

1. Meeting Materials

Documents:

[APRIL 24, 2017 BOARD MEETING AGENDA.PDF](#)

[APRIL 24, 2017 BOARD MEETING MINUTES - APPROVED.PDF](#)

[APRIL 24, 2017 BOARD MEETING MINUTES - DRAFT.PDF](#)



The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

Board Meeting
Monday, April 24, 2017

Time: **5:30 PM**

Place: **The Nathaniel Witherell Board Room**

AGENDA

1. Medical Director's Report – Frank Walsh, MD
2. Review/Approval - Minutes – February 27, 2017 – Chairman
3. Review/Approval - Minutes – March 20, 2017 – Chairman
4. Executive Director's Report – Allen Brown
5. Committee Reports:
 - a. Building Committee – Louise Puschel
 - b. Finance Committee – Lloyd Bankson
6. Friends of Nathaniel Witherell – Karen Sadik-Khan
7. Resident Life Committee – Lynn Bausch
8. Marketing and Web Site Development-Suzanne Hogan
9. Chairman's Report – Laurence Simon
10. New Business
11. Adjournment

Note: The Building Committee will meet at 12:30 pm on **Friday April 21st** and the Finance Committee will meet at 4:15 pm on Monday April 24th in the Board Room.

Beverages and light refreshments will be served

Next Board Meetings:
Monday, May 22, 2017
Monday June 26, 2017

cc: Town Clerk



Board of Directors Meeting Minutes April 24, 2017

Present: Laurence Simon, Chairman; Lloyd Bankson; Frank Ennis, MD; Suzanne Hogan; Nisha Hurst; Richard W. Kaplan; Elizabeth Siderides, MD

Absent: Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary

Staff: Christopher Alexander, Finance Director; Lynn Bausch, Deputy Director & Director of Nursing; Allen Brown, Executive Director; Linda Marini, Admin. Asst.; Scott Neff, FNW Development Director; Justine Vaccaro, Social Work Director; Dr. Frank Walsh, Medical Director

Also: Mary Anne Chiappetta, Family Council; Gloria Guise, Family Council; Paul Scholtes, Family Council

Mr. Simon noted a quorum was present and opened the meeting at 5:32 PM in the TNW Board Room.

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

Dr. Walsh reported that we had several deaths on the long-term unit during the month of February. But when reviewed it was determined that the majority of those residents had been on either hospice or palliative care and their expirations were somewhat anticipated.

Our last case of the flu was reported last week, making a total of 4 cases (Flu B) this season thus far for the Witherell. We have experienced a number of pneumonias and respiratory infections, which Dr. Walsh noted were substantial in the community as well.

Dr. Walsh noted that there has been a lot of turnover in short-term rehab. We currently have 10-15 short-term admissions scheduled for the end of this week along with 2 long-term admissions.

Review/Approval of Minutes of Feb. 27, 2017

After review by the Board, a motion to approve the minutes of Feb. 27, 2017 was made by Mr. Bankson, seconded by Mr. Kaplan, and approved by a vote of 7-0-0.

Review/Approval of Minutes of March 20, 2017

After review by the Board, a motion to approve the minutes of March 20, 2017 was made by Mr. Bankson, seconded by Ms. Hurst, and approved by a vote of 7-0-0.

Executive Director's Report - presented by Allen Brown

Mr. Brown referred to the March 2017 Admissions Report and the Admissions Report of the 1st three quarters of the fiscal year contained in the Board packet. He highlighted the following:

- July – March FY16 we had a total of 437 Admissions. This year for the same timeframe of July – March FY17, we had 493 Admissions.
- Of those Admissions, in FY16, 385 of them were Short term and 52 were Long term; in FY17, 449 were Short term and 44 were Long term.

Matrix Implementation (update) – Transition to the eMAR module in MatrixCare was completed on schedule and the nursing staff is now working with the newly implemented system. Connectivity problems have been resolved by Fairfield IT Systems and Mercury Cabling working together and installing additional equipment that will provide consistent Wi-Fi signal strength to the laptop computers as they are moved within the building. Also, secure network access by nursing department computers is being added to the Wi-Fi system. These system enhancements were to have been completed by April 21st.

