



**Board of Directors Meeting
Minutes
December 13, 2007**

Present: David Ormsby, Chairman; Chris Thurlow, Vice Chairman; Lloyd Bankson; Paul Toretta; Frank Scarpa, MD; Patricia Burns; Thomas Saccardi; and David Ayres

Staff: William Kowalewski, Executive Director; Lynn Bausch, Deputy Director and Director of Nursing; Ray Augustine, Director of Financial Operations; Jack Hornak, Director of Plant Operations and Susan Welsh, Director of Admissions; Tina Tholen, Development Coordinator, Friends of Witherell.

Also: Sign-in sheet on file

Mr. Ormsby, via conference line, opened the meeting at 5:36 p.m. in the TNW Board Room.

REVIEW OF THE MINUTES OF THE 11/26/07 BOARD MEETING:

Motion to approve made, seconded and adopted unanimously

REVIEW OF THE MINUTES OF THE 12/03/07 BOARD MEETING

Motion to approve made, seconded and adopted unanimously

Executive Director's Report

Mr. Kowalewski discussed/announced the following:

- Linda Marini will transfer from the Board of Education, Western Middle School, to begin at TNW as Administrative Assistant in Administration on January 7, 2008

- Mr. Kowalewski encouraged all present to read this month's article regarding Person-Centered Care and the advantages this program brings to the community life in nursing homes. The main components of Person-Centered Care are Neighborhood; restaurant style dining; personal preference; individual living space; opportunity for personal growth and contribution; and activities of choice.

- Mr. Kowalewski handed out copies of a Greenwich Time article that highlights the advertising firm of Minicus and Lindner, Witherell's contracted firm – that discusses that ability of good advertising to have a positive impact on image and volume

- Mr. Kowalewski encouraged all in attendance to read his report which contains all Operating details.

Building Committee – presented by Paul Toretta

Paul Toretta – Gave an update on both Project Renew and other non-Project Renew Witherell building projects.

Project Renew: Architect Selection – RFP about to be issued
CM Selection – RFP in draft
Outside Attorney – Candidates not yet interviewed
Committee voted 8 in favor and 1 against to not utilize an Owner's Rep

Witherell Projects: Sewage Solution – Bar Screen vs Net
Person Centered Dining – Equipment RFBs have been received / Installation RFBs are received – awaiting the writing of a Timeline
Walking Path – Management will interview several Landscape Design Architects – pick one to design the Walking Path

Finance Committee – presented by Lloyd Bankson

- For the month of November, 2007, Occupancy was @ 96.2% MTD and 94.8% YTD against a Budget and LRP of 96.0% for both; Private pay days are 127 days over budget MTD and 772 days over budget YTD; Medicaid days are under budget 64 days MTD and 531 days YTD; Medicare days are under budget 50 days MTD and 622 days YTD.

- For the month of November 2007, gross resident revenue was \$12,315 over budget on a budget of \$1,795,785 and Net revenue was \$1,736 better than budget on a budget of \$1,738,389 MTD and \$45,899 under budget on a YTD budget of \$8,797,459.

- For the month of November 2007, TNW expenses MTD were \$105,771 better than budget on a budget of \$1,400,906 and were \$149,155 better than budget YTD on a budget of \$6,915,561.

- The TNW surplus for November 2007 was \$407,865 MTD and \$1,743,649 YTD before the allocation of Town expenses of \$419,772 MTD and \$1,935,740 YTD.

Resident Life - presented by Chris Thurlow

Mrs. Thurlow discussed the events planned for the busy month of December and talked about the December calendar.

She made particular note of the “huge” Christmas Holiday dinner parties on the afternoons of Saturday and Sunday, December 8th and December 9th – and reminded all Board to attend.

She made mention of all the many special events scheduled for the December calendar including the special two day holiday resident/family luncheon to be held on the Saturday and Sunday December 8/9.

Friends of Nathaniel Witherell – **presented by Patricia Burns**

Ms. Burns announced that the Annual Appeal was mailed and is in progress. Progress will be announced at the next Board meeting.

At 6:30 pm, the Board moved to go into Executive Session.

At 7:45 pm, the Board came out of Executive Session and adjourned.

Respectfully Submitted

David G Ormsby
Chairman
Acting Secretary

