

1. Meeting Materials

Documents:

[FEBRUARY 27, 2017 BOARD MEETING AGENDA.PDF](#)
[FEBRUARY 27, 2017 BOARD MEETING MINUTES - APPROVED.PDF](#)
[FEBRUARY 27, 2017 BOARD MEETING MINUTES - DRAFT.PDF](#)



The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

Board Meeting
Monday, February 27, 2017

Time: **5:30 PM**

Place: **The Nathaniel Witherell Board Room**

AGENDA

1. Medical Director's Report – Frank Walsh, MD
2. Review/Approval - Minutes – January 23, 2017 – Chairman
3. Executive Director's Report – Allen Brown
4. Committee Reports:
 - a. Building Committee – Louise Puschel
 - i. Results of Tower Renovation and Auditorium Bids
 - ii. Update on Pavilion Improvements
 - b. Finance Committee – Lloyd Bankson
5. Friends of Nathaniel Witherell – Karen Sadik-Khan
6. Resident Life Committee – Lynn Bausch
7. Chairman's Report – Laurence Simon
8. New Business
9. Adjournment

Note: The Building Committee will meet at 3:30 and the Finance Committee will meet at 4:30 pm in the Board Room.

Beverages and light refreshments will be served

Next Board Meetings:

Monday, March 20, 2017 (note the change from the original calendar)

Monday, April 24, 2017

cc: Town Clerk



Board of Directors Meeting Minutes February 27, 2017

Present: Laurence Simon, Chairman; Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary; Lloyd Bankson; Frank Ennis, MD; Nisha Hurst; Richard W. Kaplan; Elizabeth Siderides, MD

Absent: none

Staff: Christopher Alexander, Director of Financial Operations; Lynn Bausch, Deputy Director & Director of Nursing; Allen Brown, Executive Director; Jack Hornak, Facilities Director; Scott Neff, FNW Development Director; Justine Vaccaro, Director of Social Work; Dr. Frank Walsh, Medical Director

Also: Mary Anne Chiappetta, Family Council; Gloria Guise, Family Council; Suzanne Hogan; Art Norton, BET; Kathleen Viggiano, Family Council

Mr. Simon noted that a quorum was present and opened the meeting at 5:30 PM in the TNW Board Room.

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

Dr. Walsh reported that the respiratory therapist began coming to TNW on Monday, January 30th. This program has had a very successful start. Currently she is visiting here 3 times a week and Dr. Walsh thinks that frequency will increase. He believes this will be a very successful addition to our services and very helpful to the medical patients (i.e. COPD, CHF) we admit in the short-term rehab program in helping to prevent re-hospitalization.

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Ms. Bausch reported that the new Ear, Nose and Throat doctor, Dr. Jeffrey Kerner, was here on Feb. 21st. He will visit TNW once month and see residents through our clinic.

Mr. Simon asked if there was any commonality in the number of deaths recently. Dr. Walsh and Ms. Bausch noted that the majority of those recently deceased residents had been on palliative care or hospice and end of life had been anticipated.

Review/Approval of Minutes of January 23, 2017

After review by the Board, a motion to approve the minutes of January 23, 2017 was made, seconded, and approved by a vote of 7-0-0.

Executive Director's Report - presented by Allen Brown

Patent Infringement - To follow up on this item from last month's report, after receiving a letter from our Murtha Cullina counsel, a reduced settlement offer (\$10,000) from the complainant was proposed. Witherell remains disinclined to settle but a conference call involving our attorney from Murtha Cullina, Town attorney John Wayne Fox, Mr. Simon and Mr. Brown is planned to discuss the matter further.

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Capital Project Update – The low bid contractor for the Tower and Auditorium upgrade projects was Onel Construction. Onel, having previously completed both the 2nd floor room renovation and the window repair/painting projects, is well qualified to perform the project work. Onel's bid for the Auditorium work came in substantially below its competitors and below the total project budget. However, there have been some significant issues that have arisen over the past several days that caused us to have to re-bid the Tower project; discussion of this item was deferred until the Building Committee Report.

