

1. Januar 2020 Agenda
TNW Board Meeting January 27, 2020 Agenda

Documents:

[TNW BOARD OF DIRECTORS AGENDA 2020_01_27.PDF](#)

2. Draft Minutes Of Nathaniel Witherell January 27, 2020 Board Meeting
Draft minutes of the January 27, 2020 meeting of The Nathaniel Witherell Board of Directors

Documents:

[TNW BOARD MINUTES 2020_01_27 V3.PDF](#)



The Nathaniel Witherell

TOWN OF GREENWICH
CONNECTICUT

Board Meeting
Monday, January 27, 2020

Time: **5:30 PM**

Place: **The Nathaniel Witherell Board Room**

AGENDA

1. Medical Director's Report – Frank Walsh, MD
2. Review/Approval - Minutes November 18, 2019 – Chairman
3. Reports
 - a. Interim Administrator – Joanne Kotulski
 - b. Building Committee – Louise Puschel / Larry Vanterpool
 - c. Financial Update – Laurence Simon / Nisha Hurst
 - d. Marketing-Suzanne Hogan
 - e. Friends of Nathaniel Witherell – Scott Neff
 - f. Resident Life Committee – Ed Omondi
4. Chairman's Report – Laurence Simon
5. New Business
6. Executive Session (6:15 pm).
7. Adjournment

Upcoming 2020 Board Meetings:

Monday March 23, 2020

Monday April 27, 2020

Monday June 22, 2020

cc: Town Clerk



The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

Board of Directors Meeting Minutes January 27, 2020

Present: Laurence B. Simon, Chairman; Louise Puschel, Secretary; Suzanne Brown; Christopher Carter; Suzanne Hogan; Nisha Hurst; Richard Kaplan; Joan Merrill; Nirmal Patel, MD MPH

Absent: none

Staff: Michel Baptiste, Housekeeping/Laundry Supervisor; Ann Callahan, Admissions Representative; Tony Correale, Chaplain; George Cossifos, Director of Admissions; Rose Forest, Clinic Nurse; Joanne L. Kotulski, Interim Administrator; Linda Marini, Assistant to Executive Director; Fran Misuriello, PCC 1st Floor; Elizabeth Mungai, Director of Utilization, Clinical Outcomes & Rehab Services; Edward Omondi, Director of Nursing; Scott Neff, FNW Executive Director; AiLinh Tu, Rehab Manager; Justine Vaccaro, Director of Social Work; Larry Vanterpool, Facilities Director; Dr. Frank Walsh, Medical Director

Guests: Michael Basham, RTM Finance Committee Chairman; B. Harris, RTM District 10; Elizabeth Krumeich, BET Liaison; Dan Ozizmir, District 5; Brad Radulovacki, RTM District 11; Sharon Shisler, RTM District 9; Paul Scholtes, Family Council; Ellen Wolfson, Commission on Aging

Mr. Simon opened the meeting at 5:31 PM in the TNW Board Room and noted that a quorum was present.

Medical Director's Report – presented by Dr. Frank Walsh

Dr. Walsh reported that the new APRN, Laura Giovannoli, had begun working full time at NW. Her credentials had been reviewed by the Medical Director and the Medical Staff and she was approved at the October 2019 quarterly Medical Staff meeting. Ms. Kotulski, Interim Administrator stated that Ms. Giovannoli had been doing a good job with the residents and she would recommend her appointment. A motion was made by Dr. Walsh that Laura

Giovannoli, APRN, be accepted by the NW Board of Directors as the Nurse Practitioner for the Nathaniel Witherell. The motion was approved by the Board by a vote of 7-0-0.

Dr. Walsh noted that the diminishing number of medical doctors coming to NW is a result of the new electronic health record system (EHR). Physicians have reported to Dr. Walsh that the system is very cumbersome. If something can be done to help streamline the system, Dr. Walsh believes it may entice some of the medical doctors to return. Although some of the physicians have not officially left the medical staff, they are “on hold” until something can be done to simplify the process. Mr. Simon stated that this has been noted as an issue.

Mr. Simon asked why the number of residents discharged to the hospital recently was larger than normal. Dr. Walsh said it was due to a recent increase in infectious disease, i.e. pneumonia; sepsis; UTI. If some of our more sickly patients are affected by one of these diseases, it can have a major impact on their medical status very quickly.

Review/Approval of Minutes of November 28, 2019

A motion to approve the minutes of November 28, 2019 was made by Ms. Hurst, seconded by Ms. Puschel, and the minutes were approved by a vote of 8-0-0.

