

1. Meeting Materials

Documents:

[DECEMBER 11, 2017 BOARD MEETING AGENDA.PDF](#)
[DECEMBER 11, 2017 BOARD MEETING MINUTES - APPROVED.PDF](#)
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The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

Board Meeting
Monday, December 11, 2017

Time: **5:30 PM**

Place: **The Nathaniel Witherell Board Room**

AGENDA

1. Medical Director's Report – Frank Walsh, MD
2. Review/Approval - Minutes – November 20, 2017 – Chairman
3. Executive Director's Report – Allen Brown
4. Committee Reports:
 - a. Building Committee – Louise Puschel
 - b. Finance Committee – Update on FY19 Operating Budget
 - 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. CFO Search
 - b. Witherell at Home RFP
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 January 22, 2018

Monday February 26, 2018

cc: Town Clerk



The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

Board of Directors Meeting Minutes December 11, 2017

- Present:** Laurence B. Simon, Chairman; Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary; Suzanne Hogan; Nisha Hurst; Elizabeth Siderides, MD
- Absent:** Lloyd Bankson; Frank Ennis, MD; Richard W. Kaplan
- Staff:** Lynn Bausch, Deputy Director & Director of Nursing; Allen Brown, Executive Director; Jack Hornak, Facilities Director; Linda Marini, Assistant to the Director; Scott Neff, Executive Director FNW
- Guests:** Patricia Burns, Commission on Aging; Mary Anne Chiappetta, Family Council; Paul Scholtes, Family Council

Mr. Simon noted a quorum was present and opened the meeting at 5:30 PM in the TNW Board Room.

Medical Director's Report – presented by Dr. Walsh

Dr. Walsh reported that Witherell experienced a gastrointestinal outbreak on the Tower, 2nd floor, that began on November 27, 2017. Only one resident, who also exhibited respiratory issues, was transported to the hospital. Our new Infection Preventionist, Dinty Loyola, RN, did a great job containing the virus to the 2nd floor. All residents recovered and there are currently no active cases of the virus in the building.

Dr. Walsh reported that there have been no flu cases here at Witherell to date. All of our residents have been vaccinated, along with 53% of our staff. Residents 65 years of age or older received the High Dose Seasonal Influenza Vaccine; residents 64 years of age or under, and staff members, received the Quadrivalent Seasonal Influenza Vaccine.

Review/Approval of Minutes of November 20, 2017

A motion to approve the minutes of November 20, 2017 was made by Mrs. Sadik-Khan, seconded by Dr. Siderides, and the minutes were approved by a vote of 6-0-0

Executive Director's Report – presented by Allen Brown

Mr. Brown reported that on November 28, 2017, phase 2 of the CMS Requirements of Participation, also known as the Mega Rule, became effective. These new requirements will have a significant impact on the operations of nursing homes that participate in the Medicare and Medicaid programs. The new requirements will become a major focus during upcoming state surveys. The most challenging aspects of the new requirements include the Facility Assessment, QAPI (Quality Assurance and Performance Improvement), and antibiotic stewardship program elements. A brief summary of the new and modified requirements was attached to the Executive Director's report for the Board's review.

Mr. Brown wished Mr. Alexander well in his future position in Florida. He stated that as our Chief Financial Officer for over 2 years, Mr. Alexander has done a terrific job in organizing our financial reports, preparing budgets, and cultivating the relationship between NW and the town's finance offices and other Town committees that oversee our operations. Mr. Brown expressed that we here at NW will miss him, and we thank him for everything he has done for the Witherell.

Building Committee Report - presented by Louise Puschel

The TNW Building Committee met at 3:30 pm today and discussion included the following:

- Tower Renovation Project
 - a new 15 phase plan was presented to and approved by the Fire Marshal. After a meeting on Tuesday December 12th with the architects and builder to add the final touches to the plan, both the revised Tower renovation plans and the Auditorium renovation plans will be sent to the State of CT DPH Building and Fire Safety Unit of the Facilities Licensing Division for approval. Anticipated start time for the project is February 2018.
 - The committee agreed to pay Wernert Construction their initial invoice to allow them to move ahead on the Tower renovation (i.e. ordering of supplies and equipment).
 - Because of the timing delay and the phasing of the project, the project cost is going to increase by approximately \$136K. The majority of this increase will be taken care of through the contingency, which was built into the project's budget.

- CIP Budget FY19 – at the Town's request, the 2nd Floor Admin Building Renovations, estimated at \$60,000, will be pushed back until 2020.

