1. Meeting Materials

Documents:

- OCTOBER 26, 2015 BOARD MEETING MINUTES - APPROVED.PDF
- OCTOBER 26, 2015 BOARD MEETING MINUTES - DRAFT.PDF
- OCTOBER 26, 2015 BOARD MEETING AGENDA.PDF
Board of Directors Meeting Minutes  
October 26, 2015  

Present:  David Ormsby, Chairman; Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary; Lloyd Bankson; Frank Ennis, MD; Steve Soler  

Staff:  Christopher Alexander, Director of Financial Operations; Lynn Bausch, Deputy & Director of Nursing; Allen Brown, Executive Director; Jack Hornak, Facilities Director; Linda Marini, Admin. Asst.; Dina Meles, Rehabilitation Director; Scott Neff, FNW Development Director; Frank Walsh, MD, Medical Director  

Also:  Steve Katz, Commission on Aging; Art Norton, BET; Larry Simon  

Mr. Ormsby opened the meeting at 5:36 PM in the TNW Board Room.  

Mr. Ormsby welcomes new Board member, Dr. Frank Ennis, to his first Board of Directors meeting.  

Medical Director’s Report - presented by Frank Walsh, MD and Lynn Bausch  

Dr. Walsh welcomes Dr. Frank Ennis to the Board, noting that he is also a leading referral source to our short-term rehab unit.  

Flu Vaccine - Dr. Walsh reports that we have begun administering the flu vaccine to residents and staff. We average approximately 52% participation from the staff; we’ve tried many incentive programs to try increasing participation each year. On average, approximately 90% of our residents receive the vaccine each year. The flu vaccine is generally effective for approximately 6-7 months. In the past several years we’ve seen flu strains active in the months of March and April. By administering in mid/late October, it will help provide immunity into the spring.  

Dr. Walsh introduces four new doctors and requests Board approval to add them to Witherell’s medical consulting staff: Joseph Andrews, MD; Anne Hyson, MD; Kelly Powers, DPM; and, Joshan Shajan, MD. Their participation is approved by the Board.
Medical Director’s Report (cont’d)

Pneumonia Vaccine - Dr. Walsh reports that the current CDC recommendation is for a person to receive one pneumonia vaccine after age 65; and at no less than one year later, receive the Prevnar 13, which is the new pneumonia vaccine which covers more organisms.

Ms. Bausch reports that Nathaniel Witherell has just finished our participation in the Cranny Study with Yale University. This program studied the efficacy of giving cranberry to elderly women to prevent urinary tract infections. The program team will return in the spring to present their results/findings of the study.

Ms. Bausch has been researching how we can move forward as a facility with the next step in the implementation of electronic health records, specifically medication administration records and physician orders. However, a wireless issue must first be addressed. TOG IT explains that our service is suboptimal because we currently provide ‘guest service’ with regard to our wireless service. IT will pursue an analysis of the cost of boosting the WiFi in the building; Ms. Bausch will continue to follow-up with IT.

Five Additional Garden Level Rooms

Mr. Brown reviews:

- The 5 rooms in question are those at the north end of the Garden Level Rehab, and are currently not being used. These rooms were originally designed as temporary short-term beds during Project Renew to minimize the downsizing that was required due to bed closures during construction. It was intended that these “swing rooms” would be re-opened; but, Public Health Code requires that a room be within 130 feet of a nurse’s station, and 4 of the 5 rooms are not. We are unable to use these rooms because of the code violation it would represent. Additionally, the rooms were designed for semi-private occupancy (like all other semi-privates in the building), with a half-bath (toilet & sink) – all of our rehab rooms are designed as private rooms with a full bathroom (toilet, sink and shower). There is also a noise issue involved with a mechanical room directly across the hall.

- In order to recommission the rooms, the bathrooms need to be enlarged/reconfigured to include a shower, a satellite nurse’s station must be built within the prescribed distance, and the noise issue needs to be dealt with. We will also need to supplement the staffing. After reviewing plans the State Department of Public Health has authorized us to proceed according to the design. In order to complete the project, we need to finalize the construction drawings and go through the Town’s bid and permitting processes.

- Once the project is complete, our bed count will increase from 41 to 46 short-term rehab beds.

