



*The Nathaniel Witherell*  
TOWN OF GREENWICH  
CONNECTICUT

**Board of Directors Meeting Minutes  
April 23, 2018**

- Present:** Laurence B. Simon, Chairman; Frank Ennis, MD; Nisha Hurst; Elizabeth Siderides, MD
- Absent:** Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary; Lloyd Bankson; Suzanne Hogan; Richard Kaplan
- Staff:** Allen Brown, Executive Director; Tom Ellis, Director of Financial Operations; Jack Hornak, Facilities Director; Linda Marini, Assistant to the Director; Scott Neff, Executive Director FNW; Margaret Wayne, Associate Director of Nursing
- Guests:** Bryce Atkins, Glenville School 5<sup>th</sup> Grade Student; Kristen Atkins; David de Milhau, RTM Budget Overview Committee; Daniel Kraus, Witherell at Home; Kerri Levine, 5<sup>th</sup> Grade Teacher Glenville School; Gary Pearson, Witherell at Home; Paul Scholtes, Family Council; Emma Sollenne, Glenville School 5<sup>th</sup> Grade Student; Jennifer Sollenne; Ellen Wolfson, Commission on Aging

Mr. Simon opened the meeting at 5:32 PM in the TNW Board Room, noted that a quorum was not present; therefore, no voting items would be presented at tonight's meeting. The approval of the minutes of the March 26, 2018 meeting of the Board will be postponed until the Tuesday, May 22, 2018 Board meeting.

Mr. Simon introduced two fifth grade students from Glenville School. Emma Sollene and Bryce Atkins were part of the choral group from Glenville School that performed for our residents during the holiday season. Both students presented articles they wrote during their journalism unit of their writing class, which described their experience and reflection on their experience at Witherell. Mr. Simon thanked the students for their thoughtful articles and for coming to Witherell and bringing the holiday spirit with them.

**Medical Director's Report – Dr. Walsh absent**

## **Executive Director's Report – presented by Allen Brown**

**Witherell at Home** – Mr. Brown introduced Mr. Daniel Kraus and Mr. Gary Pearson, the senior executives at Danielcare, our partner in the Witherell at Home venture. Witherell at Home will provide non-medical home care to residents who are leaving the Witherell but need continuing care in their homes. Mr. Brown noted that today was the real “launch day” of this new venture. There was a press release today; advertisements in the Greenwich and Stamford newspapers, and next month advertisements will also be included in the Greenwich Magazine and the Stamford Magazine. There was an article in today's Greenwich Patch, and there will also be an article in Tuesday's (4/24) or Wednesday's (4/25) Greenwich Time. All this publicity gives Witherell at Home a great deal of exposure in the community. Mr. Brown distributed the new Witherell at Home brochures as well as the ad that will appear in the newspapers and magazines. The Witherell website (nathanielwitherell.org) is being updated with information about Witherell at Home and that update will go live this week. Inquiries and/or referrals to Witherell at Home can be made by calling the Witherell at Home office at 203- 618-4259. Until the business warrants regular staffing of the office, all calls will automatically transfer to Danielcare.

**Director of Nursing** –An offer was extended to Edward Omondi, RN, to succeed Lynn Bausch as Director of Nursing. Edward has his BSN in Nursing from Southern Connecticut State University and his MBA from the University of Connecticut. His nursing management experience includes 7 years at Yale New Haven Hospital & Yale University Medical School in the Med/Surg ICUs and Medical Oncology units and managing the University's Internal Medicine program in Digestive Diseases. More recently, Mr. Omondi was Program Manager for ProHealth Physicians in Farmington, where he supervised 400+ staff. Ed's earlier career included 6 years as Lieutenant in the Army Nurse Corps. We anticipate that Ed will begin late May/early June.

**Director of Recreation** – Interviews for Mary Bruce's successor identified several strong candidates. Two of those individuals have been invited back for final interviews. Mr. Brown hopes to announce Mary's successor before the May board meeting.

Mr. Brown brought attention to the blog on the Witherell website written about Lynn Bausch and Mary Bruce. It speaks to their many accomplishments and services they've provided to Witherell during their combined 73 years of service.

**Tower/Auditorium Renovations** – Work on the 4<sup>th</sup> floor and Auditorium renovations is proceeding smoothly. The contractor will move onto the long hall of the 4<sup>th</sup> floor during the week of April 23<sup>rd</sup>. Plans are to vacate 6 rooms on that hall during the next phase of the floor's renovation. Residents on the 4<sup>th</sup> Floor short hall will be able to re-occupy all but one of the currently closed rooms as renovations to the bathing area continue

**Annual Facility Census** – OPM's annual “Cost of Care” report was released last week. The report identifies private and semi-private room rates for all 221 skilled nursing facilities in CT. Nathaniel Witherell remained in the upper 5<sup>th</sup> percentile (i.e. most expensive) relative to room and board rates at the 11<sup>th</sup> highest room/board charge statewide In Fairfield County, Witherell

was the 5<sup>th</sup> most expensive nursing facility of 43. Room rates statewide have increased by an average of 2.1% annually. The full report, along with the State of Connecticut Annual Nursing Facility Census, dated 9/30/17, was attached to the written ED's report for the Board's review.

