1. Meeting Materials

Documents:

NOVEMBER 20, 2017 BOARD MEETING AGENDA.PDF
NOVEMBER 20, 2017 BOARD MEETING MINUTES - APPROVED.PDF
NOVEMBER 20, 2017 BOARD MEETING MINUTES - DRAFT.PDF
Board Meeting
Monday, November 20, 2017

Time:  5:30 PM
Place:  The Nathaniel Witherell Board Room

AGENDA

1. Medical Director’s Report – Frank Walsh, MD
2. Review/Approval - Minutes – October 23, 2017 – Chairman
3. Executive Director’s Report – Allen Brown
4. Committee Reports:
   a. Building Committee – Louise Puschel
   b. Finance Committee – Lloyd Bankson
   c. Marketing and Web Site Development – Suzanne Hogan
5. Friends of Nathaniel Witherell – Karen Sadik-Khan
6. Resident Life Committee – Lynn Bausch
7. Chairman’s Report – Laurence Simon
8. New Business
   a. Approval of FY19 Capital Budget
   b. Approval of FY19 Operating Budget
   c. Approval of Private Pay Rates for CY 2018
   d. Approval of Pavilion Rents Effective February 1, 2018
   e. Approval of Annual Operating Report for FY16-17.
9. Adjournment

The Building Committee will meet at 3:30 pm and the Finance Committee will meet at 4:30 pm in the Board Room.

Next Board Meetings:
Monday December 10, 2017
Monday January 22, 2018

cc: Town Clerk
Board of Directors Meeting Minutes  
November 20, 2017

Present: Laurence B. Simon, Chairman; Louise Puschel, Secretary; Nisha Hurst; Richard W. Kaplan; Elizabeth Siderides, MD

Absent: Karen Sadik-Khan, Vice Chairman; Lloyd Bankson; Frank Ennis, MD; Suzanne Hogan

Staff: Lynn Bausch, Deputy Director & Director of Nursing; Allen Brown, Executive Director; Linda Marini, Assistant to the Director; Scott Neff, Executive Director FNW; Justine Vaccaro, Director of Social Work

Guests: Patricia Burns, Commission on Aging; David Ormsby, President, FNW; Paul Scholtes, Family Council

Mr. Simon noted a quorum was present and opened the meeting at 5:33 PM in the TNW Board Room.

Medical Director’s Report – Dr. Walsh absent

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A motion to approve the minutes of October 23, 2017 was made by Mrs. Hurst, seconded by Mrs. Puschel, and the minutes were approved by a vote of 5-0-0.

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Mr. Brown reported that Christopher Alexander has resigned his position of TNW Director of Financial Operations effective Wednesday, December 20, 2017. The position will be advertised in newspapers and other locations and publications in which the town posts vacant positions. At this time, there are no plans to use a recruiter.

Witherell at Home - Only Daniel Care submitted a proposal in response to the revised RFP. The other three agencies that previously submitted proposals chose not to submit a proposal. The evaluation committee will evaluate the bid on Monday, 11/27/17.

US News and World Report - The magazine released its Nursing Home ratings and Nathaniel Witherell was once again rated a “top performer” for 2017/2018. We have received licensing approval from US News that permits us to use their Best Nursing Homes logo in our promotional literature and it is already being displayed on the home page of NathanielWitherell.org.

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WeCare Connect – The discharge follow-up survey information for October 2017 was also attached to the Executive Director’s written report for the Board’s review. Mr. Brown noted that the responses were generally not as positive as those received from our in-house survey. The WeCare Connect summary reported 85% of responses in the Very Good/Good categories and 15% in the Fair/Poor/Very Poor categories. Ms. Bausch stated that the questions asked are highly scripted which can lead to erroneous responses and, subsequently, flawed statistics. Upon further review, the management team may choose to re-script questions to achieve more accurate results. Mr. Simon noted that the purpose of this survey should be to lead to attainable internal improvements.

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- Pavilion – a rent increase of 3% is being proposed, effective Feb. 1, 2018. A Board vote for approval is required at tonight’s meeting.

Finance Committee Report - presented by Christopher Alexander

Mr. Alexander reported the following:

October 2017 Total Occupancy was 5,765 days (92.1%), compared to a Budget of 5,771 days (92.2%) resulting in a negative variance of 6 days.

- October 2017 Private Pay Occupancy was 1,605 days (27.8%), compared to a Budget of 1,321 days (22.9%) resulting in a positive variance of 284 days.
- October 2017 Medicaid Occupancy was 3,022 days (52.4%), compared to a Budget of 3,277 days (56.8%) resulting in a negative variance of 255 days.
October 2017 TNW Net Revenue was $2,279,664, compared to a Budget of $2,282,489 resulting in a negative variance of $2,825.

October 2017 Total TNW Facility Expense was $1,795,763, compared to a Budget of $1,846,342 resulting in a positive variance of $50,579. All lines items in that category were positive to Budget.

October 2017 Total Town Allocations & Debt was $508,703, compared to a Budget of $538,387 resulting in a positive variance of $29,684.

