1. Minutes Of Nov. 18, 2019 Approved
   Approved minutes of the Nathaniel Witherell Board Meeting, November 18, 2019

   Documents:

   TNW BOARD MINUTES 2019_11_18 VERSION 3 APPROVED.PDF
Board of Directors Meeting Minutes  
November 18, 2019

Present: Laurence B. Simon, Chairman; Louise Puschel, Secretary; Suzanne Brown; Christopher Carter; Suzanne Hogan; Nisha Hurst; Richard Kaplan; Joan Merrill; Nirmal Patel, MD MPH

Absent: none

Staff: Allen Brown, Executive Director; Michel Baptiste, Housekeeping/Laundry Supervisor; Evette Bremmer CNA; George Cossifos, Director of Admissions; Rose Forest, Clinic Nurse; Gloria Gonzales, Assistant Director of Nursing; John Liongson, Medical Data Analyst; Slava Manevich, PCC; Linda Marini, Assistant to Executive Director; Elizabeth Mungai, Director of Utilization, Clinical Outcomes & Rehab Services; Scott Neff, FNW Executive Director; Carissa Ronish, Therapeutic Recreation Administrator; Nicole Roselle-Smith, Admission Representative; Justine Vaccaro, Director of Social Work; Larry Vanterpool, Facilities Director; Margaret Wayne, Associate Director of Nursing; Dr. Frank Walsh, Medical Director; Glenn Williams, Director of Financial Operations

Guests: Sharon Shisler, RTM Appointments Committee; Paul Scholtes, Family Council; Ellen Wolfson, Commission on Aging

Mr. Simon opened the meeting at 5:30 PM in the TNW Board Room. He asked each Board member to introduce themselves, including the two newly appointed members, Ms. Suzanne Brown and Mr. Christopher Carter. Mr. Simon also asked the NW staff members in the audience to introduce themselves as well.

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

Dr. Walsh reported that NW administered the flu vaccine to patients and staff this month. There were only a few declinations by residents, and approximately 50% of the staff received the vaccine.
Dr. Walsh reported that we have a very well qualified candidate for APRN. She has been given temporary privileges until her credentials are approved at the next Medical Staff meeting, and subsequently presented to the Board of Directors for their approval.

There has been a new system put in place regarding admission notes. Mr. Liongson created a document with each admission note and the associated person responsible. The responsible individual will be notified of notes not completed. Dr. Rana, who admits a large number of patients to NW, has temporarily given his admission note responsibility to Dr. Walsh. Dr. Walsh has notified the entire Medical Staff to offer his assistance if needed. Notes have to be completed within 48 hours of admission.

Mr. Brown noted that following discussion with the Town last week, it was verified that the APRN contract did not have to go out to bid. Consequently, Stella Medical Care, the APRN’s employer, has provided us with a contract. Once discussions between TOG legal and the company’s attorneys are complete, a contract will be executed and the APRN can begin providing services.

Review/Approval of Minutes of October 21, 2019

A motion to approve the minutes of October 21, 2019 was made by Ms. Hurst, seconded by Ms. Puschel, and the minutes were approved by a vote of 7-0-2. Ms. Brown and Mr. Carter were appointed to the Board after the October 21, 2019 meeting.

Executive Director’s Report – presented by Allen Brown

US News and World Report - The 2019/20 US News and World Report plaque has been hung in the family room alcove (adjacent to the lobby). Both this year’s and last year’s plaques identify Nathaniel Witherell as “one of the best nursing homes”. The US News insignia is also posted on the home page of Witherell’s web site. This distinction is based on the designation of Witherell’s rehab services as “high performing”, the best rating given by US News. It is a distinction equivalent to CMS’s 5 star rating.

Rate Increases – At last month’s Board meeting, information regarding private room rates was distributed for the board’s review in consideration of 2020 rate increases. Discussion took place during the Chairman’s Discussion.

Mobile Xray Services – Two bids came in in response to an RFP: Patient Care Associates and Mobilex. Patient Care Associates won the bid, and the contract has been executed. Mr. Liongson is working with the company and Matrix Care to assure their systems are in sync. As soon as that step is completed, training can begin.

Retirement – Mr. Brown expressed that it has been his absolute privilege to work with the Board and everyone at Nathaniel Witherell. His retirement is effective at the end December 2019. On behalf of the Board of Directors, Mr. Simon stated that it has been a privilege to
have Mr. Brown here for over 10 year, and he expressed his gratitude to Mr. Brown for all his efforts. On behalf of the Board, Mr. Kaplan made a motion to thank Mr. Brown for his 10 years of great service to the Town and especially to Nathaniel Witherell and its’ residents. Mr. Simon seconded the motion. The motion was approved unanimously by the Board, 9-0-0.