### **Building Committee Report - presented by Jack Hornak**

The TNW Building Committee met at 9:00 am on Friday, April 20, 2018, and discussion included the following:

- Tower Renovation – This project began on March 26, 2018 and is going extremely well. The teardown of 40 year-old ceilings went smoothly with no unexpected problems. The Fire Marshall performed a rough inspection on April 19<sup>th</sup>. Tomorrow, April 24<sup>th</sup>, the “above ceiling inspection” will take place. Once the inspection is passed, ceiling tiles can be put back in place, a terminal cleaning of the area is performed by Witherell, and then residents will be moved back to their rooms and work on the next hallway may begin. The spa area renovations will most likely take another month for completion. Projected timeframe for the completion of the entire project is June 2019.
- Auditorium Renovation – This project began on April 9<sup>th</sup>. The old carpet and ceilings have been removed, and the ceiling grids are back up. The “above ceiling inspection” will take place tomorrow, April 24<sup>th</sup>, with a tentative final inspection on Thursday, April 26<sup>th</sup>. Once the carpet has been installed, the Solarium area will be reopened for general traffic.

The Department of Public Health is scheduled to perform final inspection during the first week of June 2018, which will lead to the issuance of the CO (Certificate of Occupancy) for the Auditorium and the Solarium.

- Water Line Replacement – This project was awarded to FGB Construction whose bid was within the overall budget. Anticipated start date of the project is the end of May, with an expected project duration of two weeks. They will be replacing the underground main water line and fire sprinkler line that runs from Parsonage Road to the building.

### **Finance Committee Report - presented by Tom Ellis**

The TNW Finance Committee met at 4:30 pm today.

Mr. Ellis reported the following:

March 2018 TNW Net Revenue was \$2,212,132 compared to a Budget of \$2,438,231 resulting in a negative variance of (\$226,099).

March 2018 Total TNW Facility Expense was \$2,239,706 compared to a Budget of \$2,505,539 resulting in a positive variance of \$265,833.

The YTD March 2018 TNW Net Revenue was \$20,351,604 compared to a Budget of \$20,739,735 resulting in a negative variance of (\$388,131).

The YTD March 2018 Service Expense was \$674,126 compared to a Budget of \$723,137 resulting in a positive variance of \$49,011, significantly under Budget on resident medical/dental expense as well as rehab costs and food.

On May 15<sup>th</sup>, Mr. Ellis will attend the BET Budget Committee to request several budget re-allocations between major object codes.

On May 11<sup>th</sup>, Mr. Ellis and Mr. Brown will attend the BET Audit Committee meeting to request approval of the bad debt write-off as approved by this Board at the March 2018 Board meeting.

Mr. Simon noted that there will be a presentation of the TNW current year financial results and the budget for next year to the RTM committees the week of May 7<sup>th</sup>, and the FY 2019 budget goes for approval before the full RTM on May 14<sup>th</sup>.

#### **Marketing - presented by Allen Brown**

Mr. Brown reported that there has been significant focus on the launch of Witherell at Home, as he mentioned earlier during his ED report.

The monthly marketing report we receive from Harrison Edwards shows advertising placements that have been made in periodicals and newspapers, as well as the digital ads created as an outgrowth of the print ads. We also routinely advertise on Face Book. Harrison Edwards reports back to the FNW Board as well as the NW Board on how well we are reaching out audience.

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

Friends of Nathaniel Witherell has identified Thursday, November 1<sup>st</sup> as the date for the fall dinner function, and they are exploring having a speaker from the Rockefeller Foundation. They are also looking at making it both an honorary as well as an educational event.

#### **Resident Life Committee – presented by Allen Brown**

The May 2018 Recreation Calendar has been finalized and will be posted and put up on the website. Mr. Brown will discuss “interim” coverage of the Recreation Department until Ms. Bruce’s successor is hired.

## **Chairman's Report – presented by Laurence Simon**

Mr. Simon reported that Ms. Karen Sadik-Khan has resigned from both the Friends Board and the Nathaniel Witherell Board of Directors, and will be moving out of state. She has been involved with Nathaniel Witherell for a long time and she will be difficult to replace. Her resignation was effective March 22, 2018.

Mr. Simon has interviewed Ms. Joan Merrill, Certified Geriatric Care Manager, who has submitted an application to be on the NW Board. We now have 2 other vacancies to fill.

Mr. Simon reported that TNW goes before the full RTM on May 14<sup>th</sup>. On May 8<sup>th</sup>, at 8:30 pm at the RTM Health and Human Services Committee meeting, Mr. Simon believes the two main issues will be: 1.) the capital for the Pavilion; and 2.) discussion involving when we increased our part time budget, the Finance Department increased our Part Time equivalents to Full Time equivalents of 5.3 people.

The BET TNW Strategic Planning Committee has issued two RFP's: 1.) for cost accounting; and 2.) for a Strategic Plan for The Nathaniel Witherell. They will present their report to this Board on Tuesday, May 22<sup>nd</sup>. This report has been distributed to all Board members and they are encouraged to read the first ten pages, which shows possible future options.

Mr. Simon stated that although the construction may impede our progress over the next year, it is a 'necessary evil' as we continue to make Nathaniel Witherell better physically, to match the excellent care we provide to people, and continue to attract patients who want to be here. We will continue to focus on good care with a high census.

### **New Business** – none

Ms. Hurst motioned to adjourn the meeting, seconded by Dr. Ennis. Mr. Simon adjourned the meeting at 6:18 PM.

Respectfully Submitted,  
Linda Marini for Louise Puschel, Board Secretary  
April 25, 2018