- We had budgeted and received authorization from the BET for $272K, which included relocating the nurse’s station – but because the State approved a satellite station, it is likely that we will spend less.
Five Additional Garden Level Rooms (cont’d)

- Mr. Ormsby states that based on analysis done assuming the completion of these five rooms, we believe it will increase our net income by $336K annually. The BET has found that to be a compelling point and has given us the approval to proceed and appropriated the funds required to so.
  - Mr. Ormsby reiterates that we are licensed for 202 beds and that these 5 additional rooms will bring us to that number.
  - There has been some concern about the possible current overcrowding in the rehab gym. If this truly is an issue, will 5 additional beds exacerbate that problem? Mr. Ormsby believes this is a solvable management issue that Mr. Brown and Ms. Meles, Rehab Director, can resolve.
  - Mr. Bankson says that the committee which was created to do a strategic review of various things at TNW, met several times to discuss the 5 additional room project, and concluded that now is not the appropriate time for this project – it definitely needs to happen, but just not now.
  - Mr. Katz, Commission on Aging, expresses that in his opinion, TNW needs an overall strategic plan for the progression of this facility. With regard to whether or not these 5 rooms get done now, he sees it as a management decision. He believes there will be ROI at their completion; but, the decision of whether or not to move forward should be that of Mr. Brown and his management team.
  - Mr. Soler explains that the committee evaluated several things: how the facility is being used; how many people are using the gym at any given time; is there a crowding issue; what is the best way to utilize the space we have? Can we expand into the greenhouse area? Can we take some of the things in the rehab gym and move them to another location? Can we do the 5 additional rooms, and do it profitably? If we add the 5 rooms, do we have enough capacity to absorb the additional residents into the rehab facility? The committee’s observation was ‘no’. We need a strategic plan for the entire facility. This led the committee to discussion with the consulting workshop at Columbia University, a group of grad students who do strategic plans for healthcare facilities. They are willing to take TNW on as a project next semester, working with our staff and the Board.
  - Ms. Sadik-Khan asks if we weren’t to use the volunteer services of this Columbia group, who else might we hire to do this strategic plan? Mr. Soler responds that such a project may cost approximately $200K and since there are no funds available for such a project, the committee did not pursue that avenue. Prior to Project Renew, Health Dimensions Group, Minneapolis, MN, had done the same at the request of the BET.
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Ms. Sadik-Khan states that the Board should be assured that they’ve looked at all the options and considered everyone’s input; was Mr. Brown’s input included in formulating their conclusions? Mr. Ormsby states that he sees nothing inconsistent with proceeding with the 5 additional rooms, capturing the additional revenues and income that represents; and, at the same time, asking the Columbia group to begin their work with a strategic analysis of where the future of TNW is to take us and how we will adapt.

- Dr. Ennis states that his patients love it here, but he is told that the gym appears crowded at times. He agrees that we may be able to improve scheduling to manage the gym time more efficiently.
- Mr. Brown believes they can effectively address the "perception" of overcrowding. Patients come to the gym in the mornings because that’s when they want to come, and we have accommodated them – the afternoons are much more open, and once we start to schedule more strictly, that overcrowding issue will be resolved, even with the addition of the 5 rooms.
- Ms. Bausch states that she is supportive of the 5 additional rooms for revenue purposes. She believes that the rehab crowding issue is one that can be easily remedied. The location of the rooms is not ideal, and not optimal for clinical staffing, but she will make it work.
- Ms. Puschel poses the question: In the worst case scenario, what if patients absolutely do not want to be placed in any of those 5 rooms – what then? They cannot be used for anything clinical without installing the satellite nurse’s station. Mr. Brown notes that in any such facility as ours, there are always complaints: someone’s room is too far from the center of things, so they feel isolated; someone’s room is too close to the center of things, so it’s too noisy, etc. In the responses we receive to our Short Term Rehab Satisfaction surveys, our residents always stress how wonderful their therapy was – Mr. Brown is confident that we will not lose that by opening 5 more rooms.
- Ms. Meles states that the best reviews are those short-term rehab residents who come back for out-patient therapy. They say that they’ve had a quality stay and would have wanted to stay even longer. Since the committee came to Ms. Meles concerning the overcrowding issue in the summer, there have been many changes to the rehab department: additional equipment has been added; since July there has not been one negative comment on the Satisfaction Surveys about space. Additionally, Select has increased therapy staffing. Ms. Meles says we need to let our residents know immediately upon admission what it is they are entitled to regarding therapy (depending on insurance, medicare, etc.), so that they understand what their experience will be like.
- Mr. Simon states that Mr. Brown and management have assured us that the supposed overcrowding issue in the Rehab gym will be corrected, and that the additional patient load created by those beds will be managed. He believes with the construction of the additional 5 rooms we would at least be running at a more constant occupancy of 41-42 beds, and will also eliminate our fear of overflow, and meet a higher demand.
Five Additional Garden Level Rooms (cont’d)

