1. Meeting Materials

Documents:

NOVEMBER 23, 2015 BOARD MEETING AGENDA.PDF
NOVEMBER 23, 2015 BOARD MEETING MINUTES - APPROVED.PDF
NOVEMBER 23, 2015 BOARD MINUTES - DRAFT.PDF
Board Meeting  
**Monday, November 23, 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 – October 26, 2015 – Chairman  
3. Chairman’s Report – David Ormsby  
4. Executive Director’s Report – Allen Brown  
5. Committee Reports:  
   a. Building Committee – Steve Soler  
   b. Finance Committee – Christopher Alexander  
      i. Current Operations  
         a) 2017 Budget  
      ii. Vote on Private Pay Rate Increase  
6. Friends of Nathaniel Witherell – Karen Sadik-Khan  
7. Resident Life Committee – Lynn Bausch  
8. New Business  
9. Adjournment  

*Beverages and light refreshments will be served*  

*The next Board Meeting is scheduled for Monday, December 14, 2015*  

cc: Town Clerk
Board of Directors Meeting Minutes
November 23, 2015

Present: David Ormsby, Chairman; Karen Sadik-Khan, Vice Chairman; Frank Ennis, MD; Steve Soler

Staff: Christopher Alexander (phone), Director of Financial Operations; Lynn Bausch, Deputy & Director of Nursing; Allen Brown, Executive Director; Linda Marini, Admin. Asst.; Scott Neff, FNW Development Director; Frank Walsh, MD, Medical Director

Also: Mary Anne Chiappetta, Family Council; Art Norton, BET; Harry Shea (phone); Larry Simon; Bob Willis

Mr. Ormsby opened the meeting at 5:33 PM in the TNW Board Room.

Mr. Brown introduced Mr. Robert (Bob) Willis and Mr. Harry Shea. These two volunteers, both with backgrounds in restaurant management, have proposed to develop a “Wellness/Culinary Garden” using a ½ acre of Witherell’s property north of the employee parking lot to grow herbs, vegetables and fruits for Witherell’s food service program. This garden would be at no cost to Witherell, as their intention is to make the garden an all-volunteer project, inclusive of funding and tending to the garden. Mr. Willis notes that media attention and awareness to such local food and garden projects around the country has proven to be prolific.

Mr. Brown has already contacted Katie DeLuca (Planning and Zoning Director) and Patricia Sesto (Inland Wetland/Watercourse Director); they are both planning to visit Witherell to review the site and provide their input. Mr. Ormsby also requests that Mr. Brown consult with TOG Legal regarding this proposed project.

Ms. Sadik-Khan makes a motion to endorse the proposal as indicated and allow Messrs. Shea and Willis to continue researching this project. The motion is seconded and approved unanimously by the Board.
Medical Director’s Report - presented by Frank Walsh

Dr. Walsh reports that administering of the flu vaccine is going well. We will have the data on how many residents and staff received the vaccine next month. All short-term residents are also offered the vaccine if they have not already received it during their hospital stay.

Dr. Walsh notes that there have been no infectious disease issues.

The short-term rehab unit turnover is continuous. There are currently 4 open beds on the long-term unit.

Prevnar13 - Ms. Bausch reports that we are in the process of transitioning every resident’s vaccination record. There is a complex algorithm used to administer this new pneumonia vaccine, (Prevnar13), which covers more organisms than the original vaccine. TNW will be promoting this new vaccine as soon as all vaccination records have been established. The Department of Public Health is heavily promoting it also.

Chairman’s Report – none

Executive Director’s Report – presented by Allen Brown

Friendship Garden Deck – it was determined by the P & Z office that the building permit could not be issued for the deck until the plans are approved by the Architectural Review Committee (ARC) and a drainage plan has been submitted to the Town. Mr. Soler is going to make every attempt to get this project on the ARC December meeting agenda.

Energy Efficiency Grant - Work on the rooftop units to integrate their operation into the Building Management System was completed by Automated Control Logic on November 16th. The Stone House Group is scheduled to verify the work to Eversource Energy, which will then issue energy efficiency credits to Witherell/TOG.

5 Room renovation - plans for the Garden Level 5 room renovation project are expected within the next 2 weeks and bid documents will be generated thereafter. We are anticipating that the renovation work will begin during 1st quarter 2016.

Employee Parking lot & Security Upgrades – the employee parking area was resurfaced 2 weeks ago. The security system upgrades have also been completed and the system is ready for implementation following establishment of after-hours entry protocols by the Greenwich Police and GEMS. The cost of the parking lot ($71,950), and the security upgrades ($92,160), both of which came in under budget, will be reimbursed by the STEAP Grant.

Value Based Purchasing – Mr. Brown reports that skilled nursing facilities will soon be selected by their ability to provide quality services as primarily defined by their 5 star ratings and their hospital readmission rates. Experts agree that facilities falling below 3 stars and/or that exceed the national standards for hospital readmissions are unlikely to sustain their
Executive Director’s Report – (cont’d)

hospital referral base. Reports are attached to Mr. Brown’s report that show the status of Witherrill’s performance related to clinical indicators as well as our statistics in hospital readmissions. These statistics show areas of strength for Witherrill and point to favorable prospects for TNW to continue to attract rehab referrals from area hospitals.

Rehab Department - Ms. Bausch reports the following:
- Speech Therapy (SLP) has moved out of the office space in the rear of the Rehab department. It has relocated to an office at the end of the 1st floor long hall, between long-term and Rehab.
- The Occupational Therapists (OT) have moved into the previous Speech Therapy (SLP) area.
- The 3 built-in desks formerly for OT computers, are available now to allow patients to be side-by-side to work with OT’s.
- Ms. Meles, Rehab Director, is making changes to the therapy schedule, to be effective Dec. 1st. All patients will be required to have their Physical Therapy (PT) and Occupational Therapy (OT) split between morning and afternoon sessions.

