1. Meeting Materials

Documents:

MAY 26, 2015 BOARD MEETING AGENDA.PDF
MAY 26, 2015 BOARD MINUTES - APPROVED.PDF
MAY 26, 2015 BOARD MINUTES - DRAFT.PDF
Board Meeting
Tuesday, May 26, 2015

Time: 5:30 P.M. - 7:00 P.M.
Place: The Nathaniel Witherell Board Room

AGENDA

1. Medical Director’s Report – Frank Walsh, MD
2. Review/Approval - Minutes – April 27, 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, June 22, 2015

cc: Town Clerk
Board of Directors Meeting Minutes
May 26, 2015

Present: David Ormsby, Chairman; Thomas Saccardi, Secretary; Lloyd Bankson; Louise Puschel; Larry Simon

Staff: Christopher Alexander, Director of Financial Operations; Lynn Bausch, Deputy and Director of Nursing; Allen Brown, Executive Director; Jack Hornak, Facilities Director; Linda Marini, Administrative Assistant; Frank Walsh, MD, Medical Director

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

Mr. Ormsby opened the meeting at 5:51 PM in the TNW Board Room.

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Ms. Bausch notes that we participate with Remedy and Greenwich Hospital, in a Medicare driven program, to decrease length of stays for short-term patients, discharge people home sooner, and avoid re-hospitalizations. They (the government) are currently pushing to get the length of stay for some joint replacements down to 9 days.

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Mr. Ormsby welcomes our new Director of Financial Operations, Mr. Christopher Alexander.

Mr. Ormsby reports that our Budget was approved by the RTM in the form in which it was submitted. Also, both the Budget Committee and the full BET approved a requested reallocation of monies to fund the cost of remediation for a fuel tank which was discovered in the courtyard.

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Executive Director’s Report – presented by Allen Brown

Director of Financial Operations – Mr. Christopher Alexander is once again welcomed to TNW by Mr. Brown.

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Mr. Brown has notified DSS, specifically Rich Wysocki, informing him that the project is complete, and requested his guidance on what we need to do to get the fair rent increase. Mr. Wysocki asked for a reconciliation of costs of the $27M, which Mr. Brown forwarded to him along with a copy of the CO. There has been no further communication from him. We should begin receiving the new rate beginning this July 1 for 20 years. Mr. Brown and Mr. Augustine had also applied for a second CON, which accounted for the $950K of Add Alternate costs (the Café, the balcony extensions) and $1.2M for the 4 tower floor room renovations at $300K/floor. That will add another $2.1M beginning July 1, 2016, when that project is completed.

**FY 15/16 Budget –** Witherell’s operating and capital budgets have been approved by the BET and RTM. It includes projected total revenue of $27,904,558 and projected total expense of $33,086,939. This generates an aggregate deficit of $5,182,381 or a net operating deficit of $3,651,381 (excluding the $1,531,000 in capital expense items). The deficit is exacerbated by the $1,100,000 that TNW pays to the Town for in-kind services (allocated costs) and the $1,987,315 in reimbursement to the Town for debt service payments. To fund the deficit, the budget assumes $2,400,000 in contributions from the Town’s General Fund, $1,385,518 in Historic Tax Credits and $1,000,000 in contributions from the Friends. With these three offsets, the net bottom line budget is a loss of $396,863.

With respect to the remediation of the leaking underground storage tank, although we didn’t request prior authorization from the BET to spend money that was not appropriated for that purpose, the BET Budget Committee as well as the full BET subsequently approved TNW’s request to transfer available funds from another expense category to cover the cost. TNW was criticized by the BET Chairman for proceeding with the remediation without BET authorization. Mr. Brown notes that these circumstances presented a learning opportunity to all of us and we will use our best efforts to follow what is apparently established protocol in the future.

Mr. Brown reminds us that last years’ budget was predicated on finishing Project Renew before the beginning of the fiscal year and having the full 202 beds occupied on July 1 (42 beds in Rehab plus 160 in long-term care). However, the State DPH was unable, due to the unavailability of staff, to license the new beds in a timely fashion. Subsequently, the new beds didn’t open until July 29th. On that day we had 9 residents in the 42 beds. By Labor Day we had the beds fully occupied with 39 residents (3 beds were out of service).