- Ms. Puschel asks Dr. Ennis if the trend is for people to go home after hip/knee replacement surgeries. Dr. Ennis agrees that the push is to send people home; but, because of the population that we deal with here, he believes the short term rehab business is sure to continue. His group tries to impress upon their patients to secure reservations here following their surgery, yet not all do and occasionally they need to go elsewhere.

A motion is made by Mr. Ormsby to proceed with the work necessary to create the 5 additional short-term rehab rooms on the Garden Level. Ms. Sadik-Khan seconds the motion, and it is unanimously approved by the Board.

A motion is made by Ms. Sadik-Khan to engage the Consulting Workshop of the Columbia University Mailman School of Public Health, to analyze existing operations, and advise us on a strategic plan for the TNW facility as a whole. The motion is seconded by Ms. Puschel, and unanimously approved by the Board.

Review/Approval of Minutes of September 28, 2015

After review by the Board, and one modification, a motion to approve the minutes of September 28, 2015 was made, seconded, and the minutes, with said modification, were adopted unanimously by the Board.

Chairman’s Report – presented by David Ormsby

A motion is made by Mr. Ormsby to appoint Ms. Karen Sadik-Khan as Board Vice Chairman and Ms. Louise Puschel as Board Secretary. Mr. Soler seconds the motion and it is approved unanimously by the Board.

Executive Director’s Report – presented by Allen Brown

Operating Plan – a draft of this year’s Operating Plan was attached to the Executive Director’s written report for the Board’s review. It is due to the Town Administrator’s office by 11/6/15. Mr. Brown requests that if Board members have any modifications to the plan, please forward to him by 10/30.

Website redesign - final presentations will be made by Sundberg Associates, Americaneagle.com and MRW Connected on October 29th at 10 am, 11:30 am, and on October 30th at 10 am. The selection committee consists of Mr. Brown, Ms. Sadik-Khan, Mr. Neff and Mr. James Latham, TOG Purchasing Manager. Board members are welcome to attend any one or all of the one hour presentations.
Executive Director’s Report – (cont’d)

Gift Shop – Because the Durable Medical Equipment (DME) suppliers will no longer provide Witherell with a pre-purchase supply of DME items, and because they will no longer provide home delivery of these items to discharged patients, we’ve started to carry walkers and canes in our gift shop in addition to hip kits (convenience items to assist in activities that otherwise require hip mobility) and reachers.

Volunteer Culinary/Wellness Garden – two volunteers have proposed to develop a wellness garden using a small portion of TNW’s property north of the employee lot to grow herbs, vegetables and fruits for use in Witherell’s kitchen. Along with other volunteers, they would do all of the work necessary to support the garden’s development and care. Mr. Brown sees it as a great idea, but its implementation would be difficult. Ms. Sadik-Khan suggests they speak with the people involved in the Community Gardens projects in Town.

The Closing of Stamford’s Smith House – the City of Stamford has submitted its letter of intent to close the Smith House, a city operated Skilled Nursing Facility with 128 beds, 68 of which are private rooms. They are the only other municipally-owned facility in the state besides the Witherell.

Mr. Brown does not believe its closing is necessarily a “done deal”, as there are many considerations. In comparing Stamford and Greenwich:
  o Stamford has a population of approximately 130K, with 588 SNF beds (Smith House 128; Edge Hill 60; Long Ridge 120; St. Camillus 124; and Regency Heights 156). If Smith House closes, there will only be 460 beds.
  o Greenwich has a population of approximately 65K, with 494 SNF beds (Witherell 202; Greenwich Woods 217; and Fairview 75).
  o If Smith House closes, Stamford will have 34 less beds than Greenwich for almost twice the population.
  o DPH measures need in beds per thousand of elderly population, not general population.