Mr. Simon asks if we have defined admission and discharge times. Ms. Bausch explains that we do not have a set admission time, as it usually contingent upon a patient’s discharge time from the hospital (typically 10 am – 7 pm). We attempt to have a discharge time of 11 am.

Review/Approval of Minutes of October 26, 2015

After review by the Board, and two modifications, a motion to approve the minutes of October 26, 2015 was made, seconded, and the minutes, with said modifications, were adopted unanimously by the Board.

Building Committee Report – presented by Steve Soler

The TNW Building Committee met earlier today. Discussion included the following:
- 5 Garden level Rehab rooms – as noted earlier by Mr. Brown, working drawings for the Garden Level 5 room renovation project are expected within the next 2 weeks. Mr. Soler suggests we have them reviewed by a contractor before we put the work out to bid.
- The Tower 2nd floor room renovations are proceeding well and 50% are complete.
- Tower capital projects – the building committee will manage these projects, and with consensus from the Board, emphasis will be on carpeting, painting, lighting, auditorium, and evaluating the furniture and window treatment needs for the tower areas.
- Mr. Brown gave an update on the STEAP grant (as noted in the Executive Director’s Report).
- The committee discussed two unpaid invoices that require approval from the TNW Town Building Committee.
Building Committee Report – (cont’d)

- During this meeting, Mr. Soler received confirmation that he will meet with the Secretary of the Architectural Review Committee (ARC), to determine if they will put the deck project on their December meeting agenda.

Finance Committee Report - presented by Christopher Alexander

Mr. Alexander reports concerning the October 2015 Statement of Operations:
- There was an expected slight dip in the Private Pay census (Private Pay census was unfavorable to budget by 343 days) – first quarter census had been a bit higher and was not anticipated to continue throughout the year.
- Medicare Census came back up in October, as it had been lagging during the previous couple of months.
- Both Medicaid and Commercial Insurance census numbers were favorable to Budget for October.

Mr. Alexander explains the addition of a new line item to the Statement of Operations, ‘Pro Forma Operating Results Before Contributions’. As noted, these results are presented in a format identical to all other TOG service departments, and exclude expenditures, debt service, the allocation of in-kind services, and external contributions. The creation of this line gives the Finance Committee and Board a baseline against which to make financial decisions that can be controlled.

The Nathaniel Witherell needs to deliver the Budget for Fiscal Year 2017 to the TOG by Dec. 1, 2015. After Board review and discussion, Mr. Ormsby makes a motion to approve in principle, the proposed draft, which the Board may continue to modify through early 2016. This motion is seconded and unanimously approved by the Board.

Private Pay Rate Increase – a 3% Private Pay Rate increase is being proposed by the Finance Committee, effective January 1, 2016. Room and board charges were frozen after August 2011 for the duration of Project Renew renovations, followed by a 3% rate increase effective January 1, 2015.

Rates effective January 1, 2016 will be as follows:
- Private room - $528 per day
- Semi-private room - $494 per day
  Rooms on the Camelot Unit, where specialized Alzheimer and Dementia services are provided, will be priced at slightly higher rates of:
  - Private room - $538 per day
  - Semi Private room - $504 per day

A motion to accept the Private Pay Rate increase as defined above is made by Mr. Ormsby, seconded by Ms. Sadik-Khan and unanimously approved by the Board.
Friends of Nathaniel Witherell - presented by Karen Sadik-Khan

Ms. Sadik-Khan reports that the luncheon with Jane Brody was a significant financial success. The Events Taskforce Committee may be looking into some educational programs, not necessarily revenue driven, but as positive public relations for the Witherell.

The Friends Community Appeal to twenty-six thousand households in Greenwich has been mailed and FNW is optimistic of the results of this broad-based appeal.

Mr. Neff notes that we will have two ads in Greenwich Magazine for December, one of which will be a full page ad which will tie into the community appeal.

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch notes the following highlights of recent recreational activities:

- In October, Morrison, our dining services contractor, began doing food demos with the residents again. Squash and zucchini were the foods for October, and cranberries followed in November. The residents thoroughly enjoy this program.
- The Recreation Department’s TAG Sale was held at the beginning of November. It’s always a big hit and the residents love to shop!

Veterans Ceremony – The day before Veterans Day we held a wonderful event, spearheaded by Mary Bruce, Recreation Administrator. Ms. Bruce has done something special every year to honor our Veterans. This year she partnered with Masonicare Hospice. Ms. Bausch believes it was the most moving ceremony we’ve ever done in the facility. Approximately 25 residents and other veterans were honored, with several Town dignitaries present as well. The honorees were presented with pins and awards followed by several patriotic music performances. The ceremony received great press and many wonderful photo opportunities.

The Resident Holiday Party will be held on Saturday, December 12th, from 2 – 4 PM.

New Business - No new business.

The meeting was adjourned at 7:18 PM.

These minutes were approved at the December 14, 2015 meeting of The Nathaniel Witherell Board of Directors.
Mr. Ormsby opened the meeting at 5:33 PM in the TNW Board Room.

Mr. Brown introduced Mr. Robert (Bob) Willis and Mr. Harry Shea. These two volunteers, both with backgrounds in restaurant management, have proposed to develop a “Wellness/Culinary Garden” using a ½ acre of Witherell’s property north of the employee parking lot to grow herbs, vegetables and fruits for Witherell’s food service program. This garden would be at no cost to Witherell, as their intention is to make the garden an all-volunteer project, inclusive of funding and tending to the garden. Mr. Willis notes that media attention and awareness to such local food and garden projects around the country has proven to be prolific.

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