Therapy Contract – Members of the review committee, Dr. Siderides, Lynn Bausch, Chris Alexander and Mr. Brown, evaluated the four bids received in response to our RFP for therapy services and were unanimous in their choice of Select Rehab as the successful bidder. Select has agreed to lower its proposed prices by 4% from current per-minute charges and to reduce the RUG level charges by a commensurate amount. Select's proposal included some interesting information about our therapy services that reflect Witherell's standing as the SNF provider of choice in this area. Contract terms are now being finalized by the TOG Purchasing Department.

'Nathaniel at Home' – An RFP (#7327) was issued on April 18, 2017 with a due date of Wednesday May 10. The RFP seeks bidders to partner with Witherell to provide non-medical home health agency services in the community. The intention is for Witherell to work closely with the successful bidder in referring discharging patients to Nathaniel at Home and also to attract community users of home health agency services to Nathaniel Witherell when they ultimately need SNF services. An Evaluation Committee will be selected and complete their work by the third week in May.

Annual Nursing Facility Census and Fact sheet – Information from Connecticut OPM on the cost of Nursing Homes in CT was published this month and was attached to this ED's report. As it relates to room & board pricing, Witherell remains in the 'top 10' of highest priced providers statewide. Note also, the average occupancy of CT nursing facilities statewide is 87% while Witherell's average occupancy exceeds 93%.

Tower/Auditorium Renovations RFP – The new RFP has been issued with a submission deadline of May 4, 2017. A pre-bid conference was held on April 20th.

Building Committee Report – presented by Laurence Simon

The TNW Building Committee met on Friday, April 21, 2017. Discussion included the following:

- The Tower and Auditorium renovations are scheduled to begin July 1st. In discussion of the Auditorium, question was raised about what should be done with the stage.
- The committee will meet with Mary Bruce, Therapeutic Recreation Director, to discuss the best use of a monetary gift that was made to the FNW with the stipulation that it be used toward the auditorium improvement project.
- Pavilion - new basement windows have been installed, the basement cleanup is complete, and the painting of the building common spaces is finished. Replacement of the furnace is on hold until we receive additional bids.
- Greenhouse – over the next 2 months we'll figure out what to do with the greenhouse. A large portion of the greenhouse space will be allocated to extend the Rehab gym area. Once that is complete, discussion on whether or not to increase the outpatient therapy program can be initiated.

Mr. Simon noted that we will be going to the RTM for review and approval of our FY18 budget on Monday, May 8th. If the Town approves Capital expenditures, we need to show that we execute those projects in a responsible, timely fashion.

Finance Committee Report - presented by Lloyd Bankson and Christopher Alexander

Mr. Bankson reported the following for YTD March 2017:

YTD March 2017 Total Occupancy was 52,202 days (94.3%), compared to a Budget of 50,902 days (92.0%) resulting in a positive variance of 1,300 days. Medicare Census at 9,009 days (17.3%) came in under the Budget amount of 9,779 (19.2%), but this is the only negative variance concerning the Occupancy.

YTD March 2017 TNW Net Revenue was \$20,268,389 compared to a Budget of \$20,248,827 resulting in a positive variance of \$19,562.

YTD March 2017 Personal Services were \$13,599,205 compared to a Budget of \$13,579,532 resulting in an unfavorable variance of \$19,673. Most of this was a result of overtime generated by extensive Matrix training for the new system enhancements.

YTD March 2017 Net Facility Operating Results were \$3,942,903 compared to a Budget of \$3,692,089 resulting in a favorable variance of \$250,814.

Mr. Alexander reported the following:

YTD March 2017 Fringe Benefits & In-Kind Services were \$4,578,232 compared to a Budget of \$4,616,836 resulting in a favorable variance of \$38,604.

YTD March 2017 Interest Expense was \$426,352 compared to a Budget of \$540,602 resulting in a favorable variance of \$114,250.

