1. Meeting Materials

Documents:

DECEMBER 14, 2015 BOARD MEETING AGENDA.PDF
DECEMBER 14, 2015 BOARD MEETING MINUTES - APPROVED.PDF
DECEMBER 14, 2015 BOARD MINUTES - DRAFT.PDF
Board Meeting  
Monday, December 14, 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 – November 23, 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 – Lloyd Bankson
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

cc: Town Clerk
Board of Directors Meeting Minutes  
December 14, 2015

Present: David Ormsby, Chairman; Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary; Lloyd Bankson

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.

Also: Mary Anne Chiappetta, Family Council; Steve Katz, Commission on Aging; Art Norton, BET; Larry Simon

Mr. Ormsby opened the meeting at 5:35 PM in the TNW Board Room.

Review/Approval of Minutes of November 23, 2015

After review by the Board, a motion to approve the minutes of November 23, 2015 was made by Ms. Sadik-Khan, seconded by Ms. Puschel, and adopted unanimously by the Board.

Chairman’s Report – presented by David Ormsby

Mr. Ormsby reports that at tonight’s meeting of the RTM, they will consider the appointments of two additional Directors to the Nathaniel Witherell Board:
   1. Mr. Laurence Simon, for a term commencing 12/23/15, expiring 3/31/16
   2. Dr. Lawrence Posner, for a term expiring 3/31/18

Executive Director’s Report – presented by Allen Brown

Annual Report  - Mr. Brown distributed a modified draft (draft #2) of our annual report containing modifications recommended by Mr. Bankson, who suggested them after the Board materials were distributed with draft #1. After further discussion and modifications, the draft was approved.
Executive Director’s Report (cont’d)

Smith House – Mr. Brown reports that the City of Stamford approved a plan to turn over the Smith House to a private operator, Center Management Group (CMG) of Flushing, NY. The deal includes a 95 year lease, with facility rent of $2,000/month, and an option to purchase the building/property. If the option to purchase is exercised by 6/20/16, the sale price will be $6M; if the sale is executed after 6/30/16, the sale price will be $7M. CMG will maintain a minimum of 90 beds in service. The City of Stamford is retaining retiree obligations to Smith House employees. After the deal closes, none of the 5 Stamford SNFs will any longer be operated as not-for-profit.

Rehab – Mr. Bankson is very pleased with the positive changes made to the Rehab Department. Ms. Bausch had outlined these changes at the 11/23/15 meeting of the Board:

- 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.
- As of Dec. 1st, all patients are now required to have their PT and OT split between morning and afternoon sessions.

The Rehab Department has also added 2 new NuStep machines.

There is a possibility that the greenhouse will be able to be used for additional therapy space after it has been renovated, totally functional and heated.

Building Committee Report – provided by Dave Ormsby

The TNW Building Committee met earlier today. Discussion included the following:

- The Tower 2nd floor room renovations are proceeding well; 14 of 22 rooms are complete.
- 5 Garden level Rehab rooms – Mr. Hornak reports that he expects to have specs to the TOG for them to redevelop the RFB (Request for Bid) by end of week; if a vendor can be identified by early February 2016, he would hope to have the project done before the 1st of the fiscal year. Mr. Hornak estimates actual construction time to be approximately 1 month.
- Progress of the Tower capital projects ($950K) – Mr. Ormsby stated that the community areas of the building need to be in top shape for our facility to remain competitive. He also noted that the BET had approved this appropriation nearly a year ago raising a serious credibility issue with our lack of action. The committee decided to ask design partners of Pustola & Associates, a TOG approved architect, to meet with them and give some advice on how to proceed. Mr. Hornak states that if we can close a deal with Pustola, we may be able to accomplish the needed projects within a few months.
Building Committee Report – (cont’d)