Therapy Contract – Select Rehab's contract expires in July 2017. An RFP for a new therapy contract will be issued in March 2017 and we anticipate there will be interest from approximately 10-12 prospective providers (including Select). Specifications for the RFP are complete and the purchasing department is ready to post the RFP shortly. Susan Levine began her employment as Witherell's new Therapy Department Manager last week. Susan previously worked at Witherell as the department manager when therapy services were contracted out to Greenwich Hospital. Mr. Simon requested that Ms. Levine attend the March 20, 2017 Board meeting.

Mr. Brown distributed the Quarterly 5-star analysis report to the Board. This report contains information about all of the quality measures that go into the quality measures section of our 5-star rating. The report shows where we stand relative to other nursing homes, along with

regional and national averages. For most of the quality measures we are at the “good performing” end, which is consistent with our 5-star rating.

Mr. Brown reported that occupancy has been very good throughout the fiscal year. However, we have recently seen more long-term beds become available (due to residents passing away), and short-term admissions have somewhat leveled off. As Mr. Brown explains, as one of our long-term residents transfers to heaven, the best source of a replacement patient is off of the waiting list. But for example as to just how uncertain an indicator that is, with two open long-term beds recently, in the last month and a half, 31 people on the waiting list were contacted: 14 Private Pay candidates have since become Medicaid candidates; 7 candidates have since passed away; 14 Private Pay candidates said they were not interested yet, or not interested at all; 6 Medicaid candidates said they were not interested yet, or not interested at all; 4 were successful admissions.

The Board had previously decided to decline admissions from Oxford Healthcare (commercially insured patients by United Healthcare / Oxford, with Oxford as a primary), due to difficulty in being paid: slowness in paying; relatively low reimbursement rate; and retroactive denials even though they had authorized the admission. The Town of Greenwich has now decided to switch health insurance coverage for all employees from CIGNA to Oxford. Mr. Brown suggests we reconsider and agree to participate with Oxford. The Board agreed to reconsider their prior decision and voted to allow participation with Oxford.

Building Committee Report – presented by Louise Puschel

The TNW Building Committee met earlier today prior to this meeting. Discussion items included the following:

- The low bid contractor for the Tower and Auditorium upgrade projects was Onel Construction. The committee invited Onel to a meeting last Friday to review the scope of the project. Sadik Onel advised us then that he had made a mistake and his bid was too low by approximately \$300,000. Onel Construction was immediately disqualified for the Tower renovation. The next lowest bidder was too high for us to proceed and award the project. The Tower renovation will go out for bid once again with some changes to the scope of the project. We expect this to proceed in the next two to three weeks. Onel was also the lowest bidder for the Auditorium project - we agreed to award him the job. Mr. Hornak explained that with a few changes to the specs and putting a few alternates into the Tower project, we would resubmit the bid. The Town will put the project back out to bid in 2-3 weeks, subsequently receiving replies in 2-3 weeks time following the re-bid.
- Pavilion – At the December meeting it was agreed that the basement of the Pavilion needed to be cleared of years of debris – most of which was owned by the tenants. NW had also used the basement as storage for old equipment etc. A dumpster was provided and the tenants were given a month to remove their stored items. In addition, staff at NW disposed of items that are no longer used

or needed. Professional cleaners were hired to clean the basement once that was accomplished. The public hallways are being painted and once that is complete we intend to replace the old and worn carpet. If the budget allows, we will also improve the lighting in the hallways. We will also get an estimate to replace the 30/40 year old boiler.

The Pavilion tenants also received a 15% rent increase (effective February 1st) - the first increase in 6 years. Future rent increases will be addressed in a more timely manner.

Finance Committee Report - presented by Christopher Alexander

Mr. Alexander reported that the Finance Committee met today, following the Building Committee, and reviewed the monthly financial results of January 2017 as well as the 2018 Budget process. The next step in this Budget process will be the Finance, Budget Overview and Health and Human Services Committee meetings on May 1st and 2nd, followed by the RTM meeting on May 8th.

The one-month-ended January 31, 2017 resulted in an Operating deficit of \$186,193 excluding Capital. The monthly budgeted Operating deficit was \$184,444. This was due to a reclassification from Private Pay to Medicaid and does not reflect the strong census numbers for January.

