

**CLAREMONT NURSING AND REHABILITATION CENTER
BOARD MEETING MINUTES**

**Monday, June 15, 2015, 11:00 a.m.
CNRC Administrative Conference Room**

Present: Commissioners Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; John Belko, Premier Healthcare Resources; Lynette McCulloch, Finance, Claremont Nursing and Rehab Center (CNRC); Dana Best, Finance; Terry Barley, Aging & Community Services; Elizabeth Bouch, Human Resources; Helen Schultz, CNRC Marketing; and Ruth Ann Ciecierski, Recording Secretary.

Absent: Commissioner Barbara Cross

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 May 26, 2015 Claremont Nursing & Rehab Center Board Meeting Minutes. Commissioner Hertzler seconded the motion and it unanimously carried.

Admissions Report – May, 2015:

- **Admissions and Referrals:** Lynette McCulloch reviewed the Summary of Referrals and Admissions Report for May, 2015 (see attached). She reported that there were 72 referrals which resulted in 25 admissions (17 were short-term and 13 traditional); 19 discharges, 6 deaths and 31 denials. Of the denials, 12 were behavioral; with 10 of those being outside of the County referrals.
- **Medical Assistance (MA) Approvals:** Ms. McCulloch reported that for the month of May, there were 6 MA Approved, 18 MA Pending at County Assistance Office (CAO) and 20 Pending in-house (see attached). There was discussion on the effect of the policy changes by the State Department of Aging on the Options Assessment process. Previously if a resident was discharged prior to the assessment, Aging would do a record review to determine medical necessity. However, Aging is now required to do a face-to-face review and assess if the resident was clinically eligible to qualify for medical assistance. Mr. Barley stated that they have an assessor vacancy and the new guidelines for pre-admission to do a level of care assessment is 15 days, so he may need to hire more assessors. He stated that this is a state-wide problem and needs to be fixed. Mr. Belko will gather more information to show what the anticipated impact would be to the Nursing Home and what the percentage of revenue would affect the Rehab Center.

CNRC Staffing: Ms. Bouch reviewed the staffing report (see attached). She stated that at last month's CNRC Meeting, she discussed surveying internal housekeeping, dietary and laundry staff who might be interested in proceeding through the Certified Nursing Assistant (CNA) Training. She stated that they obtained six very good candidates qualified to enter the program. They would start in August as full-time CNAs for the 3-11 shift, which would take care of six of the nine positions that are currently open. She reported that they are also working on offering new shift times that could help recruit CNA's and retain those who are currently employed.

Financial Report – May 2015

- **Fund Balance:** Ms. McCulloch reported that the Fund Balance for May 2015 YTD is \$104,000 loss compared to the budget full year of \$687,000 loss which does not include the endowment revenues. Fund Balance at the end of May is \$3,398,000 (see attached). The payment for the HVAC funds are reflected in the May balance
- **Census:** Census is 422 days over budget YTD and has been declining. The average bed days are 266 vs. the budget of 264 for the Month of May (see attached).
- **Revenue:** Ms. McCulloch reported the revenues year to date are over budget by \$57,000 and for the month of May are under by \$34,000. The Per Patient Day (PPD) are below in both actual and budget (see attached).
- **Expenses:** Ms. McCulloch reported that expenses were favorable to budget by \$360,000 through the end of May. For the month of May alone, expenses were favorable to budget by \$166,000. Nursing Hours Per Patient Day (NHPPD) is 3.51, unfavorable to budget of 3.46. The Fund Balance is \$103,000 loss YTD with a \$15,000 loss for the month of May (see attached).
- **Transitions Census/Admissions:** Ms. McCulloch reported that they are budgeting for a total census of 20 with a ramped up budget for the month of May. She stated that to do that, they anticipate needing 21 admissions and in May, they only had had 11 Medicare A and 7 Managed Care A and are behind where they need to be by 2.16. It was discussed that the marketing efforts should be increased for the Rehab Center. Chief Clerk Thomas suggested looking at the Marketing Presentation Plan to review the data for the expectations of the comprehensive plan.
- **Accounts Receivable (AR):** Ms. McCulloch stated that AR dropped this month and they are still working on new processes and cleaning up AR. There are approximately \$30,000 of contractual adjustments that will need to be done in the month of June.

Other Business/Discussion:

Status of Bed Sale: Mr. Belko reported that the Solicitor is reviewing the RFP for the Bed Sale and it should be ready to be put on the Commissioners' Workshop for review on June 18, 2015.

Endowment Update: Mr. Belko reported that the members of the community board meetings that were held to discuss the endowment funds, have selected three items they would like to use the money for:

1. Create a garden area between the C-wing and Administration wing for residents to gather to include walking paths and a gazebo.
2. Place a plaque in the garden area honoring the individual who gave the donation.
3. Keep some seed money for continuing the development campaign.

Mr. Belko stated that they are in the process of getting drawings drafted to see what the garden area might look like. They will then go back to the Steering Committee to get a budget and proceed. He stated that Brad King has volunteered to oversee the project and Lynette McCulloch will oversee the RFP process.

Hanover Insurance: Mr. Belko reported that on April 1, 2015, Hanover Insurance came into the Nursing Home and did a Professional Liability Risk Assessment Report to look at areas where improvement might be needed to cut down on risks and liabilities. They gave the Nursing Home a rating of four out of five, five being the lowest risk, which was very good. Hanover Insurance provided three priority recommendations:

- Put documentation on incidents report that state they are for internal use only.
- Emphasized the need to get the process done with the contract with the Medical Director.
- Update the wandering and elopement policies and procedures to indicate the move from the 2.0 to the 3.0 and to reflect the closure of the 4th floor, which was not in the wandering and elopement policy.

Top 2-5 Complaints of Month: Mr. Belko reported an update on two ongoing complaints. The first one was regarding a difficult family of a resident in Heritage Harbor. They had to be separated to another room to meet with their loved one due to them being loud and disruptive to the other residents. The other issue was a family member of a resident who complained that a Licensed Practical Nurse (LPN) was rude to her and that her mother was not getting enough pain medication. There was a family meeting last week with social services, Nursing, and the Power of Attorney. Mr. Belko will send an email to the daughter tactfully explaining the proper way to conduct herself when dealing with the Nursing Home and her issues.

Update on any/all significant (reportable) incidents: Mr. Belko reported that there have not been any significant or reportable incidents since the last meeting.

Other Business: Chief Clerk Thomas stated that the endowment funds donation to the Nursing Home would make a good human interest story. He asked that Mr. Belko contact the Communications Team and give them the information needed to do a story on the individual who gave the money to the Nursing Home after staying there only three days in 2011.

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

Respectfully Submitted,

Ruth Ann Ciecierski
Administrative Assistant