



**Board of Directors Meeting  
April 30, 2007  
Nathaniel Witherell Board Room**

**Present:** David Ormsby, Chairman; Chris Thurlow, Vice Chairman; David Ayres; Paul Toreta, Don Fritz; Lloyd Bankson; Frank Scarpa; Patricia Burns; and Thomas Saccardi.

**Staff:** William Kowalewski, Executive Director; Lynn Bausch, Director of Nursing; Ray Augustine, Director of Financial Operations; Susan Welsh, Director of Admissions; and Jack Hornak, Director of Facility Operations.

**Also:** *Sign-in sheet on file*

Mr. Ormsby opened the meeting at 5:32p.m. in the TNW Board Room.

**REVIEW OF THE MINUTES OF THE 3/19/07 BOARD MEETING:**

A request by Mr. Ormsby to approve, motion by Mr. Bankson, 2<sup>nd</sup> by Mr. Saccardi, motion carried unanimously.

Mr. Ormsby welcomed Ms. Patricia Burns to her first official Board Meeting.

Mr. Ormsby then introduced Jeffrey Enchura, Food Service Director who conducted a Power Point presentation on Food Service at TNW.

**Chairman's Report**

Mr. Ormsby announced that Mr. Kowalewski, having been nominated by Bob Richardson, and sponsored by TNW has been awarded a full tuition scholarship to Harvard Business School to attend Strategic Perspectives in Nonprofit Management, a one-week summer program attended by senior nonprofit managers from around the world.

Members of TNW's Board have met with Bob Richardson, Bob Brady and Randall Huffman of the Special Committee to review TNW's Long Range Plan.

Mr. Ormsby announced the request for \$7.3 million in bonding authority will be voted on at the May 14<sup>th</sup> RTM Meeting.

Mr. Ormsby thanked those who showed support at the April 9<sup>th</sup> RTM meeting and Board members for their participation in RTM meetings throughout the month of April.

Mr. Ormsby revealed the results of the 5-day poll the Greenwich Post conducted on whether TNW should remain a Town Department. The results of 88 participants are as follows:

90% in favor of Witherell remaining a Town Department  
10% opposed to Witherell remaining a Town Department

Mr. Ormsby announced the Town Labor contracts for LIUNA and Teamsters have both been ratified. Mr. Ormsby thanked members of the two unions for their support.

### **Medical Director's Report**

Dr. Loria reported the following:

Quarterly Medical Staff meeting was held on 4/19/07; no new practitioners were added to the staff.

A review of quarterly death reports revealed a higher than expected rate in January 2007.

Policies were introduced to improve communication of laboratory values to the relevant physician for those residents on anticoagulation.

Routine Acetaminophen use will be given to residents on the 3<sup>rd</sup> floor "Camelot" unit based on the results of a study published in the Journal of the American Geriatrics Society in November 2006. The goal is to improve activity levels and quality of life while reducing the need for psychotropic medication use.

The average medication utilization remains below the State and National averages at 8.2 medications per resident.

New Federal regulations concerning gradual dose reductions (GDR) for all medications as well as stated goals for each medication were reviewed.

Formulary changes for erythropoietin products have been put on hold pending a recent “black box warning” for these products.

Influenza was not detected in the facility during the 2006-2007 season.

Policies for resistant organisms continue to evolve.

Stephanie Paulmeno, M.S., R.N. presented a working template to the staff for pandemic planning as it applies to long-term care facilities.

Short-term admission rates have been up including an increased number of orthopedic patients.

Feedback from patients and referring physicians has been positive.

Tools for increasing short-term admission rates were further discussed at the Admissions Committee Meeting on 4/26/07.

### **Executive Director’s Report**

Mr. Kowalewski reported that in connection with efforts to attain preferred provider status with additional commercial insurers, the Aetna and CIGNA price lists and supporting documentation will be sent out by the end of the week.

