

CLAREMONT NURSING AND REHABILITATION CENTER

MINUTES

MONDAY, DECEMBER 22, 2014, 3:00 PM

Commissioners Hearing Room

Present: Commissioners Barbara Cross, Jim Hertzler and Gary Eichelberger (via telephone); Larry Thomas; Chief Clerk, Sandra Moyle, Deputy Chief Clerk/Meetings Manager; John Belko, David Holland, Interim Claremont Nursing & Rehabilitation Center Administrators; Sheri Hoffman, Clinical Associate RN; Joanne Jones, Premier Healthcare Resources; Helen Schultz, Claremont Nursing & Rehabilitation Center; Dana Best, Lynette McCulloch, Finance

Call to Order: Chairman 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 Board Minutes of November 18, 2014. Commissioner Eichelberger seconded the motion and it unanimously carried.

Commissioner Hertzler moved to approve the Review Team Minutes of November 18, 2014. Commissioner Eichelberger seconded the motion and it unanimously carried.

Admissions and Census Report – November 2014: Lynette McCulloch reviewed the Admissions and Census Report for November 2014 (see attached). She noted that there were 75 referrals resulting in 11 admissions; 45 denials; 7 discharges; and 11 deaths. She reported that the average census was 270. The Year-to-Date Census is at 269 Bed Days compared to the Budget of 272.

Medical Assistance (MA) Approvals: Ms. McCulloch reported on the MA approvals. There were 10 approved in November, 21 pending at the County Assistance Office (CAO), and 7 pending in-house.

CNRC Staffing: Mick Burkett reviewed the staffing report (see attached). There are currently openings for 5 Part-time CNA's, 6 Full-time CNA's; 1 Part-time Laundry Aide; 1 Part-time Housekeeping Aide, 1 Full-time Housekeeping Aide; 1 Full-time Bookkeeper; and 1 Full-time Maintenance Worker 1. He explained that the Bookkeeping position is open and may be filled by an internal employee who does the scheduling. If that person moves over, then that will open up the Scheduling slot. The other Scheduler gave a two week notice, so there will be two Scheduling positions open. He stated that the open Finance Director's position was rolled into the RFP and that is an option to use the Management Firm to help fill that position. Mr. Burkett stated that they are having difficulty in filling weekend CNA positions and CNA's in general.

Financial Report – November 2014:

Analyticals: Ms. McCulloch submitted the November 2014 Financial Report and reviewed the Analyticals (see attached). She reported total Revenue year-to-date was under budget by \$273,000. The net total resident revenue is unfavorable by \$177,000. Average Census per day year-to-date is under budget by 2.62 residents or 874 bed days resulting in an unfavorable occupancy variance of \$212,000. The net total resident revenue is unfavorable by \$177,000 through November 2014. Medical Assistance Day One Incentive (MDOI) Payment accrual for the month of November was \$124,000 bringing the year-to-date under budget by \$10,000. Pay for Performance is below budget

by \$55,000; however, other revenues have been received from Medical Assistance resulting in a positive variance of \$31,000. Total Operating Expenses were favorable to budget by \$678,000. Salaries are favorable by \$400,000; Benefits are favorable to budget by \$215,000. Operating expenses are favorable to adjusted budget by \$63,000.

Accounts Receivable: Ms. McCulloch reported that last month Accounts Receivable was low at \$2.6 Million because we received two Medical Assistance payments in one month. There was discussion on an issue regarding a large balance due to the Nursing Home. It has been reduced from \$54,000 to \$33,000 and they are applying for a hardship waiver to reduce the \$33,000 down even further. The situation is in the District Attorney's Office at the moment. Chief Clerk Thomas asked Ms. McCulloch to send District Attorney Freed an email to check on the status.

NHPPD/Census Trend: Ms. McCulloch reported the Nursing Hours per Patient Day (NHPPD) is currently running .03 favorable year-to-date at 3.42 vs. a goal of 3.45.

Other Business/Discussion:

RFP for Management of CNRC: Chief Clerk Thomas stated that the deadline for the RFP for the Management of CNRC was December 19, 2014 and there were four organizations that responded. There will be a Work Group that will meet on December 23, 2014 to begin the process of establishing criteria about the process on which to evaluate the responses. The Work Group will consist of the Chief Clerk, an individual from CNRC on the financial side, one individual from CNRC on the care side, the Controller's Office, Human Resources, the Aging Office, and the Dana Best, Finance Director.