We have been receiving about 6-7 calls a day inquiring about placing someone here from Smith House. Mr. Brown indicates that, to the extent that they are acceptable patients, we will accept them for admission.

Mr. Simon asks if DSS determines that they are unable to close, can Smith House refuse to accept new patients? Yes, they can refuse to take new patients.

It’s noted that Edgehill will be expanding by increasing its Assisted Living and Independent Living units.
Building Committee – presented by Steve Soler

The committee is working on finalizing the last piece of the reimbursement from Eversource. Mr. Hornak will get the Purchase Order to them – it is an $8,500 cost that the Town Building Committee will pay for from their budget. Once submitted and the metrics are run on it, Eversource should be writing a check to us between $100K and $200K, dependent on energy efficiency levels.

They have been working on an Architectural RFP with Jim Latham, TOG Purchasing Manager, for the greenhouse and the Tower public space renovations. Hopefully, the RFP will be complete within the next couple of weeks. This firm/individual would come in and work with TNW staff to determine what needs to get done. Realistically, Mr. Soler sees a selection of an architect by the December holiday, with a timeline of getting the work out to bid around February/March.

Ms. Bausch and Mr. Brown state that furniture for the dining rooms, day rooms and some of the lounge areas should be included, but per Mr. Alexander was not factored in as part of the budgeted amount. Ms. Bausch reiterates that this must be included in the proposals. Mr. Brown says it will be necessary to balance the proposals between the furniture expense and the expense of the other work (ie paint, carpet, ceiling, etc.).

Finance Committee Report - presented by Lloyd Bankson/Chris Alexander

Mr. Bankson reports that we should come in approximately $1M better than last year at years end.

Mr. Alexander reports that with only one quarter of actual results thus far, he was asked to compile projections for the remainder of the year, including those changes that we can project (ie. the Private Pay rate increase). Although many things could change from 1st quarter, we hope to continue the Private Pay trend (which was up in September) and hope that Medicare revenues increase from where they were in the first quarter.

On the expense side, it’s challenging to project the future, especially concerning the Maintenance budget. There is already a list of facility items that Mr. Alexander and Mr. Hornak are working on that were not budgeted for.

TNW’s new Medicaid per diem rate, retro-effective to 7/1/15 is $266.34, a $13.11 increase over last year’s rate of $253.23. This has been figured into the financial reports as a Revenue item but has not been received yet. These funds can take some time to filter in from the state. It comes to us as they review each Medicaid resident, and the reimbursement comes per resident.

The Wage Enhancement wage adjustment enacted by the Legislature for the state’s fiscal 15/16 budget is also still anticipated – but we’ve not been notified of that amount. This also is meant to be retro-effective to 7/1/15, but can be as late as spring 2016 before we know anything further.
Finance Committee Report - (cont’d)

Con­cern­ing Mr. Alex­an­der’s meet­ings with depart­ment heads to at­tempt to con­trol ex­pen­sures, he has just sent out the most re­cent state­ment of bud­gets with their actual spend­ing. De­part­ment heads have been very re­cep­tive to all dis­cus­sion.

Friends of Nathaniel Witherell - presented by Karen Sadik-Khan

Ms. Sadik-Khan re­ports that the Octo­ber 15th luncheon, with guest speaker Jane Brody, Per­sonal Health col­umnist for the New York Times, was a huge suc­cess. Thank you to Betteridge Jew­elers, Steven Fox Jew­elry and Val­bella Restau­rant for their dona­tions of raffle prizes, and to Rudy’s for Ms. Brody’s trans­por­ta­tion. Also, a spe­cial thank you to Ms. Laura Cun­ning­ham for cre­ating and donat­ing all of the table cen­ters. Thank you to the Events Task­force, Lindsay Orms­by, Laura Cun­ning­ham, Deb­by Lash, Dar­by Cart­un, Robert Mac­Don­ald, Bea Crum­bine, Sabrina Ra­quet, Lou­ise Pus­chel, and Karen Sadik-Khan.

The Friendship Gar­den – Per Mr. Hornak, we are wait­ing for the con­trac­tor to re­ceive his in­sur­ance in­dem­ni­fi­ca­tion from the Town be­fore we can begin con­struc­tion. We should be able to begin with­in the next month.

The Friends is cur­rently work­ing on this years’ Com­mu­nity Ap­peal to be mailed to all Greenwich house­holds.