Ms. Joanne L. Kotulski, NHA/RNC, current Interim Administrator for the Nathaniel Witherell, introduced herself. Ms. Kotulski is employed by Health Dimensions Group (HDG) and comes to us with over four decades of experience in the senior health care industry: the first 2 decades primarily in Nursing, and the subsequent decades as a Nursing Home Administrator and nurse. Ms. Kotulski’s experience over the last ten years has been with senior living, as Regional Director of Operations, Regional Director of Resident Care, as Nursing Home Administrator, and as an Interim Director of Nursing. She comes with a great deal of experience and wisdom; and on this her eleventh day at TNW, she has noted some things that need immediate attention and other items that will require attention in the future. Mr. Simon welcomed Ms. Kotulski to NW and stated that she had been very helpful thus far. Ms. Kotulski began on January 13th and will be here 1 to 3 months.

Ms. Kotulski asked for clarification as to the responsibilities of the Nathaniel Witherell Board of Directors: is the Board the “Governing Body” of the facility? As a result of Mr. Simon’s answer being “yes”, Ms. Kotulski stated that are several items that need to be addressed in relation to the Public Health Code. Ms. Kotulski motioned that a sub-committee be formed to discuss and provide minutes in which the Board has adopted Section 1 and Section 2 under “Governing Body” of the Public Health Code [19-13-D8t, (e), Section 1 and Section 2].

Building Committee Report - presented by Louise Puschel and Larry Vanterpool

Ms. Puschel reported that the TNW Building Committee last met on January 17, 2020, and discussion included the following:

- The Rehab expansion project is within budget and although slightly delayed, is expected to be complete by mid-February 2020.
- The application for the Community Development Block Grant will be submitted on February 10, 2020. Mr. Vanterpool explained that we will be requesting approximately \$160K for 2 projects in the Pavilion:
 - exterior wood trim repair
 - front deck renovation including replacement of windows and doors.

A motion was made by Ms. Puschel to move the Block Grant Application forward in the amount of \$160K to fund two Pavilion projects as previously described by Mr. Vanterpool. The motion was seconded by Mr. Kaplan and approved by the Board by a vote of 9-0-0.

- Mr. Vanterpool reported that in FY19 we had \$73K for painting but there was no plan in place. A detailed plan has now been developed to paint the public spaces every 4 years, and patient rooms every 2 years. Twenty-six (26) out of the 67 resident rooms are complete. Common spaces such as the Café and the Garden Level Rehab are now complete. Once the 7 resident rooms are complete on the Garden Level Rehab Unit, the 3rd floor resident rooms, followed by the first floor rooms, will be scheduled.
- The project to correct the ground water intrusion in the dietary (kitchen) elevator is complete.
- As a result of the State Survey, and modifications to the fire code, all fire doors have been replaced except for one that had to be reordered because it had been measured incorrectly.
- The water line pressure reducer valve replacement project is complete.
- Replacement of the Tower main electrical panel (estimated at \$500K) – an electrical engineer has been identified to do the engineering planning work at a cost of \$15K. Mr. Vanterpool said that the company identified can meet our needs and understands the state of urgency of this project. As soon as the funding is identified, work can begin on this project. Mr. Simon stated that the project will only move forward if the BET/RTM approves the funding in May. Ms. Puschel noted that parts are no longer available for the panel and its failure could result in the power going out in the building. The panel is approximately 45 years old and had originally been scheduled for replacement during Project Renew.

Finance Update – presented by Nisha Hurst

Ms. Hurst reported that currently there are no financial reports to distribute. The NW Finance Department will see a great deal of changes over the next couple of months. Ms. Carmen Erfe, Business Services Coordinator, is retiring effective February 1, 2019; Glenn Williams, Director of Finance, is currently on Paid Administrative Leave.

Ms. Hurst suggests that there is a current opportunity to make a fresh start with the Finance Committee. A new Executive Director will be hired shortly and their responsibility will include overseeing the financial obligations and goals of this facility; to maintain our 5-star rating and achieve it in a cost effective/responsible way.

The November 2019 Census was 91.49%, 5,630 days; Revenues were \$2.3M
The December 2019 Census was 93%, 5,996 days; Revenues were \$2.5M
January 2020 Census is 93%, 5,016 days (as of 1/26/20)

Payor Mix for December 2019 (\$2.5M):

Private Pay, \$652K - 25%
Medicaid, \$1.39M - 40%
Medicare, \$540K - 21%
Commercial Insurance, \$129K - 2.5%

Mr. Simon noted that November '19 was slightly below plan and December '19 was very close to plan. For the first 6 months of 19/20, Revenues are \$1M below plan. The Payor Mix has been satisfactory.

Mr. Simon receives an Expense Report from the Town whenever he requests it; we are staying within budget.

Ms. Beth Krumeich, BET Liaison to NW, invited and urged NW Board members to attend BET meetings where votes are to take place concerning the Witherell, so that they may show their knowledge and support of decisions being made.

