1. 5:30 P.M. Nathaniel Witherell June 22, 2020 Board Meeting Agenda

Documents:

TNW BOARD OF DIRECTORS AGENDA 2020_06_22.PDF

1.1. NW Board Of Directors Meeting Minutes 051820

Documents:

TNW BOARD MINUTES 051820 APPROVED.PDF
BOARD MEETING
VIRTUAL WEBINAR
Monday, June 22, 2020

Time:  5:30 PM

MEETING WEBINAR INFORMATION

Please use the link below to join the webinar
https://greenwichct.zoom.us/j/97323886735?pwd=eFgzZ3VGU1daNmsvRWZ1YVhGek5QUT09

Or Telephone Dial: 1 646 518 9805
Webinar ID: 973 2388 6735
Password: 439563

AGENDA

1. Medical Director’s Report – Frank Walsh, MD
2. Review/Approval - Minutes May 18, 2020 – Chairman
3. Reports
   a. Executive Director- John Mastronardi
   b. Building Committee – Louise Puschel and Larry Vanterpool
   c. Marketing- Suzanne Hogan
   d. Friends of Nathaniel Witherell – Scott Neff
   e. Admissions - George Cossifos
4. Chairman’s Discussion – Laurence Simon
   a. Current Financial Projections
   b. Census Information
   c. New Board Member
   d. Thank you to two departing Board Members
5. New Business
6. Adjournment

2020 Calendar of Board Meetings:

Monday July 27, 2020  Monday September 14, 2020
Monday October 19, 2020  Monday November 16, 2020

cc: Town Clerk
Board of Directors Meeting
Virtual Webinar Minutes
May 18, 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

Staff: Linda Marini, Assistant to Executive Director; John Mastronardi, Executive Director; Elizabeth Mungai, Director of Utilization, Clinical Outcomes & Rehab Services; Scott Neff, FNW Executive Director; Carissa Ronish, Therapeutic Recreation Director; AiLinh Tu, Rehab Director; Justine Vaccaro, Director of Social Work; Larry Vanterpool, Facilities Director

Guests: Andy Duus, BET liaison to TNW; Elizabeth Krumeich, BET Liaison to TNW; Ellen Wolfson, Commission on Aging

Mr. Simon opened the meeting at 3:30 PM via zoom webinar and noted that a quorum was present.

Mr. Simon introduced Nathaniel Witherell’s new Executive Director, John Mastronardi. Mr. Mastronardi thanked the Board for giving him this opportunity and noted that everyone here has been very cooperative and welcoming thus far. He stated that everyone has been willing to pitch in and be part of the team, for which he is very grateful.

Medical Director’s Report – none - Dr. Frank Walsh absent

Review/Approval of Minutes of January 27, 2020

A motion to approve the minutes of January 27, 2020 was made by Mr. Simon. A roll call vote was taken, and the minutes were approved by a vote of 7-0-0 (Patel and Brown were not yet on the call).
Executive Director’s Report - presented by John Mastronardi

Recruitment: Mr. Mastronardi reported that they had conducted a total of 8 interviews for 3 vacant positions:

1. Director of Nursing – Two candidates have been identified to return for second interviews. The interview panel will include Joan Merrill and Dr. Patel, along with Mr. Mastronardi and Human Resources.
2. Director of Financial Operations – there were 4 interviews for this position which were narrowed down to 2 strong candidates. Mr. Simon and Ms. Hurst will participate on this interview panel.
3. Business Services Coordinator – a candidate was selected and has accepted this position.

