

**CLAREMONT NURSING AND REHABILITATION CENTER
REVIEW TEAM MEETING MINUTES**

**Monday, June 15, 2015, 10:00 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; Dana Best, Finance; Terry Barley, Aging & Community Services; Elizabeth Bouch, Human Resources; Neal Delisanti, Veterans Affairs; and Ruth Ann Ciecierski, Recording Secretary.

Absent: Commissioner Barbara Cross

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

Outreach Program Policy: Mr. Belko discussed setting up a policy for organizations coming into the facility with presentations to protect the residents and their families from exploitation by vendors or individuals who would take advantage of them. He discussed a draft of the policy that would state that the organization would not leave any type of marketing materials on-site, only their business cards (see attached). The policy also states that the marketing director would meet with all of the speakers beforehand and give them a copy of the policy to be signed. There was discussion that the goal of the Outreach Policy should also be to market the facility to people that would be making referrals. Education seminars could be used as a way to promote the facility. Chief Clerk Thomas suggested some wording changes to the policy to be more clear about activities between vendors and the residents; grounds where we can say no to organizations coming in; balance as to not favor any particular organization over similar organizations; and a more rigorous screening process of the organizations. Mr. Belko stated that he will redo the draft policy to be reviewed and revisited.

Kronos Update: Ms. McCulloch reported that they have collected the first round of data from the Kronos Advanced Scheduler System. She reviewed the graph showing the Daily Nursing Labor Costs and it depicted there are a lot of call-offs on the weekends. Ms. Bouch stated that they are working on a solution to the problem by changing the scheduled times and offering a weekend package option. She is working with Public Safety on using the Everbridge system as a tool to help cover the open shifts.

Partnership with Laundry: Mr. Belko discussed an idea that was done in the past regarding outsource the Nursing Home laundry operations to Cumberland County Prison. He discussed a partnership that was done in another facility that used a panel truck to take the laundry to their prison to be done. The prisoners were paid a fee that was much lower than paying a standard laundry to do it and the prison would obtain some revenue. Chief Clerk Thomas suggested he talk with Warden Reitz for an analysis meeting to see if this would be feasible.

Other Business/Updates:

Administrator Search: Mr. Belko stated that the second candidate for the Administrator position was called to meet with the County team from tomorrow, June 16, 2015, at 9:00 am.

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

Respectfully Submitted,

Ruth Ann Ciecierski
Administrative Assistant