



The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

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

Present: Chris Thurlow, Vice Chairman; Thomas Saccardi, Secretary; David Ayres; Lloyd Bankson; Patricia Burns; Bruce Dixon; 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: Dr. Peter Arturi, Board of Health; Gerald Isaacson, RTM Health and Human Services Committee; Karen LaMonica, Commission on Aging; Sara Poirier, Greenwich Post; Irene Theriot, TNW Family Council Liason

Ms. Thurlow opened the meeting 5:30 pm in TNW Board Room.

Presentation by Lynn Bausch, Director of Nursing
MEDICARE REIMBURSEMENT: Nursing Impact on RUGS Scores

1. Ms. Bausch begins her presentation with an overview of the Medicare Eligibility requirements in a SNF, along with how the nursing facility gets paid from Medicare.
2. Ms. Bausch defines Prospective Payment System (PPS) and Resource Utilization Group (RUG), and Minimum Data Set (MDS).
3. Ms. Bausch explains the following:
 - Medicare payment based on MDS assessment & RUG score
 - The large amounts of time required to complete the MDS
 - How Medicare pays for skilled care under PPS
 - How PPS is developed using MDS and how RUG score is determined

4. Ms. Bausch describes the role of the RN in creating the MDS:
 - Coordination and completion
 - MDS coordinator
 - Adherence to Medicare calendar for assessments/submission
 - Note is made that inaccuracies lead to the loss of reimbursement.
5. Ms. Bausch reviews criteria for Nursing and Rehab RUGS
6. Ms. Bausch details the financial impact of undercoding Activities of Daily Living (ADL's).
7. Ms. Bausch reviews Total Medicare Revenues with Rehab Component for the months of July 2007 through March 2008
8. Ms. Bausch explains the success with RUG system is dependent on the following components:
 - a. assessment reference date
 - b. the accuracy of ADL scoring
 - c. Complete pre-admission documentation
 - d. Therapy planning
 - e. Communication
 - f. MDS nurse & nursing management education
 - g. Periodic outside review

REVIEW OF THE MINUTES OF THE 3/31/08 BOARD MEETING:

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

**Chairman's Report – presented by Christopher Ann Thurlow,
Vice Chairman**

- Ms. Thurlow introduces the newest Board of Directors member, Mr. Bruce Dixon, to the Board and to the public present.
- Ms. Thurlow reads the proposed amendment to the By-Laws of The Board of Directors to approve the following standing Committees of the Board:
 1. Finance Committee
 2. Building Committee
 3. Resident Life Committee
 4. Legal Affairs Committee
 5. Public Affairs Committee
 6. Business Development Committee

Chairman's Report cont'd

The motion to approve this amendment to the By-Laws of the Board of Directors was made, seconded and adopted unanimously.

- Ms. Thurlow informs members present of a June 9th seminar entitled "The Politics of Aging: Gaps, Cracks and Donut Holes" sponsored by the United Way.
Mr. Kowalewski adds that TNW has purchased 2 seats and will add more if any Board members would like to attend.
- Ms. Thurlow reports that The Family Council met on Tuesday, April 22, 2008:
 - Dr. Loria led a discussion and question and answer session on the Overuse of Antibiotics.
 - Mr. Kowalewski provided an update on the Person-Centered Dining renovations and on Project Renew
 - Family Council will hold a raffle at the June 12th Family Picnic.
- Ms. Thurlow comments on how attractive the front of the building appears since being painted. Mr. Bankson thanks Mr. Hornak for his efforts and efficiency in getting this job done.

Resident Life Committee Report – presented by Christopher Ann Thurlow

Saturday, May 10th, Mother's Day Tea

May 12th – May 16th National Nursing Home Week

Ms. Thurlow reports on the performance of the St. Paul Singers on April 25, 2008 and shares photos of the young performers.

Ms. Thurlow reports on the beautiful job the Stanwich School did with the plantings in the Courtyard and thanks them for their continuous efforts here at TNW.

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

1. It was decided at the Quarterly Medical Staff meeting that an Advance Practice Registered Nurse (APRN) should be added to TNW Medical staff. An amendment to the By-Laws of the Medical Staff to include APRN's was voted on by the Medical Staff and approved.

The motion to approve this proposed amendment to the By-Laws of the Medical Staff was made, seconded and adopted unanimously by the Board of Directors.

2. Dr. Loria states that those few doctors who have not yet provided TNW with their current licensing and insurance documentation have been granted temporary privileges.
3. Dr. Loria gives credit to Carol Kellogg, Infection Control Nurse, for her superb efforts in pre-cautionary training, hand washing, etc.
4. Dr. Loria conducted an in-service for the nursing staff focusing on improved communication between nurses and physicians.
5. The pharmacy representative presented her quarterly quality assurance report during the April 17th meeting, citing that medication usage at TNW remains stable. She will provide training for fall prevention.
6. The 4th floor rehab unit continues to be the busiest unit with the highest number of new admissions. Residents without a local doctor are currently cared for by the medical director; no one without a physician is turned away from our facility.