**Building Committee Report - presented by Louise Puschel**

Ms. Puschel reported that the TNW Building Committee met at 4:30 today, and discussion included the following:

- The Rehab expansion project is underway and has an estimated completion date of January 31, 2020.
- Ms. Puschel and Mr. Vanterpool met with Tyler Fairburn to discuss the possibility of applying for a Community Development Block Grant for much needed projects in the Pavilion building. It was determined that the grants do not have to be limited to the Pavilion. In the future the committee may identify projects that directly impact our NW residents and we could apply for a grant for those as well. Application filing should be done in February 2020 and the results of those applications should be known in June 2020.
- As explained at the last Board meeting, because of ground water intrusion in the dietary (kitchen) elevator pit, a sump pump was going to be installed (with an oil/hydraulic fluid detector). This job has been determined to be more involved and the cost of this installation has increased from $18K to approximately $26K.
- As a result of the State Survey, and modifications to the fire code, all fire doors are going to be replaced at a cost of $19K. Proposals have been signed and the work will be scheduled.
- The pressure reducer valve, tied into the main water line, is leaking, and needs to be replaced. A first attempt was made last Wednesday, 11/13/19, but needed to stop because 2 additional valves will need to be replaced. The water shut off will take longer than expected and the project cost will increase by approximately $10K.
- An electrical engineer has confirmed the need to replace the main electrical panel in the Tower; we’ll have a second engineer also evaluate the situation.
- New windows and a new boiler have been installed in the Pavilion building. The issue of increasing the apartment rental amounts was put on the table for discussion.

Mr. Simon proposed an increase of 2% to the current Pavilion apartment rental amounts, effective February 1, 2020, as follows:

<table>
<thead>
<tr>
<th>Unit #</th>
<th>Monthly Rent Effective 2/1/19</th>
<th>Monthly Rent Effective 2/1/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$808.57</td>
<td>$824.74</td>
</tr>
<tr>
<td>B</td>
<td>$966.55</td>
<td>$985.88</td>
</tr>
<tr>
<td>C</td>
<td>$808.89</td>
<td>$825.07</td>
</tr>
<tr>
<td>D</td>
<td>$840.00</td>
<td>$856.80</td>
</tr>
<tr>
<td>E</td>
<td>$995.55</td>
<td>$1,015.46</td>
</tr>
</tbody>
</table>
The proposal was approved by the Board by a vote of 9-0-0.

Mr. Brown will send a letter during the first week of December notifying the five residents of the increase.

**Marketing – Presented by Suzanne Hogan**

Most of the advertising and activities that took place this past month had to do with the November 7, 2019 luncheon event sponsored by FNW; i.e. the brochure, event program, and display boards. Some additional publicity took place in terms of press releases on our US News and World Report results. New ads have been created that will be in Greenwich Magazine, Stamford Magazine, and My Senior Center. We are also advertising in the Greenwich Hospital event program.

The October 2019 Harrison Edwards marketing reports were distributed with the Board materials.

The Harrison Edwards Google Analytics presentation will take place during the FNW January 22, 2020 Board Meeting at 9:00 AM.

Daniel Care, the company NW partnered with to establish Witherell at Home, has been acquired by Care Finders. Daniel Care has not notified Nathaniel Witherell of this sale. Mr. Simon requested that Messrs. Brown and Williams review our contract with Daniel Care.

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

The fall luncheon event held on Thursday, November 7, 2019 at the Greenwich Country Club was a success. It featured New York Times Personal Health columnist, Jane Brody, who spoke on the topic of ‘Brain Health & Cultivating a Young Brain’.

The Community Appeal was mailed on November 6, 2019.

**Resident Life – Mr. Omondi absent**

Ms. Ronish announced that the Annual Long-Term Resident and Family Holiday Party will be held on Saturday, December 14th, 2 pm – 4 pm, and includes live music. We do ask for donations from our families to help cover the cost of food and entertainment. Mr. Simon encouraged all Board members to attend.

The NW Volunteer Luncheon will be held on Tuesday, December 10th at 12 noon.
Chairman’s Discussion – presented by Laurence Simon

The Board discussed increasing Private Pay room rates, effective January 1, 2019.

After discussion, Mr. Simon proposed the following Private Pay room rate changes:
Private, Regular - $585, effective January 1, 2020
Private, Dementia - $600, effective January 1, 2020
Semi-Private, Regular - $545, effective January 1, 2020
Semi-Private, Dementia - $565, effective January 1, 2020
The proposal was approved by the Board by a vote of 9-0-0.

Mr. Brown will mail the notification to the Private Pay residents (responsible parties) 30 days prior to January 1, 2020 (before Thanksgiving).

Dr. Patel requested an update on PDPM at the next Board Meeting (January 27, 2020).

Mr. Simon commented that short-term census declined in late October and early November; long-term was 154 out of 156. Our goal continues to increase census on the short-term rehab unit.

A motion to enter Executive Session to discuss personnel matters was made by Mr. Kaplan, and seconded by Ms. Puschel at 6:30 PM.

Mr. Simon thanked everyone for attending and wished everyone a good holiday.

The Executive Session ended at 7:07 PM; the meeting was adjourned at 7:08 PM.

Respectfully Submitted,
Linda Marini for Louise Puschel, Board Secretary
November 22, 2019