

**CLAREMONT NURSING AND REHABILITATION CENTER (CNRC)
BOARD MEETING MINUTES**

**Monday, October 26, 2015, 10:00 a.m.
Commissioners' Hearing Room**

Present: Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; Sandy Moyle, Deputy Chief Clerk; Raymond Soto, CNRC Administrator; John Belko, Premier Healthcare Resources; Lynette McCulloch, Finance, CNRC; Elizabeth Bouch, Human Resources; Dana Best, Finance; and Ruth Ann Ciecierski, Recording Secretary.

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

Roll Call: Commissioners Cross, Hertzler and Eichelberger were present.

Public Comment: None

Approval of Minutes:

Commissioner Hertzler moved to approve the September 28, 2015 CNRC Review Team and CNRC Board Meeting Minutes. Commissioner Eichelberger seconded the motion and it unanimously carried.

Admissions Report – September 2015:

- **Admissions and Referrals:** Lynette McCulloch reviewed the Summary of Referrals and Admissions Report for September, 2015 (see attached). She reported that there were 74 referrals which resulted in 23 admissions (21 short-term; 18 skilled stay through Medicare). There were 32 denials: 9 behavioral; 9 No beds (all long term-7 females and 2 males); and 3 insurance denials. There were 25 discharges and 5 deaths.
- **Medical Assistance (MA) Approvals:** Ms. McCulloch reported that there were 10 MA approvals for the month of September and so far this month in October there are 11. There were 29 pending at the County Assistance Office (CAO) at the end of September, but are currently at 20. There were 14 pending in-house at the end of September, but are currently down to 10.

CNRC Staffing and Schedules: Union Negotiation, Agency Contracts, RN Holiday Coverage:

- **Staffing:** Ms. Bouch discussed the schedules that they have been working on for the last several months and are scheduled to start on November 15, 2015, pending approval by the Commissioners. If the schedules are approved, there will be 11 out of 14 weekend packages filled and 20 positions short to be at full staffing. She stated that they are working on moving a lot of current 8-hour employees to 12-hour. She reported the CNA and weekend packages have been advertised and they are currently interviewing over 20 applicants.
- **Union Negotiation:** Ms. Bouch explained that approval for the concept of the signed agreement between AFSCME and the CNAs will be on the agenda for the Board of Commissioners Meeting today, October 26, 2015, 2:00 p.m. Commissioner Hertzler stated that he would like to look over the agreement before he agreed to it. Ms. Bouch stated that she would send him a copy before the Board of Commissioners' Meeting.
- **Agency Contracts:** Ms. McCulloch reported that two of the agency contracts for the CNAs have already gone through a Board of Commissioners' Meeting and the third one is on for approval at today's Board of Commissioners' Meeting, October 26, 2015, 2:00 p.m.
- **RN Holiday Coverage:** Mr. Soto discussed the RN holiday coverage. The RNs will be approved one vacation day for November 15, 2015 to January 1, 2016. On Thanksgiving Day (November 26) and the day after Thanksgiving (November 27), RN's will work one day and have one off. On Christmas holidays, December 24 & 25, 2015, RNs will work one and have one off, so they can choose either/or on Thanksgiving and either/or on Christmas. They will be paid for the holiday that they work. He noted that if the Department of Health comes in prior to the Thanksgiving holiday, they will not need to follow the schedule.

Financial Report – September 2015

- **Fund Balance:** Ms. McCulloch reported that for September 2015 YTD, the addition to the Fund Balance is \$67,369 bringing the total fund balance up to \$3,569,487 (see attached).
- **Census:** Census YTD is still over our census by 2.59 average census days, equating to 707 bed days for the year. Medicare is short by 4.81 Medicare days and Commercial is over by 1 bed day, but overall skilled is down. Private Pay continues to be 11 bed days over on the daily private pay and that is contributing to 3,025 YTD variance.
- **Transitions Census/Admissions:** Ms. McCulloch reported that the budget for actual total census for Transitions for September, 2015 was 25 (see attached). The skilled census for the month of September was 18.43 (under by 6.57 bed days). The Rehab Unit skilled has been under an average of 2.97 bed days YTD. She noted that as we continue to go up towards the end of the year, our budget for skilled does continue to increase to an anticipated budget of 28 bed days by year end. Total House Census was 9.83 bed days short for September due to the Medicare being down. Even with the Private Pay going up, we were still under budget for the month of September by \$53,000 for Room & Board and are below on Room & Board for the year at \$59,000.
- **Revenue/Financials for September:** Ms. McCulloch reported that the Census in Medicare is causing the reduction below the budgeted level; however, other revenues that are still remaining strong are Medicare B Therapy, which is favorable to budget by \$58,000. She reviewed YTD variances for the Financial Report (see attached).
- **Accounts Receivable (AR):** Ms. McCulloch reviewed the AR report for September (see attached). She stated that there is still an impact of all the MA pending that was previously shown on the unbilled AR. The revenue days in AR are at 62, but if you take the unbilled profit out, it brings it down to 59. There are indicators showing AR is out of control, but when the pending items are approved, things will be right in line.