Mr. Kowalewski reported on the seminar “Environments for Aging” that he, Ms. Bausch, and Mr. Hornak attended in Baltimore. He hopes to obtain printed materials from the presenters to share with the Board.

### **Building Committee**

Mr. Toretta reported the Building Committee met to discuss existing projects preceding the Board Meeting. A building project status report was distributed.

Mr. Toretta reported the Rehab renovation is anticipated to start 5/21/07. The Rehab renovation project is under budget due to the use of Town resources for labor and supplies.

Mr. Toretta reported the Board is in the process of screening candidates for a Town Building Committee. Mr. Kowalewski will serve on the Building Committee as a non-voting ex-officio member by virtue of his position. Mr. Toretta pointed out that the Town Charter required Nathaniel Witherell’s Board to name two voting members and, one ex-officio non-voting member. Following discussion the following resolution was proposed:

RESOLVED, The Board of Directors of Nathaniel Witherell nominates Paul Toretta, and Lloyd Bankson as voting members and Thomas Saccardi as a non-

voting member to serve on the Building Committee. The resolution was moved by Mr. Ormsby, 2<sup>nd</sup> by Ms. Thurlow and approved unanimously.

### **Enterprise Accounting**

Mr. Augustine reported on the need to interface MDI clinical software with the Town Munis system, and purchase three additional modules, which will enable TNW to take data and break it down into the meaningful and necessary reports for Medicaid cost reporting. The modules required are e-Charting Wireless, Staff Solutions, and Purchase point.

RESOLVED, The Board of Directors of Nathaniel Witherell approves the purchase of the MDI modules; e-Charting Wireless, Staff Solutions, and Purchase point in the amount of \$43,000. The resolution was moved by Mr. Bankson, 2<sup>nd</sup> by Mr. Toretta and approved unanimously.

### **Finance Committee**

The Finance Committee met preceding the Board Meeting, Mr. Fritz reporting on the following in summary of the meeting:

The Finance Committee discussed capital spending and the need to focus on cash flow profitability.

The Building Committee must identify projects and spend next year consistent with next year's capital budget.

The Finance Committee must revise the format for month-end reporting to measure the goal of the Long Range Plan to be net cash flow positive at year-end.

### **Public Affairs**

Ms. Thurlow reported that 11 residents attended the 4/9/07 RTM Meeting, their travel costs were paid from the Patient Trust Fund. In addition, 40 off-duty staff members, several family members, and community members were present to show their support. There were several speakers from the community including one of Witherell's residents, Mr. Ken Henderson, who spoke on behalf of all Witherell residents.

Ms. Thurlow pointed out some of the more recent newspaper articles; one in the Greenwich Time entitled "Witherell Staff Honored for Dedication." This article written by Michael Dinan talks about the wonderful staff and their longevity. The other article written by Pat McCormak of the Greenwich Citizen entitled "The Heart Portion of the Witherell Shines Brightly." This article unlike many others, talks about the atmosphere of Witherell and all the unique amenities Witherell

has to offer such as, a gift shop, greenhouse, chapel, café, and beauty shop to name a few.

### **Resident Care**

Ms. Thurlow reported she attended morning report, which takes place every weekday at 9:00am. During this meeting each department reports on any issues which other members of the staff should be aware.

### **Quality Assurance**

Mr. Saccardi reported the following items are in place:

- New nutritional assessment survey
- Gradual dose reductions
- Rehab appointment cards
- Nurse call system
- Security system
- Cable TV

Mr. Saccardi also reported that TNW continues to be restraint free.

### **Safety Committee**

Mr. Hornak reported TNW is reinstating regular meetings for the Safety Committee. At the 4/19/07 meeting the By-laws were reviewed and preliminary topics were discussed.

At 7:36 P.M. The meeting ended and Friends of Nathaniel Witherell Board Meeting Opened.

At 8:50 P.M. the Board went into Executive Session.

At 9:15 P.M. the Board came out of Executive Session and the meeting was adjourned.