- STEAP Grant – building security upgrades are complete (approx. $95K); repaving of the employee parking lot is complete (approx. $75K); is $95K set aside for repointing of the brick work on the Admin. Building – Mr. Hornak is currently working on a RFB for this project to begin in early spring 2016; there is $50K set aside for the completion of the Friendship Garden in the spring 2016; there is $100K set aside for the renovation/repurposing of the greenhouse.
- There was discussion on the Town Building Committee’s treatment of a handful of unpaid invoices. Mr. Ormsby reported that Mr. Soler will schedule a meeting within a weeks’ time to deal with the final unpaid items – that will then permit the Town Building Committee to officially disband.
- Mr. Ormsby reported that Eversource Energy completed the energy analysis from parts of Project Renew, and concluded that they will pay $135K to the TOG, pursuant to its energy incentive program, representing the improvements in energy efficiency.

Ms. Puschel suggests that if the Building Committee and Board does not have something concrete concerning the greenhouse from Mr. Soler by the next Board meeting, January 25, 2016, that we have Mr. Hornak get an assessment from Pustola & Associates on what it might cost to replace the greenhouse and heat the flooring. Mr. Bankson agreed.

Finance Committee Report - presented by Lloyd Bankson

Mr. Bankson reports that in evaluating preliminary November 2015 numbers, the Finance Committee remains concerned over the decrease in Private Pay revenues.

Mr. Cossifos, Admissions Director, shared with the Finance Committee earlier today, that there will be no scheduled short term orthopedic admissions for the next 2 weeks (around the holiday).

Mr. Bankson reports that the preliminary budget will show a revised revenue projection for 2016 of $25.9M versus an original budget $27.9M; and projected a budget for 2017 of $26M.

On the Expenses side, Mr. Bankson reports that we’re doing quite well, and that we’ve maintained personnel expenses under control and ahead of budget year to date, complimenting Ms. Bausch for her oversight of staffing.

Friends of Nathaniel Witherell - presented by Karen Sadik-Khan

Ms. Sadik-Khan reports that the Friends broad-based Community Appeal, mailed on November 20th to twenty-six thousand households in Greenwich, is already showing positive results.
Medical Director’s Report - presented by Lynn Bausch

Ms. Bausch reports the following concerning the administering of the flu vaccine:
- 93% of the residents received the vaccine (including Short Term rehab residents)
- 43% of the staff received the vaccine. Ms. Carol Kellogg, Infection Control Specialist, will reconfirm with those staff members who have reported that they received their vaccinations elsewhere, so this number will increase.

Dr. Walsh continues to visit Witherell 6 days a week and he also accepts most of our short term patients. He’s currently training a new physician to our consulting staff, Dr. Anne Hyson, who is also a member of Dr. Walsh’s practice. Ms. Bausch believes she will be a great asset to Witherell.

Norwalk Community College (NCC) – Ms. Bausch reports that we have partnered with NCC for years and taken 1st Semester RN students (basic practices, i.e. bed making, vital signs); we are now going to take 2nd semester students as well. Most of them will be placed on the short term rehab unit (2nd semester students are required to see surgical patients, IVs). We also take CNA students from NCC every year. Mr. Ormsby noted that in addition to its many other attributes, Nathaniel Witherell is also a teaching institution.

We are currently in our State survey window.

Ms. Bausch assures the Board that we are accustomed to managing medical cases, which may increasingly be admitted during the slow-down of orthopedic short term patients during December.

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch introduced the cookbook recently completed by a committee of Witherell employees, Witherell Family Favorites. The committee is very proud of this project, a compilation of favorite recipes submitted by residents, families, staff and volunteers. It is on sale in the Witherell Gift Shop for $15 (2 for $25).

The annual resident holiday party on Saturday, 12/12, was another huge success led by Ms. Mary Bruce, Therapeutic Recreation Director. Almost 300 residents and their families enjoyed a wonderful holiday inspired meal and music. Thank you to all who helped make it such a success.

Notable programming for December: Santa Claus will visit Witherell on Dec. 17th; The Bob Button Orchestra will perform a holiday concert on Sat., 12/19; choristers from many area schools are scheduled to perform holiday music throughout the month.

We also collected Toys for Tots in our building this year – many people were very generous.

New Business - No new business.

