1. Meeting Materials

Documents:

- MARCH 23, 2015 BOARD MEETING AGENDA.PDF
- MARCH 23, 2015 BOARD MINUTES - APPROVED.PDF
- MARCH 23, 2015 BOARD MINUTES - DRAFT.PDF
Board Meeting  
Monday, March 23, 2015  
Time: 5:30 P.M. - 7:00 P.M.  
Place: The Nathaniel Witherell Chapel

AGENDA

1. Medical Director’s Report – Frank Walsh, MD  
2. Review/Approval - Minutes – Feb. 23, 2015 – Chairman  
3. Chairman’s Report – David Ormsby  
4. Executive Director’s Report – Allen Brown  
5. Committee Reports:  
   a. Building Committees  
      i. TNW Building Committee – Jack Hornak  
      ii. TOG Building Committee, Project Renew – Steve Soler  
   b. Finance Committee – Lloyd Bankson  
   c. Resident Life Committee – Lynn Bausch  
6. Friends of Nathaniel Witherell – Karen Sadik-Khan  
7. New Business  
8. Adjournment

Beverages and light refreshments will be served

Next Board Meeting is scheduled for Monday, April 27, 2015

cc: Town Clerk
The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

Board of Directors Meeting Minutes
March 23, 2015

Present: Thomas Saccardi, Secretary; Lloyd Bankson; Louise Puschel; Larry Simon, Steve Soler

Staff: Lynn Bausch, Deputy and Director of Nursing; Allen Brown, Executive Director; Jack Hornak, Facilities Director; Scott Neff, FNW Development Director

Also: John Blankley, BET; Mary Anne Chiappetta, Family Council; Art Norton, BET

Mr. Saccardi opened the meeting at 5:35 PM in the TNW Chapel.

Review/Approval of Minutes of February 23, 2015

After review, a motion to approve the minutes of February 23, 2015 was made and seconded, and the minutes were adopted by the Board.

Medical Director’s Report - presented by Lynn Bausch, DON

Ms. Bausch reports that this facility continues to see a couple cases of the flu and pneumonia (as is Greenwich Hospital), and we are still testing for the flu.

We are completing an educational program for the Plan of Correction for the State Survey, on swallowing strategies.

Chairman’s Report – presented by Thomas Saccardi for Mr. Ormsby

Work has commenced on the updating of the Board Room. Mr. Ormsby has confirmed that The Nathaniel Witherell Board of Directors had approved the $60K in improvements several months ago. This work will be completed by April 1, 2015.
Chairman's Report – (cont’d)

Discussion followed regarding the consideration of the best way for the Friends of Nathaniel Witherell to gift money toward the Board Room renovations to Nathaniel Witherell.

Mr. Simon makes a motion that The Nathaniel Witherell Board accept the gift of $29,426, for renovations to the Board Room, from the Friends of Nathaniel Witherell. The motion is made subject to confirmation that this be an acceptable Town of Greenwich practice. The motion is seconded by Ms. Louise Puschel, and carried by the Board, with an abstention by Mr. Soler.

Mr. Simon makes a motion to authorize the expenditure of $29,426, of the gift just accepted, for use on the Board Room renovations. The motion is seconded by Ms. Louise Puschel, and carried by the Board, with an abstention by Mr. Soler.

Executive Director's Report – presented by Allen Brown

DPH Survey – the Plans of Correction for the February 2015 State survey have been returned to DPH. Copies were attached to the Director's report for review by the Board. We have requested an Informal Dispute Resolution (IDR) in one of our Plans of Correction, but have not yet received notice of any follow-up activities. Mr. Brown explains that Nathaniel Witherell is contesting both the magnitude and the coding of two citations. Mr. Brown and Ms. Bausch, along with our attorney, Heather Berchem of Murtha Cullina, will meet with DPH in Hartford on April 2nd. If available, the results of that hearing will be presented at the next Board meeting.

Mr. Brown explains that there are test valves for the sprinkler system located on the 1st, 2nd and 3rd floors that have been in place for 40 years. During the Building Fire and Safety portion of the State Survey this February, we were cited for the placement of these valves. They now need to be moved to a location with easier accessibility. Cost for this project is estimated at $1,800.

Director of Financial Operations Recruitment – five candidates have begun their interviews. The search committee, consisting of Messrs. Ormsby, Bankson, Saccardi, Simon and Brown, hope to narrow the search to 2 candidates and have them interview the week leading to Good Friday. Mr. Brown reports that he is optimistic about identifying a final candidate by mid-April and having a new Director start in May.

FY 2016 Budget – On March 19th the BET voted favorably in regard to both our Capital Budget at $1.531M and our Operating Budget at approximately $33.087M (inclusive of the Capital Budget amount).

The five projects included in the Capital budget are:
1.) renovation/remodeling of the public spaces on each of the Tower floors = $950K;
2.) modification/renovation of the Garden Level Rehab unit to add 5 beds = $272K
3.) finishing the room renovations on the 2nd floor = $219K
4.) replacement of our 16 year old van, used for patient transport = $60K
5.) medical and therapy equipment = $30K.
Building Committees Report

TNW Building Committee – presented by Jack Hornak

With a target date of May 11th, an RFP will be developed for a qualified architect for proposals/options concerning the creation of the additional 5 rehab beds referred to earlier in this meeting. We have sought assistance and input from James Latham, Senior Buyer, TOG Purchasing Department, on proper procedure.

There was further discussion regarding the BET/RTM process with respect to our 2016 Budget. The Nathaniel Witherell does have full BET support and approval, contingent on TNW presenting quarterly financial reports.

Town Building Committee, Project Renew – presented by Steve Soler

Mr. Soler reports that as of 3:00 PM today, there are two remaining items requiring compliance by the TOG before they will issue our final Certificate of Occupancy (CO). Once the CO is received, the final audit will be issued, and we will be able to do the final application submissions necessary for the tax credits.

Finance Committee Report – none

Resident Life Committee Report - presented by Lynn Bausch

Ms. Bausch reports that we had a variety of events throughout the month of March:
1. The Greenwich Pipe and Drum Band paraded and played throughout the facility on St. Patrick's Day. Our own Veronica Murphy was the Grand Marshall of the parade. This event is always a highlight of the year.
2. The Music and Memory program is progressing and we've already witnessed a big success story with one of our residents. There will be at least 5 iPods loaded and running by early April. Training continues for the nursing staff in April.
3. The spring/summer resident BBQs have been enhanced to include more family members and entertainment.
4. There will be a cooking demonstration for the residents by Morrison Senior Living on March 31st.
5. A request was made to include the TNW Monthly Recreation Calendar in to the Board package each month.
Friends of Nathaniel Witherell - presented by Scott Neff

Mr. Neff reported that 74 people, including staff members and family members, participated in the “2015 Giving Day” which took place on March 5\textsuperscript{th}. This online event, initiated last year by Fairfield County's Community Foundation, allowed individuals, families, clubs and companies to donate to Fairfield County non-profits online during the course of 24 hours. Nathaniel Witherell was among the top ten percent for the number of participants.

The 2015 Celebrity Golf Tournament will be held on Wednesday, September 16\textsuperscript{th} at The Griff.

New Business – none

The meeting was adjourned at 7:20 PM

Respectfully submitted,
Thomas Saccardi
April 10, 2015

These minutes were approved at the April 27, 2015 Meeting of The Nathaniel Witherell Board of Directors.
Board of Directors Meeting Minutes
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