The revised CIP Budget for FY19 is as follows:

Rehab Gym expansion	\$272,000
General Capital	80,000
Kitchen Equipment	70,000
Nursing Capital	50,000

Tower A/C unit replacements	48,000
Resident bed replacements	45,000
Pavilion Capital	<u>29,300</u>
Total requested	\$594,300

Finance Committee Report - presented by Christopher Alexander

The TNW Finance Committee met at 4:30 pm today. Mr. Alexander noted that it was too early in the month for November financial results, and discussion included the following:

- The committee discussed the CIP FY 2019 budget and how bundling certain capital projects into larger groups will create additional flexibility over the use of that capital.
- The committee is working to fine tune the final budget number for FY 2019 net deficit to end up around the Town’s stated expectation for Witherell, of negative \$2.7 million. Mr. Simon noted that we are moving closer to that number and it will continue to be refined. The Board will receive the final budget submission made to the Town at the January 2018 Board meeting.
- There are several new BET members who we will reach out to in order to better introduce Witherell’s finances.

Marketing and Website Development - presented by Suzanne Hogan

Ms. Hogan distributed the November Harrison Edwards reports that document work they’re doing for the Witherell on a monthly basis.

We have received a good deal of media coverage on our ranking in US News and World Report as a “top performer” for 2017/2018. The home page for Nathaniel Witherell.org displays the moniker from US News/World Report. Ms. Hogan also stated that a lot of positive public relations was developed recently on our pet therapy program and our programming for Veterans Day.

Ms. Hogan noted that with Witherell and the Friends of Witherell working alongside Harrison Edwards, our photography has improved, the new website is up, and there is a lot of content being developed. She encourages everyone to participate on Facebook and share our educational and news items with friends.

The Volunteer luncheon being held tomorrow presents a great photo opportunity, as well as our Annual Resident Holiday Party on Saturday December 16th and the many performances that will appear in the building throughout the holiday season.

Ms. Hogan explained that once the business plan is in place it will be used as a basis for developing our positioning strategy. The baseline market research study has also been tabled until the business plan is in place.

Friends of Nathaniel Witherell (FNW) - presented by Karen Sadik-Khan

To date the Community Appeal has received gifts from 303 donors compared to 254 donors at this same time last year. The Appeal will continue through March 1, 2018.

Mr. Neff noted that all of the Josef Albers prints are now displayed in the Board Room. Thank you to Ms. Sadik-Khan for this very generous donation. Soon we will be replacing the Board Room chairs and purchasing a credenza for the room as well.

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch reported that we held a Service Award Ceremony here at Witherell on Thursday, Dec. 7th, to honor those employees (Town and contracted) with 5 – 25 years of service in 2017. Also recognized were those Town employees who reached years of service milestones in 2013, 2014, and 2015.

Ms. Bausch held Matrix training Sunday and Monday, 12/10 and 12/11 on recent computer programming updates. We're also preparing to interface our system with Quest Lab.

The Volunteer Luncheon is scheduled for tomorrow, Tuesday, 12/12 at noon in the auditorium. Ms. Bausch noted that our volunteer hours really combine to comprise 4-5 FTEs (Full Time Employees) annually.

The Annual Holiday Party for long-term residents and their families will be held on Saturday, December 16th from 2 pm to 4 pm. A wonderful photo opportunity! Board members are encouraged to attend.

Santa Claus, from Masonicare Hospice, visited our residents today and was available for photographs.

There will be a musical interlude performed by a young 7th grade violinist prior to the Christmas Mass on December 23rd.

The minutes of the November 1, 2017 meeting of the Quality Assurance and Performance Improvement Committee were included in the packet of materials for the Board's review.

Chairman's Report – presented by Laurence Simon

Mr. Simon invited 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. The Glenville School Kindergarten class would also like to visit Witherell on Valentine's Day to deliver valentines to the residents.

Mr. Simon reported that on Tuesday, December 12th, at 8:30 am, the BET Special Committee on Nathaniel Witherell will be meeting, possibly for the last time. Once the committee has

issued its' final report, Mr. Simon intends to request money from the BET to hire a consultant to assist the Board with the development of a business plan strategy.

Tonight, December 11th, at 8:00 pm, is the last meeting of 2017 for the RTM. The new RTM committees will begin in January 2018.

Mr. Simon stated that we'll be involved with the Budget Committee over the next 5 to 6 weeks, working with the Town before the budget goes to the BET, to make sure that it is in keeping with the Town's subsidy of \$2.7 million.

