam tables have been on the property for weeks and not installed. Ms. Shultz listed several food shortages, including bananas and milk. She stated cloth napkins are not available either. Ms. Shultz expressed concern relating to the volunteers who provide church services. According to her, many residents do not attend because the breakfast is late.

David Laker stated since October, the availability of staff to care for residents seems short. He provided some examples related specifically to the care of his wife, Sue. Mr. Laker commented staff is inattentive to her needs, especially the night shift. He shared his concerns about staff working 12-hour shifts, particularly weekends. Mr. Laker stated he believes that when the dietary service does not work, nothing else works either. He acknowledged his gratitude for the County Board attending this meeting.

Wanda Knell shared that her husband has been a resident for 3 years and will be a life-long resident. She confirmed her agreement with all the previous comments made. Ms. Knell stated the cloth napkins had been used for some time in the East dining room only, but lately were not. She said if given the opportunity, she would not take her husband somewhere else because she and her husband like Champaign County nursing home.

Pattsi Petrie (County Board) asked the board to give serious consideration to item ten on the agenda. She confirmed her agreement with the other concerns raised during public participation. Ms. Petrie asked that positions of administrator and dietary manager be posted for 30 days prior to an RFP going out.

6. Communications

None

7. Preliminary Report by County Consultant

Ron Aldrich started his discussion with a review of all the documents he received prior to his visit. Mr. Aldrich continued with a summary of the community members, staff members, and organizations he already met with, or is scheduled to meet with prior to the full County Board meeting. He stated the belief of those he interviewed that some of the challenges the nursing home faces with regard to staffing are due to the uncertainty of the future of the nursing home. He recommends the County Board clearly and definitively communicate the plan for the nursing home's future. Mr. Aldrich reviewed the impact of political policy and potential changes to the Affordable Care Act. According to Mr. Aldrich, the nursing home has a reputation of acceptance and diversity.

Mr. Sutton asked Mr. Aldrich how to proceed with a decision regarding the future of the nursing home when so much regarding the ACA is unknown.

Ms. Hodson asked Mr. Aldrich to include recommendations for cost reductions in his final report.

Mr. Anderson discussed the financial issues with regard to the impact to the County's general operating fund. He also asked whether these financial problems have decreased the quality of care received by the nursing home residents.

8. Management Update

Scott Gima began the discussion with an update on the Medicaid applications. According to Mr. Gima, the number of open applications is down to 39; from the original 68. There are 22 awaiting payment. He noted a typo in the second paragraph of the memo included in the packet. Mr. Gima clarified the number should be 18, not 8.

Mr. Gima discussed the status of the request for the cash advance from the State, called a C-13 Waiver. It was submitted to HFS prior to Christmas. The request asked for multiple options for a payback mechanism and stressed the desire to pay the nursing home vendors who are owed past due payments. Mr. Gima noted that \$1 million would cover roughly 3 months of Medicaid payments.

Mr. Gima provided notice of the State's intention to move to a claims-based billing system. This new process begins in January and requires billing per resident, per month. MPA submitted a test claim but received no feedback. Mr. Gima expressed concern regarding the timing of payment with this new system. He commented the contingency plan is to hold back vendor payments in order to make payroll.

Karen Noffke reviewed staffing. She reported 10 vacancies and 1 separation in January. Ms. Noffke stated the dietary staff is above target. Mr. Sutton noted her report conflicts with issues brought up during the public participation portion of the meeting. According to Ms. Noffke, the reports show that dietary is fully staffed. She also noted the staff reports the meals are on time.

Mr. Gima discussed the compliance program and code of conduct. He asked that each board member read, complete, sign, and return the form contained in the packet.

9. Food Service Update

Ms. Noffke clarified that the new “steam” tables are actually induction tables. There was a test originally scheduled for this week, but it was postponed due to missing cords. She indicated that it is necessary to have the regional representative on site when the test is done. She will coordinate a date, potentially for next week.

Mr. Anderson asked Ms. Noffke to follow up on the issues brought up during the public participation, including the napkins and missing food items. He also asked Mr. Gima for an update on the current dietary service provider (HCSG).

Mr. Gima responded the situation has improved in the last couple of weeks. He stated that HCSG has indicated they are willing to work with the nursing home, even if it means a transition to a new company. Mr. Gima noted that HCSG has assigned a new regional manager, who lives in Bloomington. According to Mr. Gima, the two other companies who had previously shown interest in the taking over dietary service have now asked for a 3-month cash advance (\$180,000) prior to starting.

10. Items for Board Approval

RFP for a management company to operate the nursing home

Mr. Anderson stated the agreement with MPA ends June 30, 2017.

Proposal to hire administrator and dietary manager as County employees

Mr. Sutton commented he heard opposition from the previous County Board with regard to hiring an individual in this capacity.

Ms. Noffke responded that the dietary manager position has been posted for several months and there has not been a single application, due to the Certified Dietary Manger (CDM) requirement by the State of IL.

Mr. Gima reviewed the process currently in place for hiring an administrator. According to him, MPA does the legwork. MPA provides the job description and screens the applicants. It narrowed those to the top three candidates and presented those three to the nursing home board of directors. Mr. Gima indicated the process could be tailored to the board’s wishes.

Ms. Hodson commented there were previous nursing home administrators who were employed by Champaign County. She noted it has historically difficult to attract an accountant, or someone with a financial background to work as an administrator at a nursing home salary. Ms. Hodson noted the difficulty in attracting qualified people; given the uncertainty of the future of the nursing home.

Mr. Anderson suggested these items be tabled until the February meeting, after Mr. Aldrich’s full report has been received and the County Board has met.

11. Compliance Program Resolution

Motion to approve the resolution by Sutton; seconded by Ms. Hodson. MOTION carried unanimously.

12. Next Meeting Date & Time

The next meeting is scheduled for Monday, February 13, 2017 at 6:00 pm.

13. Adjournment

Chair Anderson declared the meeting adjourned at 8:11 p.m.

Respectfully submitted:

Tammy Asplund
Recording Secretary