Rehab Unit Update – Construction: Mr. Lopp reported that the Rehab Unit construction is going well. The Rehab Project Life Safety Inspection was held on December 17, 2014, and they combined that with an overall building inspection. One issue that was found was the locks on the privacy doors in the bathrooms were a two-step lock instead of a required one-step lock. Mr. Lopp stated that they are working with the architect to resolve the problem. Mr. Lopp discussed the HVAC and the computerized system at the Nursing Home. The cooling system is outdated and is in need of an upgrade. Siemens gave a proposed cost of \$400,000 and the proposal is good until February 15, 2015. Mr. Lopp stated that the proposal will be brought before a Commissioners' meeting for approval. Ms. McCulloch reported that at this point, the Rehab Project was running about \$80,000 under budget.

Rehab Unit Update – Marketing:

- **Fictitious Name Filing:** Helen Schultz reported on the fictitious name filing for the name of "Transitions at Claremont" as the name for the new Rehab Center Unit. She indicated that they are in the process of submitting the fictitious name filing to the State. She reported that their law firm, McNees, Wallace and Nurick did a review on the name for the trademark and did not foresee any issues with using it for the new Rehab Center.
- **Open House Plans:** Ms. Schultz reported that on the two Open Houses set for the New Rehab Center Unit. The first Open House will be held on January 14, 2015, 5:00 pm – 7:00 pm for the VIP's. It will be a winter theme and the vendor for the catering will be Letort View Catering. The invitations were done in-house and will be sent out by January 5, 2015. The second Open House will be held on January 15, 1:00 pm – 3:00 pm for the public, with a light snack menu.
- **Artwork:** There was discussion on the artwork to decorate the new Rehab Unit. Ms. Schultz stated that they were going with a suggestion made originally to use the vendor, Direct Supply. Commissioner Cross asked if there was any thought about using local artists' works. Mr. Belko stated that they had talked about consignment art, but it was felt by the group that they would like to get something that fits into the theme with the unit and color schemes.

- **Holy Spirit:** Commissioner Hertzler stated that he and Commissioner Cross had a breakfast meeting with Sister Romaine from Holy Spirit Hospital and after discussion regarding the new Rehab Center. Holy Spirit was very interested in helping to promote the facility.
- **Long Term Marketing Plans:** Ms. Shultz discussed long term marketing plans to create some longer videos of other areas of Claremont, lasting three to seven minutes long. She also stated that they have a proposal from the PA Media Group to do some work with their website and Comcast will be alternating airing commercials between the West Shore and Carlisle. She stated that their webpage will be updated and they will be looking to advertise on digital billboards at locations in the western end of the County.

Survey Update: Mr. Belko discussed the recent State annual health inspection done at the Nursing Home in November. It was a very intense process involving six inspectors for five days and one day there were seven inspectors at the Nursing Home. The State inspection found nine deficiencies; six at level D and three at Level E. He stated that on the scale, they are at a low level and there were no serious patient care deficiencies. Mr. Belko stated that they are working on the plan of correction and there are monitors put in place for the QA committee to help monitor the plan.

5 Star Rating: Mr. Belko explained that the 5 Star Rating is dependent on three areas, Health Inspection, Staffing, and Quality Measures. He discussed the points system used to assess the rating and stated that complaint surveys are used to assess the rating as well. He also discussed the staffing portion and how the holidays in November affected the staffing ratios. Mr. Belko stated that they tried to appeal to the State and explain that this last inspection could harm the Nursing Home's 5 Star Rating, but the State refused to change it. Commissioner Cross stated that she heard very early on that the State will come in and want to see a holiday working environment for their inspection, so the Nursing Home should have been aware of the inspection around the holidays.

Endowment: Ms. McCulloch reported that the endowment money recently given to CNRC will be recorded as 2014 revenue and will be moved into the Fund Balance. There was discussion on some possible uses for the money. Chief Clerk Thomas suggested having a preliminary meeting to talk about who should be represented to discuss the use of the money and to set up a time frame. There was a suggestion was that it could be used for seed money instead of putting it into short term means. Chief Clerk Thomas will put together a proposal on how to proceed and notify the stakeholders that need to be represented to consider options for use of the money.

Update on any/all significant (reportable) incidents: Mr. Belko stated that at the Board's suggestion, he has been providing weekly reports to the Chief Clerk on the falls in the last month. He reported that there was one fall where the resident was transferred to the hospital for treatment and then came back to CNRC. Otherwise, there was nothing of significance to report. Chief Clerk Thomas stated that he appreciates receiving the weekly reports.

News Article: Commissioner Hertzler read into the record a letter to the editor that was published in the Sentinel dated December 21, 2014. The letter praised Claremont for the care of a relative (see attached).

Executive Session: Commissioner Cross stated that there was a request for an Executive Session following the meeting.

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

Respectfully Submitted,

Ruth Ann Ciecierski
Administrative Assistant