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch re­ports that the Resident Coun­cil min­utes for the last sev­eral months have not noted any crit­i­cally im­por­tant is­sues, which is a good sign that our res­i­dents are gen­er­ally happy.

A new event to the Wither­ell, one of our own res­i­dents held an art show of his or­i­ginal work on the 2nd floor nurs­ing unit.

Ms. Lynn Mas­son, TRD, along with Mr. Jeff Gal­la­gher, TNW’s driver, took a group of res­i­dent’s on a “leaf peep­ing” tour around Green­wich to see all the bea­utiful fall foli­age.

Our Clinic Nurse, Rose Forest, along with a CNA, do about 5-6 ap­point­ments a day (with our driver as well).

Select Rehab, Mor­ris­on Senior Liv­ing, Omnicare Phar­ma­cy, and our APRNs, are all con­trac­ted busi­nesses that truly enjoy and appreciate be­ing in, and part, of our facil­ity.

New Business - No new business.

The meet­ing was ad­journed at 7:32 PM.

The min­utes, with two (2) mod­i­fi­ca­tions, were ap­proved at the No­vem­ber 23, 2015 meet­ing of The Nathaniel Wither­ell Board of Di­rec­tors.
Present:  David Ormsby, Chairman; Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary; Lloyd Bankson; Frank Ennis, MD; Steve Soler

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Gift Shop – Because the Durable Medical Equipment (DME) suppliers will no longer provide Witherell with a pre-purchase supply of DME items, and because they will no longer provide home delivery of these items to discharged patients, we’ve started to carry walkers and canes in our gift shop in addition to hip kits (convenience items to assist in activities that otherwise require hip mobility) and reachers.

Volunteer Culinary/Wellness Garden – two volunteers have proposed to develop a wellness garden using a small portion of TNW’s property north of the employee lot to grow herbs, vegetables and fruits for use in Witherell’s kitchen. Along with other volunteers, they would do all of the work necessary to support the garden’s development and care. Mr. Brown sees it as a great idea, but its implementation would be difficult. Ms. Sadik-Khan suggests they speak with the people involved in the Community Gardens projects in Town.

The Closing of Stamford’s Smith House – the City of Stamford has submitted its letter of intent to close the Smith House, a city operated Skilled Nursing Facility with 128 beds, 68 of which are private rooms. They are the only other municipally-owned facility in the state besides the Witherell.

Mr. Brown does not believe its closing is necessarily a "done deal", as there are many considerations. In comparing Stamford and Greenwich:

- Stamford has a population of approximately 130K, with 588 SNF beds (Smith House 128; Edge Hill 60; Long Ridge 120; St. Camillus 124; and Regency Heights 156). If Smith House closes, there will only be 460 beds.
- Greenwich has a population of approximately 65K, with 494 SNF beds (Witherell 202; Greenwich Woods 217; and Fairview 75).
- If Smith House closes, Stamford will have 34 less beds than Greenwich for almost twice the population.
- DPH measures need in beds per thousand of elderly population, not general population.

If Smith House does close, the SNFs have an obligation, a legal requirement, that if we have a wait list we need to choose a patient from Smith House first. We have been receiving about 6-7 calls a day inquiring about placing someone here from Smith House. Mr. Brown indicates that, to the extent that they are acceptable patients, we will accept them for admission.

Mr. Simon asks if DSS determines that they are unable to close, can Smith House refuse to accept new patients? Yes, they can refuse to take new patients.

It’s noted that Edgewall will be expanding by increasing its Assisted Living and Independent Living units.
**Building Committee – presented by Steve Soler**

The committee is working on finalizing the last piece of the reimbursement from Eversource. Mr. Hornak will get the Purchase Order to them – it is an $8,500 cost that the Town Building Committee will pay for from their budget. Once submitted and the metrics are run on it, Eversource should be writing a check to us between $100K and $200K, dependent on energy efficiency levels.

They have been working on an Architectural RFP with Jim Latham, TOG Purchasing Manager, for the greenhouse and the Tower public space renovations. Hopefully, the RFP will be complete within the next couple of weeks. This firm/individual would come in and work with TNW staff to determine what needs to get done. Realistically, Mr. Soler sees a selection of an architect by the December holiday, with a timeline of getting the work out to bid around February/March.