Mr. Simon will be requesting an additional appropriation of \$230K at the 1/27/20 BET meeting. This appropriation will cover the following:

- Health Dimensions Group (HDRP/HDG) – covering the cost of Interim Administrators for 6 months (\$20K/mos plus expenses); additionally the cost of a package of recommendations supplied by HDG (\$30K)
- Cyber security risk assessment (\$10K) and remediation (\$15K)
- The hiring of Tom Marien from PKF O'Connor Davies to assist with the financial transactions from Matrix to Munis and financial reporting (\$25K)

Mr. Kaplan noted that the contract states the Interim Administrators report to HDRP not to the Board. Understanding that the Board is responsible to the State of Connecticut Department of Health for the actions of the Administrator, Mr. Kaplan proposes that if the Interim Administrators report to HDRP, then HDRP needs to report to the NW Board of Directors. Mr. Kaplan expressed that he is concerned for the Boards' responsibility as the trustees for this institution and the patients who are in it. This point is noted by Mr. Simon with no further discussion at this time.

A motion was made by Ms. Hurst to move the \$230K appropriation request to the BET. The motion was seconded by Ms. Hogan and approved by the Board by a vote of 8-1-0, with Mr. Kaplan opposed.

Ms. Hurst reported that Tom Marien, PKF O'Connor Davies, has also been hired by NW to assist with our State 2016 Medicaid audit. Mr. Marien has found no issues thus far; Ms. Hurst noted that the audit is moving along nicely. Mr. Marien does, however, have some recommendations concerning billing, Munis, Matrix. There are ways to do things more efficiently and use reporting more analytically; but, Medicare/Medicaid are being properly calculated.

Ms. Hurst has also asked Mr. Marien for his suggestions on how to provide better reporting to the Board.

The 2019 Medicaid Cost Report is due February 15, 2020.

The 2019 Medicare Cost Report is due February 29, 2020.

Marketing – Presented by Suzanne Hogan

The December 2019 Harrison Edwards marketing reports were distributed with the Board materials.

Ms. Hogan passed around the newest ads appearing in the Greenwich Time and the article written for the Long Term Care section of the Greenwich Magazine. There was also a good publicity article written by Alma Rutgers that appeared in the January 26, 2020 Greenwich Time.

The Harrison Edwards Google Analytics presentation has been rescheduled for March 18, 2020. The next marketing meeting is scheduled for February 19, 2020.

Daniel Care, the company NW partnered with to establish Witherell at Home, has been acquired by Care Finders. Mr. Simon asked that the Daniel Care/Witherell at Home information be removed from the NW website. Representatives from the homecare agency should also no longer be present at NW's weekly Medicare meetings.

Friends of Nathaniel Witherell (FNW) – presented by Scott Neff

The Community Appeal, which was dropped on November 5, 2019, has shown an increase in donations over last year of approximately 2.5% year to date. The Community Appeal runs through FNW's fiscal year which ends June 30th.

The Friends is a participant in the Fairfield County Giving Day. This 24 hour day of online giving is taking place on February 27, 2020. All the money raised from this event goes directly to Resident Life Fund, which supports all of the programming for our long-term residents.

Resident Life – presented by Mr. Omondi

Mr. Omondi reviewed several recreational events that have taken place over the last couple of months:

- The Resident and Family Holiday party was a huge success and was attended by over 250 people this year. This is historically one of the most popular resident/family events of each year.
- There were holiday musical performances by Waterside School, Stamford, and Glenville, Cos Cob and North Mianus Elementary schools in Greenwich, and the Junior Ensemble.
- Our Superbowl party is scheduled to begin in the auditorium on February 2, 2020 at 6 PM.
- Glenville School Valentine's Day concert is scheduled for February 7, 2020.
- Saturday, February 8, 2020 the Junior League of Greenwich is sponsoring a resident Casino Day.
- Our Valentine's Day Party will be held at 2 pm on February 14, 2020.
- Ms. Ronish and the Recreation Department are always working on bringing in new programming and events.

Mr. Simon stated that there would be no Chairman's Report this evening, and asked if there was any New Business. Mr. Omondi requested copies of a presentation, PDPM Updates, be distributed to the Board. Mr. Simon agreed, but acknowledged he was not prepared for discussion on this item.

Mr. Kaplan asked that at the next or some future Board meeting, Mr. Omondi present what Real Time is and what information it can provide and how that information is shared.

Mr. Omondi explained that Real Time is a software that sits atop our electronic medical record (EMR) system and extrapolates data that is being fed to the EMR system, providing:

- Analysis of data
- Clinical alerts
- Quality measures
- At risk residents
- Intervention recommendations
- Shift-shift reports delivered to manager's boxes

Dr. Patel requested more information and discussion on the processes and interventions currently required and utilized by the Real Time software, along with its' effectiveness, before we consider a proposal to expand the system as Mr. Omondi is suggesting.

A motion to enter Executive Session was made by Mr. Simon, and seconded by Ms. Puschel at 6:23 PM.

The Executive Session ended at 7:06 PM and the meeting was adjourned.

Respectfully Submitted,
Linda Marini for Louise Puschel, Board Secretary
February 2, 2020