Admission Criteria: In anticipation of resuming admissions, Mr. Mastronardi reported that Nathaniel Witherell will adhere to the following criteria in accordance with the CDC guidance for COVID-19:

If discharged from a hospital, the resident will have:
- negative results of an FDA Authorized COVID19 test for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected >24 hours apart (total of two negative specimens).
- resolution of fever without use of fever reducing medications
- improvement in respiratory symptoms (e.g., cough, shortness of breath)

If admitted from the community, the resident will have:
- one negative test result of an FDA Authorized COVID19 test for detection of SARS-CoV-2 RNA
- be asymptomatic and afebrile

Transfer protocol for transfer from COVID-19 unit to "home" unit (per CDC symptom-based strategy):
- 14-day isolation, at the end of which, NP will evaluate the resident for 3 days of being afebrile without the use of fever reducing medications
- Improvement of respiratory symptoms: Decreased shortness of breath, oxygen saturation of 94% or resident’s baseline
- 19 days have passed since symptoms first appeared

Protocol for resident to be deemed recovered:
- The resident remains asymptomatic after 14-days on isolation
- The resident is then considered recovered and transferred to his/her “home” unit
- Continue 14-day monitoring of resident’s vitals and symptoms

COVID testing: the Department of Health (DPH) distributed test kits this afternoon in accordance with the prevalence survey testing that is now being mandated by DPH to test all nursing home residents in CT. All resident testing has to be done in one day and depending on those results, residents will be properly cohorted. There may also be enough tests to test all staff as well.
We are planning to have staff prepare to return to work the week after Memorial Day (week of 5/27); some of that may depend on staff testing.

Mr. Mastronardi reported that we’re preparing for the reopening of the Café for the first week of June, with take-out orders only; proper social distancing markers, sneeze screens; outdoor dining only. Reconfiguration of space for indoor dining will be evaluated after the first week of June.

Mandatory reporting requirements – our daily reporting requirements typically include the following details: facility capacity; current census; number of COVID positive patients; number of COVID recovered patients; number of COVID related expiration; number of suspected COVID cases; number of cumulative lab confirmed COVID cases; and personal protective equipment (PPE) usage. These reports are mandated 7 days a week from various governing bodies including the mutual aid plan map for long term care, which must be submitted daily, 7 days a week before 10am and failure to submit carries a $5,000 fine. The Department of Health Facility and Licensing Section (DPH FLIS) report must be reported daily, 7 days a week by 12 pm, and the fire marshal report much be submitted daily between 9am-10am, and by Ma 24th we’ll be required to report to the CDC.

Mr. Mastronardi reported that the State came in on Sunday, May 17, 2020 for COVID surveillance survey, regarding staff education and training, specifically the donning and doffing of PPE; no deficiencies were cited.

We have admitted one patient who is currently on the Garden Level and will remain in isolation for 14 days. We may begin taking elective surgery cases shortly. Mr. Mastronardi noted that based on CDC guidance that he and the staff have reviewed, the Garden Level would provide one side for COVID positives and one area for COVID suspected cases, and dedicated staff for each particular cohort.

**Building Committee Report - presented by Louise Puschel and Larry Vanterpool**

Ms. Puschel reported that the TNW Building Committee last met on April 29, 2020 via conference call, and discussion included the following:

- The Rehab expansion project has experienced a number of delays due to COVID related employee/inspection delays, as well as concerns on the overall quality of the new construction. Currently we are awaiting a final inspection on the roof. Final approval is pending.
- The Community Development Block Grant was awarded to us for $160K for three Pavilion projects. Ms. Krumeich noted that it passed the BET and it will go before the RTM on June 8th. She encouraged the Building Committee to continue to apply for Block Grant funds going forward.
- Capital projects:
  - Mr. Vanterpool received sole source approval for additional A/C units. They will be arriving within 1-2 months.
  - The interior painting project was halted due to the shutdown of the building to visitors and vendors. They will resume in FY22.
• Electrical panel replacement – the first phase of the project involving the electrical engineer has been approved and the contract is with the law department.

**Marketing – Presented by Suzanne Hogan**

The January - April 2020 Harrison Edwards marketing reports were distributed with the Board materials.

Due to the pandemic there have been no Marketing meetings since the start of the year. The Google Analytics presentation was also cancelled and will most likely be rescheduled as a zoom conference.