Ms. Bausch and Mr. Brown state that furniture for the dining rooms, day rooms and some of the lounge areas should be included, but per Mr. Alexander was not factored in as part of the budgeted amount. Ms. Bausch reiterates that this must be included in the proposals. Mr. Brown says it will be necessary to balance the proposals between the furniture expense and the expense of the other work (ie paint, carpet, ceiling, etc.).

**Finance Committee Report - presented by Lloyd Bankson/Chris Alexander**

Mr. Bankson reports that we should come in approximately $1M better than last year at years end.

Mr. Alexander reports that with only one quarter of actual results thus far, he was asked to compile projections for the remainder of the year, including those changes that we can project (ie. the Private Pay rate increase). Although many things could change from 1st quarter, we hope to continue the Private Pay trend (which was up in September) and hope that Medicare revenues increase from where they were in the first quarter.

On the expense side, it’s challenging to project the future, especially concerning the Maintenance budget. There is already a list of facility items that Mr. Alexander and Mr. Hornak are working on that were not budgeted for.

TNW’s new per diem rate, retro-effective to 7/1/15 is $266.34, a $13.11 increase over last year’s rate of $253.23. This has been figured into the financial reports as a Revenue item but has not been received yet. These funds can take some time to filter in from the state. It comes to us as they review each Medicaid resident, and the reimbursement comes per resident.

The Wage Enhancement wage adjustment enacted by the Legislature for the state’s fiscal 15/16 budget is also still anticipated – but we’ve not been notified of that amount. This also is meant to be retro-effective to 7/1/15, but can be as late as spring 2016 before we know anything further.
Finance Committee Report - (cont’d)

Concerning Mr. Alexander’s meetings with department heads to attempt to control expenses, he has just sent out the most recent statement of budgets with their actual spending. Department heads have been very receptive to all discussion.

Friends of Nathaniel Witherell - presented by Karen Sadik-Khan

Ms. Sadik-Khan reports that the October 15th luncheon, with guest speaker Jane Brody, Personal Health columnist for the New York Times, was a huge success. Thank you to Betteridge Jewelers, Steven Fox Jewelry and Valbella Restaurant for their donations of raffle prizes, and to Rudy’s for Ms. Brody’s transportation. Also, a special thank you to Ms. Laura Cunningham for creating and donating all of the table centerpieces. Thank you to the Events Taskforce, Lindsay Ormsby, Laura Cunningham, Debby Lash, Darby Cartun, Robert MacDonald, Bea Crumbine, Sabrina Raquet, Louise Puschel, and Karen Sadik-Khan.

The Friendship Garden – Per Mr. Hornak, we are waiting for the contractor to receive his insurance indemnification from the Town before we can begin construction. We should be able to begin within the next month.

The Friends is currently working on this years’ Community Appeal to be mailed to all Greenwich households.

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch reports that the Resident Council minutes for the last several months have not noted any critically important issues, which is a good sign that our residents are generally happy.

A new event to the Witherell, one of our own residents held an art show of his original work on the 2nd floor nursing unit.

Ms. Lynn Mason, TRD, along with Mr. Jeff Gallagher, TNW’s driver, took a group of resident’s on a “leaf peeping” tour around Greenwich to see all the beautiful fall foliage.

Our Clinic Nurse, Rose Forest, along with a CNA, do about 5-6 appointments a day (with our driver as well).

Select Rehab, Morrison Senior Living, Omnicare Pharmacy, and our APRNs, are all contracted businesses that truly enjoy and appreciate being in, and part, of our facility.

New Business - No new business.

The meeting was adjourned at 7:32 PM.
Board Meeting
Monday, October 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 and Lynn Bausch, DON
2. Review/Approval - Minutes – September 28, 2015 – Chairman
3. Chairman’s Report – David Ormsby
4. Executive Director’s Report – Allen Brown
   a. Smith House – Announced Intent to Close
5. Decision on Five Additional Garden Level Rooms - Chairman
6. Committee Reports:
   a. Building Committee – Steve Soler
   b. Finance Committee – Lloyd Bankson
7. Friends of Nathaniel Witherell – Karen Sadik-Khan
8. Resident Life Committee – Lynn Bausch
9. New Business
10. Adjournment

Beverages and light refreshments will be served

The next Board Meeting is scheduled for Monday, November 23, 2015

cc: Town Clerk