



**Board of Directors Meeting
Minutes
January 28, 2008**

Present: David Ormsby, Chairman; Chris Thurlow, Vice Chairman; Paul Toretta; Frank Scarpa, MD; Thomas Saccardi; Franklin Loria, MD

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

Also: Sign-in sheet on file

Mr. Ormsby opened the meeting at 5:30 pm in TNW Auditorium.

The first agenda item was a presentation by Gene Dolloff, Chairman of the Board, Morrison Senior Dining, entitled The Future of Elder Care, Expectations of the Next Generation

REVIEW OF THE MINUTES OF THE 12/13/07 BOARD MEETING:

Motion to approve made, seconded and adopted unanimously

Chairman's Report – presented by David Ormsby

Mr. Ormsby commented on Gene Dolloff's presentation - ideas, observations and data presented play directly to Person-Centered Care being implemented at TNW.

Mr. Ormsby is working on a Mid-Year Report Card for the RTM. Draft was distributed to the Board members for their review without discussion at this time.

Medical Director's Report – presented by Franklin Loria, MD

- Markus Mayus, MD, new to James Brunetti's practice, has submitted his credentials for approval. No specialists or mid-level providers added but continuing to look for interest.
- Quality Assurance Meeting 1/17/08: most importantly noted corrective actions from recent survey are being implemented and monitored.
- Infection Control: flu shots are still available, no cases of influenza yet detected at TNW; no blood-borne pathogen exposures or IV infections.
- Sporadic GI outbreaks have occurred at TNW. Mr. Ormsby requested Dr. Loria define the symptoms.
- Dr Loria participated in an informal discussion on MRSA during meeting of the Family Council on Jan. 27, 2008
- Pharmacy Quarterly Meeting: Omnicare has changed our consultant once again; TNW continues to prescribe less drugs per patient than the state and federal percentages; no policy changes have occurred.

Executive Director's Report – presented by William Kowalewski

Mr. Kowalewski gave a verbal report on the site visit to Isabella Geriatric Center, NYC on January 24, 2008:

- Purpose of visit was to learn about and experience Person-Centered Dining
- Present were Lynn Bausch, Susan Welsh, Thomas Saccardi, Jenny Willis, and Bill Kowalewski
- Isabella is a 700 bed facility, 17 dining rooms, 18 Nursing stations. Udo Schneider, Food Service Director, was our host. Mr. Saccardi stated that Mr. Schneider's enthusiasm and dedication to the program was the reason for its success.
- Mr. Kowalewski stressed that Person-Centered Dining is a "cultural transformation" not just a physical one.
- Chris Thurlow asked if waste proved to be a negative factor to Person-Centered Dining? Lynn Bausch stated that less waste actually occurs.
- Mr. Kowalewski stated the importance of engaging staff in order to meet the individual needs of each unit. An installation/implementation as well as a staff education timeline needs to be developed.
- We will be scheduling a site visit to Masonic Care in Wallingford

Mr. Kowalewski announced that The First Selectman's Presentation of the Budget will take place on at 6:00 pm on Monday, February 4, 2008. Within the General Fund, Project Renew Witherell has the 10th ranking, at \$29,583,000 –

TNW "Ongoing Maintenance" ranks 19th at \$310K. With 65 items in the General Fund TNW submissions remain close to the top.

Mr. Kowalewski asked all present to draw their attention to the appendices in his Executive Director's Report, especially those regarding influences on state regulation

Building Committee – presented by Paul Toretta

TOG Building Committee

- due date for architect bids January 30, 2008
- the number of architects to submit bids, originally at 19, is now at 16
- questions submitted by the architects were easily answered
- Mr. Kowalewski referred to 'after the deadline questions' that we are not required to respond to; but we did agree to extend the deadline for submissions to February 1, 2008

TNW Building Committee:

1. Sewer Grinder project – in meeting with Amy Seibert, Superintendent, Sewer Dept., Mr. Toretta stated TNW should take care of construction/installation but TOG should be responsible for maintenance. Ms. Seibert will take this under advisement.

Mr. Ormsby had questions regarding the workings/reliability of the sewer system. Mr. Toretta responded that more homes on the line could prove more effective or the fact that we are not longer on the end of the line; we don't have a specific answer.

Jack Hornak states we may hear back from Amy Seibert regarding suggested sewer maintenance/repair by mid-February.

2. Walking Path – they have received 2 bids for design proposals, waiting for a 3rd. Will present after all 3 have been received/reviewed.
3. Person-Centered Dining equipment has begun to arrive. Mr. Hornak confirms that Hunter Mechanical is under contract for the installation.
4. Painting of building reviewed. Interior being worked on currently due to weather conditions. Per Jack Hornak, painting of façade will be done first as soon as weather improves.

Finance Report – presented by Thomas Saccardi

- For the month of December 2007 Total Occupancy was 97.3% with YTD Occupancy at 95.2%
- For the month of December 2007 Private Pay census was 27.4% with YTD at 26.2%. Mr. Saccardi credits Susan Welsh and George Cossifos in Admissions for their hard work and expertise. Ms. Welsh shares the credit with the work of Nursing, Housekeeping and Social Services for keeping up with the Admissions turnover.
Mr. Ormsby states the importance of increase in Private Pay which allows TNW to accommodate the neediest of elderly while minimizing costs to the Town of Greenwich.
Mr. Kowalewski emphasized the differences in unit of measure used by each department to measure their success.
- For the month of December 2007 Medicare Census was 10.4% with a YTD of 11.8%
- For the month December 2007 Net TNW Revenues were \$1,788,405
- The TNW surplus for December 2007 was \$410,133 before the allocation of town expenses of \$396,937 - resulting in a Operating Gain of \$13,196.

Finance Department has had to file Medicaid Filing for January 2008. Medicare Report needs to be filed for February 2008.

Bill Kowalewski states that the Laboratory Services contract from Greenwich Hospital is in negotiations.

Lynn Bausch states that they are also looking at 2 additional lab facilities: 1. Quest Laboratories and 2. Clinical Lab Partners

Resident Life - presented by Chris Thurlow

Mrs. Thurlow reported on the Family Council Meeting held on January 27, 2008:

- Election of officers, Mr. Harry Monies, Chairman, Ms. Marguerite Vau Clair, Vice-Chairman, Mr. George Jordan, Secretary
- Shared a suggestion to have architects bidding on Project Renew to come to TNW to spend a day in a wheelchair to see things from resident's perspectives

Mrs. Thurlow credits Sally Van Leeuwen, Volunteer Coordinator, and the work of our volunteers:

- volunteers did the work of 100 staff members for the month of December 2007
- Mr. Ormsby comments on 4530 hours done by volunteers – we could not run TNW without them

Bill Kowalewski references the continuing Random Acts of Kindness program.

Activity calendar for February 2008 will be mailed to Board members as soon as it is published by Recreation.

Annual Appeal : Mrs. Thurlow reports that as of January 25, 2008 donations are coming from all areas of town, and all demographics. Thus far, 524 individuals, foundations, businesses, have donated an aggregate amount of \$98K

Mr. Ormsby states we will be replacing Tina Tolen as Development Coordinator. Employment advertisements have been placed in Greenwich and Stamford publications, as well as NY Times and Fairfield County Fundraising Newsletter

Mr. Ormsby asked for questions from the public – none.

Mr. Ormsby adjourned the meeting at 7:35 pm and requested the Executive Board remain for further discussion.

Respectfully Submitted

David G Ormsby
Chairman
Acting Secretary