Other Business/Discussion:

Bed Sale Bid: Ms. McCulloch provided a chart depicting the options for the 8 unused beds at CNRC (see attached chart). She discussed the pros and cons between the sale of the eight beds, returning the beds or retaining the beds with partial storage. There was discussion regarding trying to sell a larger number of beds since we can't sell the 8 beds. Mr. Belko stated that 60 beds are the ideal number to buy because if someone is setting up a unit, a 60 bed unit is the most efficient. Chief Clerk Thomas asked if it would be possible to get a summary of all bed sales over the last three to six months within the 50 mile radius. Mr. Belko stated that he should be able to get records of the transfer of beds between facilities, but the Department of Health Services (DHS) doesn't provide the sale amounts.

Private Pay Bed Rates 2016: Ms. McCulloch reported that they will be advertising CNRC's new proposed rates for 2016: \$295 for the Tower, \$315 for C Wing, and \$325 for Heritage and Transitions (see attached). She stated that they are required to notify everyone 30 days in advance, but the Board recommended sixty days. She stated that they have the November 1, 2016 letter ready.

Marketing Update: Mr. Soto reported on the following Marketing Updates for Transitions:

- **Census:** In September, 2015, we had 18 skilled admissions compared to September 2014, where we had 4 skilled admissions.
- **Alert Pharmacy Video:** Chis Sechrist is in the process of finishing the video for Alert Pharmacy. Bryan Gobin, Alert Pharmacy, is purchasing the equipment, and they are onboard and ready to move to the next step.
- **Billboards:** There will be 3 digital billboards displayed from November 2-29, 2015. They will be located on Route 11/15 in Enola, the Harrisburg Pike in Carlisle, and Route 33 North at the Union Deposit Exit. Ms. Sechrist has updated the display and wording.
- **Outreach:** Carlisle Rotary Luncheon was held on October 1, 2015 and the presentation was well received. Mr. Soto was introduced as the new administrator to the group and he is in the process of becoming a Rotarian.
- **Meeting with Holy Spirit Board:** On October 2, 2015, Mr. Soto and Helen Schultz met with Dr. Torchia and Mr. LaVanture at Holy Spirit Hospital. They stated that they had a very

positive response from our description of the transition unit capabilities and currently have partnerships with three nursing facilities in Carlisle. They expressed interest in potential partnership with CNRC in the areas of EMS Transportation, Laboratory Services, and Behavioral Health. They asked how many referrals we were getting from Holy Spirit and Mr. Soto answered that we weren't getting any, so there will be follow up on that issue.

- **Meeting with Dr. Oliverio:** On October 15, 2015, Dr. Oliverio with Orthopedic Institute of Pennsylvania (OIP), met with Mr. Soto, Helen Schultz and Jennifer McQuillan. Mr. Soto stated that he was very receptive to the outcome data for our therapy program and seemed very receptive to have an ongoing relationship with Claremont.
- **Visit to Lebanon Veterans Affairs Medical Center:** On October 19, 2015, Mr. Soto and Ms. Schultz met with Gianna Bleyer at Lebanon VA Medical Center to get an overview of our relationship with their referral system and contract through the veterans program. He introduced himself and asked if there were any concerns.
- **Continuing Education Unit (CEU) Update:** The November event planning for the CEU is still in progress. The topic will be *Ethics* and the presentation from the speaker is currently being reviewed.
- **Outside Events:** On October 21, 2015, the 50+ Senior Expo was very well attended and many positive comments were received.
- **Public Event:** A public event is planned for November 19, 2015 in the *Transitions* Unit in which Chef Dean Roth will have cooking classes for the residents' families as well as for the public.

Regional Meeting November 12th – CMS Payroll Requirements: Mr. Belko stated that Premier will be hosting the Regional Meeting at Claremont, on November 12, 2015, to get everyone together. He stated that the Five Star Program for Nursing Homes has a requirement for uploading nursing hours in the Center for Medicare & Medicaid Studies (CMS) so that they can track the hours better. There is now a change that instead of the annual hours being submitted off the survey, we will be uploading hours to them on a quarterly basis. Since there could be problems involved with making sure that the data coming from our side of the house will match the computer systems of CMS as we upload, we are getting everyone together to talk about the issues and problems and move forward from there.

Update on Top 2-5 Complaints of Month: Mr. Soto reported that the only ongoing complaint that we are dealing with right now is with a family member of a resident who is having a lot of outbursts in the facility. He stated that they have met with her several times in the past and basically told her that if this continues, we will just call 911 and have the police remove her. If that is the case, then she will be banned from the building and she said at that point she will probably take her mother out of the facility.

Update on any/all significant (reportable) incidents: There were no reportable incidents.

Other Business:

EMSTransport: Ms. McCulloch reported that there will be a contract with Emergency Medical Services (EMS) Transport that will be put on a Board of Commissioners' meeting when all the details are worked out.

Director of Nursing (DON) Staffing: Ms. Bouch stated that the DON position was posted and interviews will be done next week with four candidates (two internal and two external).

Intergovernmental Transfer (IGT): Ms. McCullough reported that they have not heard anything yet on the status of the IGT.

Request for Executive Session: Commissioner Cross stated that there was a request for an Executive Session.

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

Respectfully Submitted,

Ruth Ann Ciecierski
Administrative Assistant