

# CLAREMONT NURSING AND REHABILITATION CENTER

## MINUTES

Tuesday, January 20, 2015, 10:00 AM

### Commissioners' Hearing Room

**Present:** Commissioners Barbara Cross and Gary Eichelberger; Larry Thomas, Chief Clerk; Sandra Moyle, Deputy Chief Clerk/Meetings Manager; David Holland, Premier Healthcare Resources; Dana Best, Lynette McCulloch, Finance; Helen Schultz, Claremont Nursing & Rehabilitation Center (CNRC); Nathan Douty, Human Resources; John Lopp, Facilities Management; Dana Best, Finance; Beth Chornak, Enterprise Resource Planning (ERP); Alex Smyser, Information Management & Technology (IMTO); and Daniel Walmer, The Sentinel.

**Call to Order:** Chairman Cross called the meeting to order.

**Roll Call:** Commissioners Cross and Eichelberger were present.

**Public Comment:** None

**Approval of Minutes:** Chairman Cross moved to approve the CNRC Minutes of December 22, 2014. Commissioner Eichelberger seconded the motion and it unanimously carried.

**Admissions and Census Report – December 2014:** Lynette McCulloch reviewed the Admissions and Census Report and provided a summary of referrals and admissions for December 2014 (see attached).

Discussion followed regarding the admissions report:

- High number of Behavior Denial Types.
- Where people can go in the community when CNRC cannot serve them.
- Discussion on the need for further analysis to track some key data points, diagnosis, etc. for denials in October, November and December.

Ms. McCulloch reported on the status of the hardship waiver that was filed. They are still waiting to hear from the Department of Public Welfare (DPW) and District Attorney Freed.

**Medical Assistance (MA) Approvals:** Ms. McCulloch reported on the MA approvals for December that was listed on the summary of referrals and admissions (see attached).

**CNRC Staffing:** David Holland presented a power point presentation titled ***CNA vacancies at Claremont*** (see attached) and passed out a *CNA Rate Comparison* chart comparing pay rates at some facilities in the area (see attached).

David Holland discussed the following:

- Review of CNA pay rates from 2008 to 2015 noting a slight increase in pay from 2008.
- Staffing analysis depicting the number of shifts that were available for CNAs at CNRC.
- Significant need for CNAs on all three shifts.
- Discussion on recommendations and considerations to help in the recruitment of CNAs.

**Financial Report:** Ms. McCulloch submitted and reviewed the December 2014 Financial Report (see attached). The financials are based on Actuals as of January 16, 2015, not audited final numbers. Our revenue year to date is 1.2 million higher in private pay in 2014 than it was in 2013. In total, revenues between the two years were up \$1,268 million.

In comparing the 2014 Actual to the Census Budget, we are 992 days under budget for calendar 2014, resulting to \$560,000 loss on the revenue compared to Budget from room and board.

Ms. McCulloch reviewed the CNRC Fund Balance Trends Report (see attached). The fund balance at the beginning of 2014 was \$3,033,096.58 and ended with a fund balance of \$3,638,667.76, which includes the \$215,243.60 Trust Fund payment.

**Analyticals:** Ms. McCulloch reviewed the Analyticals (see attached). When compared to the original budget on revenue, salary is maintained as favorable.

**NHPPD/Census Trend:** Ms. McCulloch reported the Nursing Hours per Patient Day (NHPPD) is currently running favorable to date at 3.41 vs. the budget goal of 3.45 (see attached).

**Accounts Receivable (AR):** Ms. McCulloch reported on the Accounts Receivable Report (see attached). She noted that there was an unusual drop again, as previously seen in October 2014, due to two MA payments in the month of December which dropped the total AR down to 2.5 million.

#### **Other Business:**

**RFP for Management of CNRC:** Chief Clerk Thomas reported on the RFP process for CNRC as follows:

- Four organizations responded with RFPs.
- Narrowed down to two finalists.
- The finalists will be given a set of structured questions to answer.
- After the data is analyzed, a session will be held with each of the finalists by the end of January, 2015.

#### **Rehab Unit Updates:**

- **Inspections/Occupancy**
  - Mr. Lopp reported that they are completing the punch list.
  - Meeting with the architect on some minor issues.
  - Life Safety and the Department of Health (DOH) will be called to do their inspections.
  - Middlesex Township Inspection will be done after Life Safety and DOH Inspections.

Approximate opening deadline for the Rehab Center Unit would be by March 1, 2015 after the inspections are completed.

- **Marketing Update Including Name Registration:**

- Helen Schultz reported that about 25 people attended the VIP Open House on January 14, 2015 and 30 people attended the Public Open House on January 15, 2015. One of the highlights from the VIP Open House was the contacts they made with Carlisle Regional and Holy Spirit Hospital's upper management.
- Ms. Schultz reported that the application has been filed for the trademark name, Transitions at Claremont, which is still pending approval at the State.

**Survey Revisit:**

- Mr. Holland reported that January 19, 2015 was the completion date for the annual Survey and everything has been corrected to be in compliance for the Department of Health and Life Safety to do their revisit. The inspection will be unannounced.

**Endowment:**

- Chief Clerk Thomas reported that a Planning Meeting was held to develop a plan to discuss how the endowment money can be used for CNRC. The goal is to try to get a well-rounded perspective from people within and outside the County Government and then bring some suggestions to the Board of Commissioners for consideration.

**Kronos Update:** Beth Chornak reported on the Kronos Project for the Advanced Scheduler Program as follows:

- The interface from the Keane System to the Kronos System, which supplies the workforce numbers that are required for each floor, is completed.
- ERP has been running the interface everyday with no issues.
- The setup for the Advanced Scheduler is complete.
- Meetings will be conducted with the schedulers so they can build their processes into the actual training documentation.
- A new navigation screen will be implemented to allow a better view of the system.
- Ms. Chornak stated that their goal to go live by February 9, 2015.

Chief Clerk Thomas stated that the performance of the schedulers has to be tied to the performance goals on key indicators and built into the training programs for evaluation purposes.

**Update on any/all significant (reportable) incidents:** Mr. Holland reported on the following:

- That as of the end of business on January 16, 2015, there were no reportable incidents; however, over the weekend there were two reportable events. One was a fall with a fracture and the resident was taken to the Hospital. The other incident involved rough treatment of a resident which was reported to the Office of Aging. The claim is in the process of investigation.

**Executive Session:** None

**Adjournment:** There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,

Ruth Ann Ciecierski  
Administrative Assistant