



**Board of Directors Meeting
Minutes
March 31, 2008**

Present: David Ormsby, Chairman; Chris Thurlow, Vice Chairman; Thomas Saccardi, Secretary; David Ayres; Lloyd Bankson; Patricia Burns; Frank Scarpa; Paul Toretta; Lin Lavery, Selectman

Staff: William Kowalewski, Executive Director; Raymond Augustine, Director of Financial Operations; Lynn Bausch, Director of Nursing; Susan Welsh, Director of Admissions; Jack Hornak, Facility Operations Manager; Franklin Loria, MD, Medical Director

Also: Karen LaMonica, Commission on Aging; David Theis, SNAC; Bruce Dixon

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

REVIEW OF THE MINUTES OF THE 2/25/08 BOARD MEETING:

The motion to approve these minutes was made, seconded and adopted unanimously

Review/Approval of Proposed Amendment to the Mission Statement

After discussion, the finalized proposed Mission Statement was read by Mr. Ormsby:

“Our mission is to provide the highest quality long-term skilled nursing care and rehabilitative services, primarily to Greenwich families, in a home-like person-centered environment in a manner which is financially responsible to the Town of Greenwich.”

The motion was made to adopt the revised Mission Statement, seconded and adopted unanimously.

Chairman's Report – presented by David Ormsby

Mr. Ormsby attended the Town retreat, Best Practices for Exceptional Boards. During this informative session, the three Selectmen made a general acknowledgement that the Town owes a debt of gratitude to all individuals who sit on Town Boards for their work and dedication.

The Board of Estimate and Taxation has accepted TNW's Operating Plan, FY 2008-2009

Mr. Ormsby notes the significance of TNW Direct Expense increasing by only one-tenth of one percent.

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

1. There were four documented cases of Influenza in the facility
2. The entire staff should be commended on their use of proper isolation techniques that prevented additional cases of a respiratory outbreak which was identified on one unit.
3. Isolation signs are being changed to more "patient friendly" postings. Ms. Bausch comments the new small "stop signs" being used are less intrusive, visitors are asked to obtain specific instructions from the nurses.
4. Dr. Loria relates some of his concerns and observations related to staff morale. Mr. Ormsby suggests further discussion.
5. Discussions with NP Care to provide on-site Advance Practice Registered Nurses (APRN's) have begun:
 - a. NP Care can provide on-site APRN care, 5 days a week and on-call weekends
 - b. No cost to TNW – billed to insurance
 - c. APRN's act on behalf of the attending physicians
 - d. Mr. Kowalewski's suggests it be a topic for discussion at the April 17, 2008 Medical Staff meeting and brought back to April 28, 2008 Board of Director's Meeting.

Mr. Bankson poses the question as to why doctors do not visit the facility more often. Dr. Loria states the maximum Medicare pay to a physician is \$70 once every 30 days (\$840 yearly).

Executive Director’s Report – presented by William Kowalewski

Mr. Kowalewski refers to the Comparative Analysis Admissions report prepared by Susan Welsh, for the period FY 06/07 vs FY 07/08:

- a. References are made to the length of short-term stay, Last Year 33 days compared to Current Year 24 days
- b. Mr. Welsh comments on her understanding that more individuals are now receiving more home care than in the past
- c. Family ties to Greenwich are bringing relatives to town for rehab care
- d. Short term admissions are younger individuals, generally being admitted healthier, stays are shorter for rehab

Mr. Kowalewski points out a major area of interest in the March 27, 2008 CANPFA CAPITOL Line, issued as a handout - The Appropriations Committee Proposed Budget, and the Committee’s budget proposals items of interest to CANPFA members

Mr. Bankson comments on the Vacancy Report. Specifically, that there are open positions yet we are still at a negative variance of \$237K. Mr. Kowalewski attributes the expense to substantial overtime and “out of job classification” hours.

Nominating Committee Report – presented by David Ayres

Mr. Ayres made the following nominations for TNW Board of Directors for the time period of April 1, 2008 through March 31, 2009:

Chairman: David Ormsby
Vice Chairman: Christopher Ann Thurlow
Secretary: Thomas Saccardi

The motion to accept these appointments was made, seconded and adopted unanimously.

