

CLAREMONT NURSING AND REHABILITATION CENTER

MINUTES

Monday, March 30, 2015, 11:00 AM

Commissioners' Hearing Room

Present: Commissioners Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; John Belko, CNRC Administrator; Helen Schultz, CNRC Marketing; Leisa Spence, Director of Nursing, CNRC; Dana Best, Finance; Pat Thompson, CNRC Finance; John Lopp, Facilities Management; Elizabeth Bouch, Human Resources; and Beth Chornak, Enterprise Resource Planning (ERP).

Call to Order: Commissioner Hertzler called the meeting to order.

Roll Call: Commissioners Hertzler and Eichelberger were present.

Public Comment: None

Approval of Minutes: Commissioner Eichelberger moved to approve the CNRC Minutes of February 17, 2015. Commissioner Hertzler seconded the motion and it unanimously carried.

Admissions and Census Report – February 2015: Pat Thompson reviewed the Admissions and Census Report and provided a summary of referrals and admissions for February, 2015 (see attached). She reported that the census report as of today is 263, budgeted for 264.

CNRC Staffing: Ms. Bouch reported that currently there are 24 openings that need to be filled, which include 15 Full-Time CNA's, 8 Part-Time CNA's and 1 Full time RN Supervisor. She stated that they held a Recruiting Fair at HACC last week and the iHeart Radio Medical Recruitment fair is scheduled for next week, and they are hoping to get some recruitments there.

Commissioner Hertzler asked how long the RN Supervisor position has been vacant. Ms. Spence stated that they actually have two Full time RN Supervisor positions that have been vacant. There was discussion on how exit interviews are being conducted.

Financial Report – February 2015

- **Census/Revenue Analysis:** Pat Thompson reported on the Census Report for February 2015 and stated that it is running favorable . The budget for Year-to-Date is 271.97 and the 2014 census was 270.80 with the budget at 264 (see attached). She reported that they are \$62,000 ahead of budget on revenue Year-to-date; and that number will go up because the budget will go down as some Medicare dollars are transitioned out of January and February with the ramp up period of March through December.
- **Fund Balance:** Ms. Thompson reported that the Fund Balance for February 2015 YTD at \$3,773.573 (see attached), which includes the \$215,243 donation reserved for the Trust.
- **Analyticals:** Ms. Thompson reviewed the Analytical Reports for the month of February (see attached).

Other Business/Discussion

- **RFP/Contracts for Management of CNRC:** Chief Clerk Thomas reported that Premier will be taking over most of the services at CNRC and Affinity will be handling the strategic, financial portion.
- **Rehab Unit:** Helen Schultz discussed providing evaluations of the short-term residents before they leave. She stated that they are using a survey to the families before they actually are admitted to determine how they found out about Claremont. She stated that they recognize that they need to evaluate the experience at the Rehab Center to determine what is working and what needs to be improved. They have looked at some surveys done by Premier and Functional Pathways, their therapeutic provider, but she stated that CNRC will come up with their own survey. Ms. Schultz reported that they have an intern from Shippensburg that could help with one-on-one surveys. Commissioner Hertzler suggested that a confidential survey be done so comments could be tracked. Mr. Belko indicated that in addition to the survey process, he planned to tabulate the results and bring them to the quality assurance committee meeting so measures could be taken to correct behaviors. Ms. Spence noted that there were 21 residents in the Rehab Unit as of today and eight came in for review.
- **Endowment:** Chief Clerk Thomas reported that they had a meeting on suggestions for the use of the endowment money that was given to CNRC. There was a group of 30 people including residents and families and they came up with a list of ideas on how to use the money. The results will be compiled and taken back to the group to make a decision within two weeks.
- **Kronos Update:** Beth Chornak reported that they went live with the Advanced Scheduler this morning. She stated that there are a few bugs to work out on actual procedures, but according to the schedulers, it is workable. Chief Clerk Thomas suggested getting the group together and do a debriefing reality check.
- **Antipsychotic Drugs:** Chief Clerk Thomas stated that a full presentation on the use of antipsychotic drugs will be held at a Board meeting in April. There was discussion on the evidence based best practices for the use of the drugs and is there a process in place for the monitoring of the drugs. He suggested looking at the numbers and context of some statistical studies that have been done at the April CNRC Board Meeting and have Dr. Harm coming back in May to talk about the use of the medications.
- **Update on any/all significant (reportable) incidents:** Mr. Belko reported that there were two reportable incidents since the last meeting. One was a fall with a fractured arm, was sent to the hospital and returned; and the second one was an elopement, that was submitted, but then was asked to pull it back out because it didn't meet the criteria according to the State.

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

Respectfully Submitted,

Ruth Ann Ciecierski
Administrative Assistant