

**Board of Directors
Champaign County Nursing Home
Urbana, Illinois
January 13, 2013**

Directors Present: Emanuel, Banks, Lyn, Hartke, Hodson, Maxwell, Palinkas

Directors Absent: None

Also Present: Gima, Noffke, Anderson, Busey, Petrie

1. Call to Order

The meeting was called to order at 6:01 pm by Chair Emanuel

2. Roll Call

Busey called the roll of Directors. A quorum was established.

3. Agenda

Agenda was approved (motion by Hartke, second by Banks, unanimous).

4. Approval of Minutes

The minutes of December 9, 2013 were approved (motion by Hartke, second by Maxwell, unanimous).

5. Public Participation

Pattsi Petri proposed three items that should be covered in the management RFP: outsourcing that would be allowed, inclusion of wording that would allow an individual to submit a proposal, and addressing the county board not having input into salary.

6. Strategic Objectives Metrics – Update & Discussion

Gima reviewed the strategic objective metrics and current status of CCNH in meeting those metrics.

7. Administrator’s Report

Nursing Home Administrator Noffke presented a report on quality of care. She discussed the work that has been done to reduce the prevalence of urinary catheters. Ms. Noffke reported a marked reduction in the percentage of catheters over the past few months. A major component of the success was due to collaboration with the medical providers.

8. Management Report

Mr. Gima presented the management report. Work on the compliance program is currently focused on the continuing development of policies and procedures, training and education and auditing and monitoring. Current work on policies and procedures has been on HIPAA privacy and security, contracts and business associate agreements. Training and education is now integrated into the new employee orientation program. The auditing and monitoring handbook is currently being reviewed by Josh Drake, CCNH Compliance Officer.

The average daily census was fell slightly from 195.4 in October to 193.8 in November. Medicare also fell slightly from 14.3 in October to 12.8 in November. The preliminary census for December was 201.7 with 19.5 Medicare. The census in the first week of January was 201 with 16 Medicare. In December, there were 30 admissions, showing continued strong monthly figures. Cash flow for the month of November was a positive \$7,561. YTD, cash from operations totaled \$93k. Two issues impacted the cash balance for November. CCNH did not receive a Medicaid payment in the month of August, reducing cash by \$300k. Payments did resume in September. Second, management took action in May to reduce vendor payments down to a 60 day cycle to eliminate finance charges. This required \$372k in cash. Without these two items, November cash would be close to \$1 million.

Mr. Gima provided a staffing update. An Assistant Food Service Director was hired and started work on 1/17/14. The Director of Nursing position remains open. The Social Services Director has notified management of a pending relocation out of state at the end of January.

There was Board member discussion regarding specific Operational issues with suggestions for improvements in dining, hiring practices and the use of agency staff.

9. RFP 2014-001

Manager Scott Gima and Administrator Karen Noffke exited the meeting. Busey acknowledged the RFP that had been provided to the members of the Board and indicated it is anticipated to be released after review by the Policy, Personnel and Appointments Committee of the Whole of the County Board on the following evening – January 14, 2014. Van Anderson explained the development and structure of the RFP and answered questions of the members of the Board of Directors regarding the document. Busey additionally explained that the Evaluation Committee will work through the preliminary phases of selecting finalists, and that the selected finalist firms will provide presentations on Tuesday, April 29, 2014, and that members of the Nursing Home Board of Directors will participate in the evaluation of those finalists together with the entire membership of the County Board.

10. Other Business

Chair Emanuel and Busey reminded Board members that they had received a performance evaluation survey for MPA via e-mail, and were encouraged to complete and submit their responses. Member Banks indicated his reluctance because of his short tenure on the Board and

working with MPA. Busey concurred that the two new members may prefer not to respond based on those facts. Busey also noted that the survey had also been submitted to prior long-term Board Member Peter Czajkowski.

11. Next Meeting Date

February 10, 2014 at 6:00 p.m.

12. Adjournment

Chair Emanuel declared meeting adjourned at 7:27 pm.

Respectfully submitted

Scott Gima
Recording Secretary