October 2017 TNW Revenue minus October 2017 Total TNW Facility Expense and Total Town Allocations and Debt resulted in a positive variance to Budget of $77,438, although a negative Operating Result of $24,802.

YTD October 2017 Total Occupancy was 23,053 days (92.8%), compared to a Budget of 23,152 days (93.2%) resulting in a negative variance of 99 days.
- YTD October 2017 Private Pay Occupancy was 6,228 days (27.0%), compared to a Budget of 5,257 days (22.7%) resulting in a positive variance of 971 days.

YTD October 2017 TNW Net Revenue was $9,191,262, compared to a Budget of $9,193,297 resulting in a negative variance of $2,034.

YTD October 2017 Total TNW Facility Expense was $7,269,511, compared to a Budget of $7,666,643 resulting in a positive variance of $397,132.

YTD October 2017 Total Town Allocations & Debt was $1,907,271, compared to a Budget of $1,940,711 resulting in a positive variance of $33,440.

YTD October 2017 TNW Revenue minus YTD October 2017 Total TNW Facility Expense and Total Town Allocations and Debt resulted in a positive variance to Budget of $428,537, and a positive Operating Result of $14,480.

A Board vote for approval of the FY19 Operating Budget is required at tonight’s meeting. Mr. Alexander noted that from the 2018 Budget to the 2019 Budget, minus Capital Expenditures, we have a 1.5% expense Budget increase, which is below the 2.5% Personal Services increase maximum the Town has instructed in their guidelines, and also below the 2% maximum increase allowable in all other categories.

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

The Community Appeal was mailed out on October 16th, two weeks ahead of last years’ appeal. To date there have been 195 donations compared to 142 at this time last year. Mr. Neff thanked everyone who has made a gift thus far and encourages additional participation.

Mr. Neff thanked Ms. Laura Cunningham for the design and decoration of a Christmas tree that was donated to the Junior League Enchanted Forest annual fundraising event for their community partnerships. TNW receives Junior League support for our annual Casino Day.
each spring for our residents. The tree was on display here in our Family Room for several
days until it was transported to the Enchanted Forest event.

**Resident Life Committee – presented by Lynn Bausch**

Ms. Bausch reported that about 20 employees and their family members joined Team
Nathaniel Witherell and participated in the Alzheimer Association Walk to End Alzheimer’s on
October 8th at Calf Pasture Beach in Norwalk. Overall, nearly 1,400 people participated in the
walk and raised over $350,000. Team Nathaniel Witherell has raised $1,100 thus far and
donations will continue to be accepted until December 19th.

The Nathaniel Witherell Resident Holiday Party will be held on Saturday, Dec. 16th, 2pm-4pm.
Board members are encouraged to attend.

Luci Nevin, a long-time family member and volunteer, has generously donated a baby grand
piano to Witherell. It has been put on the 1st floor nursing unit for resident enjoyment.

Masonicare and Witherell co-sponsored a ceremony and luncheon honoring our Veterans on
November 10th. Both residents and other community members participated.

A new record for the Witherell – 68.6% of TNW employees have received their flu shot this
year, compared to only 50-55% over the past several years.

Ms. Bausch reported that there are many new federal regulations going into effect on
November 28th, referred to as Phase 2 of the Mega Rule, including facility assessment, care
planning, antibiotic stewardship, quality improvement, cultural awareness, emergency
preparedness, and more. A new state survey is also being implemented for the first time
since 2005.

**Chairman’s Report – presented by Laurence Simon**

Mr. Simon invites everyone to attend the holiday singing performance by the Glenville School
5th Grade Class, on December 21st at 10:15 AM in the TNW Auditorium.

Mr. Simon will contact a consultant recommended by Mr. Kaplan to assist the Board with their
development of strategy and the business plan. More will be discussed at the December
Board meeting.

**New Business**

A motion to approve the FY19 Capital Budget as presented, in the amount of $654,300, was
made by Mrs. Hurst, seconded by Mr. Kaplan, and approved by a vote of 5-0-0.
A motion to approve the submission of the FY19 Operating Budget as presented, in the amount of $29,838,322, was made by Mr. Simon, seconded by Mr. Kaplan and approved by a vote of 5-0-0.

A motion to approve the Private Pay Rate increase effective 1/1/18, as amended, was made by Mr. Simon, seconded by Mrs. Puschel, and approved by a vote of 4-1-0. The motion passed with Mr. Simon, Ms. Hurst, Mr. Kaplan and Dr. Siderides voting in favor, and Ms. Puschel voting against.

Rates effective 1/1/18:

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<table>
<thead>
<tr>
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<td>Single</td>
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A vote to approve the Annual Operating Report FY16-17 as written, was taken and passed by a vote of 5-0-0.

A motion to adjourn the meeting was made by Mr. Kaplan and seconded by Mrs. Hurst. The meeting was adjourned at 6:50 pm.

Respectfully Submitted,
Linda Marini for Louise Puschel, Board Secretary
Nov. 28, 2017
Board of Directors Meeting Minutes
November 20, 2017

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