January 2017 Actual Total Occupancy was 95.5% compared to a Budget of 94%.
YTD January 2017 Actual Total Occupancy was 94.7% compared to a Budget of 91.6%.

YTD January 2017 TNW Net Revenue was \$16,149,873 compared to a Budget of \$15,766,399 resulting in a positive variance of \$383,475.

YTD January 2017 Total TNW Facility Expenses were \$12,787,139 compared to a Budget of \$12,985,056 resulting in a positive variance of \$197,917.

YTD January 2017 Total Town Allocations & Debt was \$4,1249,082 compared to a Budget of \$4,380,404 resulting in a favorable variance of \$231,322.

Friends of Nathaniel Witherell (FNW) - presented by Karen Sadik-Khan

Ms. Sadik-Khan reported that this years' Annual Appeal has come to an end. This appeal generated donations from 424 donors, compared with 376 donors last year at this time.

Once again FNW will participate in the Fairfield County Giving Day on March 9th, a powerful 24-hour online fundraising competition, with 431 participating non-profit organizations that unites the community around local causes close to your heart.

A revised Save the Date postcard will be mailed shortly with the details concerning the Friends' spring luncheon with guest speaker to be held at the Greenwich Country Club.

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch reported that February was an entertaining month:

- The Garden Education Center conducted a Valentine's Day planting activity.
- A small group of residents enjoyed a "field trip" to a restaurant in the community for lunch.
- This coming Saturday is Casino Day, sponsored by the Greenwich Junior League, always a huge hit with the residents.

On the clinical side, Ms. Bausch reported that we have made a job offer to a new Medical Records Clerk. The position has been vacant since this past fall. Ms. Bausch has also made a job offer to someone for the vacant Nurse Manager position on the main level short-term rehab unit.

The new Matrix units will involve about 900 hours of training time. Once complete, we will be ahead of the curve for Connecticut nursing homes for electronic health records and associated systems.

Chairman's Report – presented by Laurence Simon

Mr. Simon requested the status of the building WiFi, TV and phone service:

- WiFi – Mr. Brown reported that we have full service WiFi throughout the building. We've had some issues with it in the past (i.e. the replacement of a faulty antenna which affected service on the Garden Level Rehab); but, generally speaking, we have a reasonably fast WiFi system.
- TV – We currently have 50 television channels, a TV guide channel, and 4 music channels. We've had requests for more sports channels, specifically ESPN. ESPN is very expensive per TV unit, in order to contract for the channel. Although ESPN is not on resident room TVs, it is available on the TVs in the public spaces (Café, auditorium, lounges, etc).
- Telephones are available in each resident room. Mr. Brown stated that the installation of the new Town phone system here at TNW has been delayed several times, and is currently on the calendar for sometime in April. The equipment was delivered several months ago.

Mr. Simon stated that the next marketing meeting with Harrison Edwards is scheduled for Wednesday, 3/8 at 3:15 pm. Both Mr. Simon and Ms Hogan are planning to attend.

Ms. Hogan stated that she is getting acclimated to TNW and she sees a good deal of activity with Harrison Edwards. She noted that in everything she's read thus far, the experience here at TNW is extremely positive. The question now is, how do we broaden perceptions of the image of Nathaniel Witherell?

Mr. Simon will be meeting with the Town Law Dept. and the Purchasing Dept. tomorrow about our proposal for "Nathaniel at Home" to investigate what the next steps would be.

Mr. Simon was happy to read a very positive letter to the editor in the Greenwich Time written by two recent short-term Rehab residents about their experiences at The Nathaniel Witherell.

The RTM Meeting to approve the budget is on May 8th. On May 1st and 2nd, the Finance, Budget Overview, and Health and Human Services committees will be convening. Mr. Simon encourages available Board members to attend.

The meeting was adjourned at 6:51 PM.

Respectfully Submitted,
Louise Puschel, Board Secretary
March 2, 2017



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TOWN OF GREENWICH
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Board of Directors Meeting Minutes February 27, 2017

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- Absent:** none
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