YTD March 2017 Debt Repayment was \$995,408 compared to a Budget of \$930,849 resulting in an unfavorable variance of \$64,559.

Mr. Alexander reported that “in totality”, we remain ahead of budget, revenues minus expenses, for the year so far with one quarter remaining

A bad debt write-off amount of \$119,016 was unanimously approved for TNW at last months' BET Audit Committee.

A motion was made by Mr. Bankson to approve a bad debt write-off amount of \$119,016. This motion was seconded by Ms. Hurst and approved by the Board with a vote of 7-0-0.

Mr. Alexander also reported that the Finance Committee will be transferring funds across Object Codes: 1.) From Supplies into Personal Services, and 2.) From Debt into Insurance.

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

The FNW Report to Contributors was mailed out via USPS. It was also posted on the website and on Facebook.

FNW is sponsoring an official opening of the Friendship Garden on May 20th from 3:30 pm – 5:30 pm. The Garden was generously funded by a number of town organizations, including Hortulus. Invitations are being sent through Constant Contacts, and ads will also be placed in the Greenwich Time and the Greenwich Sentinel. The deck furniture has arrived and will be assembled and in place for this event. This furniture was also funded through a Hortulus' gift.

The Friends' spring luncheon, with guest speaker Jane Bryant Quinn, Emmy-award winning commentator on personal finance, will be held at the Greenwich Country Club on Wednesday, May 24th.

Mr. Simon commented that if there were additional funding available through the Friends, he would like to ask them to consider improving the Rose Garden area.

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch reported on a few clinical items:

- She and Mr. Brown will be attending a meeting tomorrow to continue their efforts in partnering with Stamford Hospital.
- They are currently working on clinical report training and system-wide training. We are also working on advanced interfaces with our lab and x-ray providers.
- Ms. Bausch also shared a CDC handout, “Creating a Culture to Improve Antibiotic Use in Nursing Homes”, which discusses the overuse of antibiotics in nursing home communities.

March was a busy spiritual month for our residents:

- Rev. Gatliff performed a Good Friday Service and there was a Eucharistic Service held on Easter Sunday.
- We held our Bi-Annual Memorial Service on April 4th to honor those residents that passed throughout the latter part of 2016.
- There was a special memorial service held for a beloved 20+ year resident of the Nathaniel Witherell who passed during March.

On Saturday, May 13th we will hold our Spring Tea, from 2–4 pm. Ms. Bausch encouraged Board Members to attend.

Marketing and Website Development – presented by Suzanne Hogan

Ms. Hogan reported that on Wednesday, April 26th, at 3:30 pm, there will be a meeting with Harrison Edwards to discuss marketing strategies. The focus will be on positive website content and ways to positively present ourselves to the community.

Chairman’s Report – presented by Laurence Simon

Mr. Simon reported that we have settled the patent lawsuit and mailed a check on March 21, 2017 for \$4,950.

Upcoming RTM meetings:

May 1st – RTM Finance Committee

May 2nd – RTM Health and Human Services Committee

May 8th – RTM Meeting at Central Middle School

All meetings are open to the public

Mr. Simon noted that, as in the past, he thinks the Budget Overview Committee will try to decrease our budget, but he believes our budget will prevail.

Ms. Suzanne Hogan will be speaking at the Selectman’s Nomination Advisory Committee Meeting this Thursday, April 27th, 5 PM. The topic of her discussion will be Communication and the Digital Age.

Mr. Simon asked the Board for their opinions on the appearance of the front exterior of the building and whether or not it should be “spruced up”.

Mr. Simon will be forming an evaluation committee for the bids for Nathaniel at Home. He welcomes one Board Member to volunteer for this work.

New Business - none

The meeting was adjourned at 6:39 pm.

Respectfully Submitted,
Linda Marini, Acting Secretary
April 28, 2017



The Nathaniel Witherell
TOWN OF GREENWICH
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**Board of Directors Meeting Minutes
April 24, 2017**

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- Absent:** Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary
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Subject to Approval