

**Board of Directors
Champaign County Nursing Home (CCNH) –Minutes
Urbana, Illinois
March 13, 2017**

Directors Present: Anderson, Banks, Busey, Emanuel, Hartke, Hodson, Sutton

Directors Absent/Excused: None

Also Present: Asplund, Gima, Snider, Weibel, Petrie

1. Call to Order

Chair Anderson called the meeting to order at 6:00 p.m.

2. Roll Call

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

3. Approval of Agenda

The board approved the agenda as distributed (motion by Hodson, second by Hartke, unanimous).

4. Approval of Minutes

The board approved the open session minutes of February 13, 2017 as amended (motion by Emanuel, second by Hartke, unanimous).

5. Public Participation

David Laker commended the new food service manager. He stated he believes having two supervisors on the floor has helped.

Richard Kruidenier questioned the staffing reports included in the monthly agenda packets. He asked for clarification of the FTE definition. Mr. Kruidenier expressed concern for the CNAs on staff who he feels are stretched.

Mary Shultz shared her frustration regarding the agenda items with “to be distributed”. She requested the Board make a greater effort to provide documents in advance. Ms. Schultz stated cloth napkins are still not provided. She commented she regularly sees CNA’s completing tasks which should be done by dietary staff members. Ms. Schultz expressed frustration with repeatedly bringing up the same issues. She called attention to several examples where her observations did not match reports supplied by Karen Noffke. Ms. Schultz stated she doubts the Nursing Home kitchen would pass a health code check. She stated she is also still concerned about the beverages being removed from the dining areas. She questioned why having hot beverages in the dining areas has recently become a safety issue.

Nancy Larsen’s sister has been a resident since June 2016. Ms. Larsen stated she has concerns regarding communication. She stated she feels like she has to “run down” people to communicate concerns and requests; and that her concerns and questions are not being hear. Ms. Larsen feels the Nursing Home staff does not provide appropriate follow up. She relayed several examples to support her feelings.

6. Communications

Catherine Emanuel provided information regarding the Gala on Friday, March 17, 2017 to support the increased tax levy. She shared information on the Friends of the Nursing Home employee recognition program. Ms. Hodson reminded everyone that national nursing home week is in May.

Jack Anderson asked Rick Snider to clarify rules regarding these types of communication. He stated his belief the Board, with regard to referenda, may share facts only.

Rick Snider responded Mr. Anderson is correct. He cited the County's ethics policy.

7. Management Update

Scott Gima stated there are now 47 open Medicaid applications, with 16 approved and awaiting payment. He reminded everyone that billing has been monthly, starting in December 2016. Mr. Gima stated he believes this will reduce the number of adjustments. He commented on the clear pattern of new applications being approved more quickly than older applications.

The Board reviewed and discussed the reports provided by MPA in the agenda packet. Mr. Anderson called attention to the 13% reduction in census compared to the 24% reduction in staff. He also questioned the quality measures regarding falls. Mr. Sutton noted the quality measures reported on page 10 of the packet. There was discussion regarding acuity levels. Mr. Gima stated he believes there are reporting accuracy issues that Karen Noffke is working to resolve.

In response to Mr. Anderson's question regarding CNA attrition, Mr. Gima referenced a recent status change in CNA's. He asked Amanda Bloomfield to explain. Ms. Bloomfield stated over a six-month period there was change to more than 20 employees' status. She explained the paperwork did not make it to HR. According to Ms. Bloomfield, these employees were thought to be full-time but were actually working part-time hours. The HR staff performed a full audit of all staff to reconcile the issue. Mr. Gima added the most recent cause for people calling in is tax refund season. He stated historically this has been a problem.

Mr. Gima referenced page 32 with regard to food service. He stated napkins, food temperature and availability of items are all still topics that are being worked on.

8. Presentation of Interim Plan for CCNH Operations

Mr. Snider reviewed the documents provided. He started the discussion with the shortfall expected with regard to the third paycheck in March. Mr. Gima added the cash projections do not include any funds that may be received with respect to the 16 recently approved applications. He noted the payroll average is \$260,000.

Mr. Snider discussed the status of the payments owed to vendors. He stated a request will be made to County Board for a short-term loan. He proposed the creation of an Accounts Payable oversight committee, including the County Treasurer and County Auditor. Mr. Snider also recommends a 10% increase in private pay rates and temporary AFSCME labor rate concessions. Ms. Emanuel recommended an increase in the Medicaid rate as well. Mr. Gima stated his staff will review the census to determine whether consolidation is possible.

Mr. Snider provided a copy of the memo to County Board members regarding the potential scenarios based on the outcome of the April ballot. He reminded everyone that the financial problem is two-fold. The first is the short-term cash flow and the second is lack of funding for long-term capital expenditures (as identified in the strategic plan).

The Board discussed options pertaining to the operation of the home. They discussed the pros and cons of a management company and a County-hired Director. The board also discussed the timeline for a potential RFP or hiring process.

9. New Business

Mr. Snider described a recent situation at the Nursing Home. There was an issue with the heat exchanger in one of the water heaters. He stated he believes it resulted in a missed opportunity. As he understands it, one of the nursing home employees engaged a local supplier and approved a replacement of the exchanger without contacting or consulting with the County Facilities Director. According to Mr. Snider, the Facilities Director would have opted to purchase a new water heater, rather than replace the part. The Board suggests a policy be put into place to address the situation so the lines of responsibility are clearer.

10. CLOSED Session

Motion by Mr. Hartke to enter into Closed Session pursuant to 5 ILCS 120/2(c)1 to consider the employment, compensation, discipline, performance or dismissal of specific employees of Champaign County, and that the following parties remain present: County Administrator, MPA VP, and recording secretary; seconded by Ms. Busey.

Roll call vote:

Aye: 7 – Hartke, Hodson, Sutton, Banks, Busey, Emanuel, Anderson

Nay: 0

Motion carried with unanimous support.

The Nursing Home Board of Directors entered into Closed Session at 8:34 p.m.

The Nursing Home Board of Directors resumed Open Session at 8:52 p.m.

12. Other Business

a. Semi-Annual Review of Closed Session Minutes

MOTION by Busey to maintain the closed session minutes as closed; seconded by Hartke. Upon vote, **MOTION CARRIED.**

b. Approval of closed session minutes of February 13, 2017

The board approved the closed session minutes of February 13, 2017 as distributed (motion by Hartke, second by Sutton, unanimous).

13. Next Meeting Time & Date

The next meeting is scheduled for Monday, April 10, 2017 at 6:00 pm.

14. Adjournment

MOTION by Hartke to adjourn the meeting; seconded by Sutton. Upon vote, **MOTION CARRIED.** Meeting adjourned at 8:56 p.m.

Respectfully submitted:
Tammy Asplund
Recording Secretary