The meeting was adjourned at 6:39 PM.

These minutes were approved at the January 25, 2016 Meeting of The Nathaniel Witherell Board of Directors.
Board of Directors Meeting Minutes
December 14, 2015

Present:  David Ormsby, Chairman; Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary; Lloyd Bankson

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.

Also:  Mary Anne Chiappetta, Family Council; Steve Katz, Commission on Aging; Art Norton, BET; Larry Simon

Mr. Ormsby opened the meeting at 5:35 PM in the TNW Board Room.

Review/Approval of Minutes of November 23, 2015

After review by the Board, a motion to approve the minutes of November 23, 2015 was made by Ms. Sadik-Khan, seconded by Ms. Puschel, and adopted unanimously by the Board.

Chairman’s Report – presented by David Ormsby

Mr. Ormsby reports that at tonight’s meeting of the RTM, they will consider the appointments of two additional Directors to the Nathaniel Witherell Board:
1. Mr. Laurence Simon, for a term commencing 12/23/15, expiring 3/31/16
2. Dr. Lawrence Posner, for a term expiring 3/31/18

Executive Director’s Report – presented by Allen Brown

Annual Report  - Mr. Brown distributed a modified draft (draft #2) of our annual report containing modifications recommended by Mr. Bankson, who suggested them after the Board materials were distributed with draft #1. After further discussion and modifications, the draft was approved.
Executive Director’s Report (cont’d)

Smith House – Mr. Brown reports that the City of Stamford approved a plan to turn over the Smith House to a private operator, Center Management Group (CMG) of Flushing, NY. The deal includes a 95 year lease, with facility rent of $2,000/month, and an option to purchase the building/property. If the option to purchase is exercised by 6/20/16, the sale price will be $6M; if the sale is executed after 6/30/16, the sale price will be $7M. CMG will maintain a minimum of 90 beds in service. The City of Stamford is retaining retiree obligations to Smith House employees. After the deal closes, none of the 5 Stamford SNFs will any longer be operated as not-for-profit.

Rehab – Mr. Bankson is very pleased with the positive changes made to the Rehab Department. Ms. Bausch had outlined these changes at the 11/23/15 meeting of the Board:
- 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.
- As of Dec. 1st, all patients are now required to have their PT and OT split between morning and afternoon sessions.

The Rehab Department has also added 2 new NuStep machines.
There is a possibility that the greenhouse will be able to be used for additional therapy space after it has been renovated, totally functional and heated.

Building Committee Report – provided by Dave Ormsby

The TNW Building Committee met earlier today. Discussion included the following:
- The Tower 2nd floor room renovations are proceeding well; 14 of 22 rooms are complete.
- 5 Garden level Rehab rooms – Mr. Hornak reports that he expects to have specs to the TOG for them to redevelop the RFB (Request for Bid) by end of week; if a vendor can be identified by early February 2016, he would hope to have the project done before the 1st of the fiscal year. Mr. Hornak estimates actual construction time to be approximately 1 month.
- Progress of the Tower capital projects ($950K) – Mr. Ormsby stated that the community areas of the building need to be in top shape for our facility to remain competitive. He also noted that the BET had approved this appropriation nearly a year ago raising a serious credibility issue with our lack of action. The committee decided to ask design partners of Pustola & Associates, a TOG approved architect, to meet with them and give some advice on how to proceed. Mr. Hornak states that if we can close a deal with Pustola, we may be able to accomplish the needed projects within a few months.
Building Committee Report – (cont’d)

- STEAP Grant – building security upgrades are complete (approx. $95K); repaving of the employee parking lot is complete (approx. $75K); there is $95K set aside for repointing of the brick work on the Admin. Building – Mr. Hornak is currently working on a RFB for this project to begin in early spring 2016; there is $50K set aside for the completion of the Friendship Garden in the spring 2016; there is $100K set aside for the renovation/repurposing of the greenhouse.
- There was discussion on the Town Building Committee’s treatment of a handful of unpaid invoices. Mr. Ormsby reported that Mr. Soler will schedule a meeting within a week’s time to deal with the final unpaid items – that will then permit the Town Building Committee to officially disband.
- Mr. Ormsby reported that Eversource Energy completed the energy analysis from parts of Project Renew, and concluded that they will pay $135K to the TOG, pursuant to its energy incentive program, representing the improvements in energy efficiency.