Ms. Hogan reported that the most important marketing that has been done over the last couple of months has been around public relations and messaging strategy related to some of the communication that’s been taking place about Witherell.

Recent news articles were distributed with the Board materials and Mr. Simon has also circulated copies of the articles that appeared about NW to the Board members.

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

The Community Appeal, which was dropped on November 5, 2019, has nearly matched last years’ donations. The Appeal will run through FNW’s fiscal year which ends June 30th.

Fairfield County Giving Day, the 24-hour day of online giving which took place on February 27, 2020, was a successful day, having raised funds from 102 donors.

Mr. Neff thanked Jenny Larkin for her creation of a GoFundMe page for donations toward staff meals. It has been funding a minimum of 2 weekly lunches, each consisting of 125 individually packaged meals; these will continue through the end of May. Thanks to donations by the Family Council, Friends of Witherell, Joe Kaliko, United Way, Boys and Girls Club. Also, thanks to Mary Tate, Volunteer Coordinator, who’s activities have included coordinating with some family members of long term residents who have wanted to recognize staff on behalf of their loved ones, by arranging either a lunch or dinner to be delivered to the facility.

**Resident Life Committee – presented by Carissa Ronish**

Ms. Ronish reported that a modified version of the Resident Council, including Council president and other key members, has been taking place during this time that residents have been required to stay on their units. They have also done room visits to gather feedback and suggestions from residents.

Ms. Ronish reported that the team has been offering support and engagement of residents, working with Social Services and Nursing, scheduling and providing video calls, Face Timing
and Zooming. Some families have requested standing appointments. This has been extremely important to both the residents and the families.

Ms. Ronish noted that she’s lucky to have 2 musicians on staff who have given us some strolling music. Mr. Mike Rinaldi has also done an outdoor concert from the patio in the courtyard.

Recreation has also been helping out with staff morale through window art. And there was a “drive-by” parade in April, spearheaded by our beauty salon workers and volunteers. Recreation staff created and delivered baskets for Easter and flowers for Mother’s Day to the residents. They have also presented courtyard concerts with some of our musical vendors.

Social Services – presented by Justine Vaccaro

Ms. Vaccaro reported that the scope of what her department does has changed. Initially working remotely, her department was the 'eyes and ears' to the families. Providing weekly phone calls to residents and families and providing families with information regarding their loved ones’ status, both physically and emotionally.

The main focus of the department now that they’ve started to return to their offices is to reconnect with the residents who maybe were unable to talk on the phone, or some of our residents with more advanced dementia.

Ms. Vaccaro gave kudos to all departments for what they have brought to this facility during these very trying times.

Chairman’s Report – presented by Laurence Simon

Mr. Simon reviewed the current financial projections.

Nathaniel Witherell is receiving $600/day from Medicare for COVID positive and recovering COVID patients. We’ve received from Medicare $713K to compensate for the cost of caring for our patients. In addition, the State of Connecticut has provided us with a 15% increase for our Medicaid patients; that is 15% above the $286/day, resulting in $328/day. However, Mr. Simon noted we will still be short by approximately $1M because of the low census. It will help greatly to build the census back up, especially with Medicare.

Mr. Simon reported that currently we’re projecting expenses to be approximately $900K under budget, which includes putting funds aside for the retroactive salary increases. Mr. Simon and Ms. Hurst will review all vendor costs to determine where cost savings can be found. Focus needs to remain on managing our costs, particularly overtime.

Today, census is 133; 1 active COVID; 3-4 tested waiting results; 16 residents that are within the 14 days of being discharged from the COVID unit, and 19 that have gone beyond the 14 days and they are in the recovery category. Thirty-five residents have gone from active to recovering or recovered.
**New Business**

Ms. Puschel requested that Mr. Simon continue sending his updates to the Board. Ms. Hogan asked that the poor WIFI reception issue be revisited.

The meeting was adjourned at 4:50 pm.

Respectfully Submitted,
Linda Marini for Louise Puschel, Board Secretary
May 21, 2020