The following Committee nominations were also made:

<u>Finance:</u>	<u>Building:</u>	<u>Resident Life:</u>
Lloyd Bankson (C)	Paul Toretta (C)	Christopher Ann Thurlow (C)
David Ayres	David Ayres	Patricia Burns
David Ormsby	Lloyd Bankson	Frank Scarpa
Thomas Saccardi	Christopher Ann Thurlow	

Nominating Committee Report (cont'd)

Legal Affairs:

David Ormsby (C)
Christopher Ann Thurlow

Public Affairs:

Patricia Burns (C)
David Ormsby
Frank Scarpa
Christopher Ann Thurlow

Business Development:

Christopher Ann Thurlow (C)
Lloyd Bankson
David Ormsby

The motion to accept these committee appointments was made, seconded and adopted unanimously.

Building Committee Report – presented by Paul Toretta

TOG Building Committee

- Selection of Construction Manager for Project Renew still pending
- Architect Selection – Interview meetings are scheduled, 2 for April 2nd and 2 for April 9th

TNW Building Committee

Two items have been approved:

1. \$29K to replace air handlers on the West Wing
2. \$5,800 for purchase of 2 rebuilt mixing valves for water heaters

Still awaiting TOG response on resolution to Sewer Grinder Project. It is the belief of the committee that TOG should absorb the cost of flushing the sewer system.

Painting and Walking Path projects are continuing.

A “walk thru” of Person-Centered Dining renovations hopefully can take place by next Board meeting time frame.

Finance Committee Report – presented by Lloyd Bankson

Mr. Bankson acknowledges the effort and work of George Cossifos, Admissions Manager, during Susan Welsh's absence.

Total occupancy for February 2008 at 97.5%, with YTD 95.7%:

Private Pay Feb. 2008 23.2%, YTD 26.0%
Medicaid Feb. 2008 63.3%, YTD 62.0%
Medicare Feb. 2008 13.6%, YTD 12.0%

Finance Committee Report (cont'd)

Operating Gain for the month of February 2008, \$32,838

Capital Purchases reported significantly below budget.

Statements made by Raymond Augustine with regard to Long-Range Plan:

- Statements reflect \$860K in favorable cash flow
- Mr. Bankson and Mr. Augustine believe \$39.5K bottom-line P&L is attainable
- \$157K favorable cash flow reported for February 2008

Resident Life Committee Report – presented by Christopher Ann Thurlow

Resident events during the month included:

1. St. Patrick's Day parade – as the Bag Pipe band paraded through the facility music played over the P/A system. An Irish Soda bread contest was also held with Lin Lavery, Chris Thurlow and Bill Kowalewski as judges.
2. Rescued greyhound program
3. There was a variety of Easter and Holy Week services and activities

April 25th the St.Paul Singers will be performing.

Meeting of the Patient Trust Fund scheduled for Wednesday, April 2, 2008 at 4:00 pm

Quality Assurance Quarterly Meeting scheduled for Thursday, April 17, 2008

Ms. Thurlow brings attention to the thoughtful Letter to the Editor written by Harry Monies with reference to Tony Coreale, TNW Lay Chaplain.

Camelot Garden:

1. have met with a local artist to discuss mural possibilities
2. hoping to receive funding through FNW
3. some donations have already been received: bird bath and feeder

Friends of The Nathaniel Witherell– presented by Patricia Burns

The first Witherell Invitational so far has proven to be a great collaboration of all involved:

- 84 players will be ideal / 100 is the maximum
- 7 committed foursomes at this point
- supporters can commit for dinner only and not have to actually play

Charity Poth has been hired as our new Development Director.

FNW Board Meeting is scheduled for Monday, April 7, 2008 at 4:00 pm.

Mr. Ormsby asked if there needed to be any further discussion on old or new business – none noted.

Mr. Ormsby adjourned the meeting at 7:13.

Respectfully Submitted,

Thomas Saccardi
Secretary