At Mr. Simon's request, Mr. Brown presented an update on the search for the new Director of Financial Operations. To date, Mr. Brown has received 21 applications and finished his initial screening of the applicants. He will be speaking with 5 individuals and will have 3 return to meet with the search committee, including Mr. Simon and Ms. Hurst.

Mr. Brown also reported that the Witherell at Home RFP was issued to Daniel Care. As soon as Daniel Care has submitted insurance verifications to the Town's Purchasing Department, we will start working with them toward an opening date for operations.

Mr. Simon brought attention to the November 2017 Admissions Report which stated that we had 65 admissions in November, the highest number we've ever had. That number shows a great amount of work and effort on the part of the Admissions Department.

Mr. Simon thanked Chris Alexander for his tenure as Director of Financial Operations. Mr. Alexander has done an excellent job and has brought rationality to its' reporting and transparency where it wasn't before. He wished Mr. Alexander 'good fortune' in his new position. Mr. Simon offered a champagne toast to Mr. Alexander, as well as to the Board, for their service and good health this holiday season.

New Business - none

The meeting was adjourned at 6:12 PM.

Respectfully Submitted,
Linda Marini for Louise Puschel, Board Secretary
Dec. 13, 2017



Nathaniel Witherell
Building Committee Minutes
December 11, 2017

Present:

Larry Simon-Board Chairman
Louise Puschel-Building Committee Chair
Lynn Bausch-Dir. Nursing

Allen Brown-Exec. Director
Chris Alexander-Dir. Finance
Jack Hornak-Dir. Operations

The Nathaniel Witherell Building Committee Meeting came to order at 3:35 PM in the Board Room

Minutes – November 20, 2017 – Larry Simon 1st, Louise Puschel 2nd - all approved.

FY2015-17 Capital Budget

- **(16213) Renovate 4 Tower Floors**– The award has been issued to Wernert Construction, LLC.
 - Jack and Bruce Hollis- (architect) met with the town Fire Marshal-Rob Natale and the building department-Peter Robinson, Bill Marr and John Vallerie to discuss the revised phasing plan. Concerns regarding the phasing plan, sprinkler heads, emergency exit signage, etc. were answered and the plan was approved. Bruce will provide the requested drawings and scheduling and draft a letter to the state for their approval.
 - Additional costs of \$136,307.75 associated with a multi-phase plan will be covered through the contingency built into the budget.
 - Estimated start date – February 2018.
- **(16205) Auditorium Renovation** – Award has been issued to WBCT.
 - Bruce Hollis will submit plans to the state for their approval, with the request to proceed ASAP.
 - Estimated start date – January/ February 2018. This date was established to avoid conflicts with many holiday events.

Nathaniel Witherell – Pavilion Building

- A rent increase of 3% is scheduled effective February 2018. The rent increase letter was mailed to the tenants the week of November 27, 2017.
- An issue with the tenant in Apartment E in the building was discussed. The resident has moved an extraordinary amount of personal belongings outside to her porch area. Items include bicycles, kitchen equipment, clothing, furniture, etc. A letter will notify the tenant that everything except some seating must be removed by January 15, 2018.

- Apartment E also has personal items in the public hallway outside of her apartment, i.e. mops, brooms, multiple coats, etc. We agreed to notify her by mail that her apartment will also be inspected to ensure that she does not pose a fire hazard to the other tenants in the building.

Capital project for FY 2018

- ✓ **Water Line Replacement** – The Current Condition Survey is complete, verifying the location of the current water lines and the installation of new water lines in the approved location. Construction to start, spring 2018.

Capital projects for FY 2019 (\$594,300)

- ✓ Rehab Gym Expansion – \$272,000
 - The STEAP Grant will pay \$182,000
 - The Town portion is \$90,000
- ✓ Kitchen Equipment – \$70,000
- ✓ Tower Air Conditioner Replacement Units – \$48,000
 - The cost per unit is \$2,000 for 24 units.
- ✓ General Capital – \$80,00
- ✓ Pavilion Capital – \$29,300
 - Carpeting of common areas \$10,000
 - Concrete repairs \$7,000
 - Replacement of Windows \$12,300
- ✓ Nursing Equipment – \$50,000
- ✓ Resident Bed Replacement Program – \$45,000 - Complete

Next Meeting is scheduled for Monday, January 23, 2018 at 3:30 PM in the Board Room.

Respectfully Submitted
Jack Hornak
Director of Operations
Nathaniel Witherell SNF