Ms. Puschel suggests that if the Building Committee and Board does not have something concrete concerning the greenhouse from Mr. Soler by the next Board meeting, January 25, 2016, that we have Mr. Hornak get an assessment from Pustola & Associates on what it might cost to replace the greenhouse and heat the flooring. Mr. Bankson agreed. Mr. Hornak stated that prior to Mr. Soler and the Building Committee taking over this project, he had already spoken with Pustola and he is well aware of the work that needs to be done.

Finance Committee Report - presented by Lloyd Bankson

Mr. Bankson reports that in evaluating preliminary November 2015 numbers, the Finance Committee remains concerned over the decrease in Private Pay revenues.

Mr. Cossifos, Admissions Director, shared with the Finance Committee earlier today, that there will be no scheduled short term orthopedic admissions for the next 2 weeks (around the holiday).

Mr. Bankson reports that the preliminary budget will show a revised revenue projection for 2016 of $25.9M versus an original budget $27.9M; and projected a budget for 2017 of $26M.

On the Expenses side, Mr. Bankson reports that we’re doing quite well, and that we’ve maintained personnel expenses under control and ahead of budget year to date, complimenting Ms. Bausch for her oversight of staffing.

Friends of Nathaniel Witherell - presented by Karen Sadik-Khan

Ms. Sadik-Khan reports that the Friends broad-based Community Appeal, mailed on November 20th to twenty-six thousand households in Greenwich, is already showing positive results.
Medical Director’s Report - presented by Lynn Bausch

Ms. Bausch reports the following concerning the administering of the flu vaccine:
- 93% of the residents received the vaccine (including Short Term rehab residents)
- 43% of the staff received the vaccine. Ms. Carol Kellogg, Infection Control Specialist, will reconfirm with those staff members who have reported that they received their vaccinations elsewhere, so this number will increase.

Dr. Walsh continues to visit Witherell 6 days a week and he also accepts most of our short term patients. He’s currently training a new physician to our consulting staff, Dr. Anne Hyson, who is also a member of Dr. Walsh’s practice. Ms. Bausch believes she will be a great asset to Witherell.

Norwalk Community College (NCC) – Ms. Bausch reports that we have partnered with NCC for years and taken 1st Semester RN students (basic practices, i.e. bed making, vital signs); we are now going to take 2nd semester students as well. Most of them will be placed on the short term rehab unit (2nd semester students are required to see surgical patients, IVs). We also take CNA students from NCC every year. Mr. Ormsby noted that in addition to its many other attributes, Nathaniel Witherell is also a teaching institution.

We are currently in our State survey window.

Ms. Bausch assures the Board that we are accustomed to managing medical cases, which may increasingly be admitted during the slow-down of orthopedic short term patients during December.

Resident Life Committee – presented by Lynn Bausch

Ms. Bausch introduced the cookbook recently completed by a committee of Witherell employees, Witherell Family Favorites. The committee is very proud of this project, a compilation of favorite recipes submitted by residents, families, staff and volunteers. It is on sale in the Witherell Gift Shop for $15 (2 for $25).

The annual resident holiday party on Saturday, 12/12, was another huge success led by Ms. Mary Bruce, Therapeutic Recreation Director. Almost 300 residents and their families enjoyed a wonderful holiday inspired meal and music. Thank you to all who helped make it such a success.

Notable programming for December: Santa Claus will visit Witherell on Dec. 17th; The Bob Button Orchestra will perform a holiday concert on Sat., 12/19; choristers from many area schools are scheduled to perform holiday music throughout the month.

We also collected Toys for Tots in our building this year – many people were very generous.

New Business - No new business.

The meeting was adjourned at 6:39 PM.