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Mr. Ormsby asked for clarification of the statement in Mr. Brown’s Admissions Update, “Note: Since the completion of Project Renew, only 156 Tower beds are available for use.”
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Mr. Ormsby comments on the April 2015 Admissions Report. He would like Mr. Cossifos to clarify his writing and separate the statistics pertaining to Long-term versus Short-term admissions.

Mr. Bankson reports that our expenditures, year to date, are well within budget. Mr. Alexander notes that in reviewing the first 10 months of the fiscal year, we estimate that we should come in under budget on the Revenue side at June 30th. We do have savings of budgeted expenditures in several areas, but probably not enough to offset or ‘get us to zero’. Several expenditure line items are showing favorably to budget right now i.e. general supplies and materials, insurance, equipment. Mr. Simon comments that a large part of the surplus comes from benefits.

Mr. Bankson states that looking into the next year, he is mainly concerned with revenues, and less concerned about expenses

Finance Committee Report - presented by Larry Simon

Mr. Simon reports that the Finance Committee met today, prior to this Board Meeting. Discussion points included:
  - Bad debt write-off - The Finance Committee reviewed the list presented to them and recommended that we write-off $103,238 for the fiscal year ending June 30, 2015. Mr. Simon makes a motion to this Board to write-off an amount of $103,238, for bad debt for the fiscal year ending June 30, 2015. Mr. Bankson seconds this motion and the Board agrees unanimously. This needs to be presented to the Law Department then the Audit Committee for their approvals. Mr. Ormsby requests that Mr. Bankson contact Ms. Aamina Ahmad, Assistant Town Attorney, to determine what information the law department needs in order to approve this Board motion.
    Mr. Alexander notes that the entire portfolio of collection issues, both contractual allowances and bad debt, can be reviewed quarterly; but, adjustments to the bad debt write-off can only be made annually. The plan is to take care of the contractual allowances at the quarterly review.
  - ADP Payroll – as a result of the implementation of the new payroll system, there have been many payroll issues/problems throughout the Town, one of which directly affected TNW. A TNW staff member was paid in excess of their hours worked for 14 weeks resulting in a $20,000 overpayment. This individual will now pay back the overpayment amount according to a schedule agreed to between HR and said employee. If better payroll reports were in place and accessible to us here at TNW, these situations would most likely be noticed and possibly addressed much sooner.
Building Committees Report

TNW Building Committee – presented by Jack Hornak

Mr. Hornak reports that this committee met today at 4 PM, and the following points were discussed:

- 2nd floor room renovations (21 rooms) – the bid was awarded to O’Neil Construction. The tentative start date for this project is the end of July, and an estimated completion within 6 months of start. We had budgeted $219K for this project, O’Neil came in at $250K. The difference of $31K is available from current and prior year capital allocations.
  - Other capital projects for next year include: Tower public space renovations; 5 bathrooms in garden level semi-private rooms; the van; nurse station relocation/satellite. Many of these projects could proceed concurrently.
- Tank Remediation – (mentioned with no further discussion at this meeting)

Town Building Committee, Project Renew – no report

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch reports that there were 23 religious programs this month. The Rosary program has expanded recently from about 12 to 25 residents. This was made possible by the participation of a few more volunteers. Ms. Bausch will ask Ms. Van Leeuwen to spotlight those volunteers because they have really allowed the program to grow.

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We have nursing students working/learning here from Norwalk Community College. Their CNA program brings students to us for a period of 4-5 weeks twice a year, and RN students are here for the fall semester.

The meeting was adjourned at 7:30 PM.

Respectfully submitted,

Thomas Saccardi

These minutes were approved at the
June 22, 2015 meeting of
The Nathaniel Witherell Board of Directors.

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June 5, 2015
Board of Directors Meeting Minutes  
May 26, 2015

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