Executive Director's Report – presented by William Kowalewski

Mr. Kowalewski focuses the Board's attention to the memo introducing Katrina Trubilla as our newly hired Director of Social Work Services. Mr. Bankson would like Mr. Kowalewski to invite Ms. Trubilla to the May 2008 Board Meeting.

Mr. Kowalewski states that TNW has been given a monetary gift earmarked specifically for the purchase of a Wii system for our residents' use. Because of the popularity of this gaming system, we have yet been able to find one to purchase. Mr. Kowalewski asks any members present to notify him if they find one available for purchase.

Mr. Kowalewski distributes to the Board his memo regarding the Employee Perspective Action Plan. This is a 5-step process:

1. conduct a confidential employee satisfaction survey
2. implement the survey
3. receive/compile feedback and results
4. implementation of the action plan
5. TNW in-service education

Executive Director's Report cont'd.

Rehab Open House will take place on Tuesday, May 20, 2008 from 2-4 pm as our effort to participate in Older American's Month. Susan Welsh explains how we are using this event as a chance for a "Rehab reunion". We will be inviting our Rehab Graduates who have been discharged over the past 18 months to 2 years.

Our Resident and Family Picnic is scheduled for Saturday, June 14, 2008 from 12 – 3 pm. Ms. Thurlow stresses the importance she sees in having as many Board members present as possible.

Continuing Quality Improvement Committee Report – presented by Dr. Frank Scarpa

The decision was made at the last meeting held on April 17th that four additional meetings of the Continuing Quality Improvement Committee will be added yearly.

There was some discussion regarding improper food temperatures. Test tray evaluations, including temperature, will be done on a weekly basis.

Dining Services completed the resident satisfaction surveys. This survey will be conducted every April.

The wheelchair cleaning schedules are being followed and an expanded preventive maintenance program has been implemented.

The new resident and family friendly "stop signs" on resident room doors are in place and working well.

With regard to Social Services, the admission and quarterly progress notes have been updated to include Hospice/care decisions and room transfers to ensure complete documentation.

Mary Bruce, Recreation Director, made an informal presentation regarding an indoor garden at a cost of approximately \$1,500.00. It was thought to benefit few residents – indoor fountains are now being considered.

Building Committee Report – presented by Paul Toretta

TOG Building Committee

- Selection of a Construction Manager and the writing of a Construction Manager Contract for Project Renew is still pending.
- Architect Selection – Town of Greenwich is in the process of reviewing exceptions

TNW Building Committee

- Painting projects have been ongoing. Our thanks to Jack Hornak for the efficiency at which this has been taking place.
- Still awaiting TOG response on resolution to Sewer Grinder Project.
- The Board will take a tour of Tower 1 Person-Centered Dining renovations following the adjournment of tonight's Board meeting.
- The committee is still awaiting the completed design drawings for the Walking Path.

Finance Committee Report – presented by Lloyd Bankson

Mr. Bankson acknowledges the efforts and hardwork of the entire TNW team during the month of March 2008.

Total occupancy for March 2008 at 96.8%, with YTD 95.8%:

Private Pay March 2008 23.0%, YTD 25.6%

Medicaid March 2008 64.5%, YTD 62.3%

Medicare March 2008 12.5%, YTD 12.1%

Total Revenues for March 2008 \$1,847,110 with budget at \$1,795,785, showing a positive variance of \$51,325.

YTD Total Revenues \$16,064,193 with budget at \$15,865,938, showing a positive variance of \$198,255.

Net TNW Revenue YTD - reports a positive variance of \$315,627

Friends of The Nathaniel Witherell– presented by Patricia Burns

The Friends of Nathaniel Witherell would like to submit 7 grant applications to the Community Development Block Grant Program:

1. A Resident Computer Lab
2. Enhanced Recreation and Nursing Programming on the Dementia unit
3. Customer Service employee training
4. Indoor/Outdoor Dementia Garden
5. Rose Garden
6. Walking Path
7. Pavillion repairs/updates

The Board expresses concern over submitting all 7 applications. Mr. Kowalewski confirms the fact that if in fact TNW were to be awarded any grant funds, all proper committees and entities will be fully informed and processes followed.

The Witherell Invitational – Ms. Burns encourages participation, even if it is in dinner only. The Board was shown samples of the golf shirts and ties designed for this inaugural event.

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

Ms. Thurlow adjourned the meeting at 7:20 pm.

Respectfully Submitted,

Thomas Saccardi
Secretary