



**Board of Directors Meeting
Minutes
February 25, 2008**

Present: David Ormsby, Chairman; Chris Thurlow, Vice Chairman; Paul Toretta; Thomas Saccardi; David Ayres; Patricia Burns; Lloyd Bankson (via phone conference)

Staff: William Kowalewski, Executive Director; Raymond Augustine, Director of Financial Operations; Mary Bruce, Director of Recreation; Franklin Loria, MD

Also: Sign-in sheet on file

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

Presentation by Mary Bruce, Director of Recreation

Ms. Bruce began her presentation with an overview of the responsibilities and schedules of the Recreation Department and distributed copies of both the general activities calendar and the Camelot schedule of events for the month of March.

- Mr. Ayres commented that during his rehab stay it was apparent to him how much programming was going on for the residents - "Mary was always about...".
- Ms. Thurlow commented on the range and balance of programming, commenting that it is a well thought out mix of activities, ie arts and crafts, spiritual, musical, etc.
- Ms. Bruce stated the importance of knowing each resident, and paying attention to each individual's likes, hobbies, etc. in order to provide appropriate programming/activities.
- Ms. Bruce and her team has received the Team of the Year Award, the Customer Service Award for 2 consecutive years, and the Award of Excellence

Ms. Bruce presented the possibility of creating an Indoor/Outdoor Garden in the area of the old staff cafeteria.

- Large windows, with a great deal of sunlight, which is beneficial for Alzheimer residents
- Development of a 'indoor/outdoor garden'
- It was noted by Mr. Toretta that this would not necessitate pre-approvals of TNW Building Committee for this project to begin
- Mr. Ormsby, upon assuming a consensus of support from the Board for this project, suggested Ms. Thurlow head a project committee to work along with Ms. Bruce.

Ms. Bruce has contacted the Commissioner of Veteran's Administration to determine interest in starting a Veteran's program in the space currently occupied by GADC, once they vacate the space.

REVIEW OF THE MINUTES OF THE 1/28/07 BOARD MEETING:

Motion to approve made, seconded and adopted unanimously

Proposed Amendment to Mission Statement – Tom Saccardi

Mr. Saccardi introduced possible changes/modifications to the existing Mission Statement making reference to the importance of specific terminology (ie 'elder' as opposed to 'patient' or 'resident').

Mr. Kowalewski asked Board members to review a Mission Statement recently compiled by TNW Management Team:

"The mission of The Nathaniel Witherell is to provide the highest quality Long Term and Rehab care in a home like person-centered environment. Care will be provided primarily to Greenwich families in a fiscally responsible manner"

Much discussion followed, with many suggested changes/revisions.

Ms. Lavery questioned the inclusion of 'Fiscally Responsible' vocabulary within the Mission Statement. Mr. Ayres and Ms. Thurlow confirmed its importance based on past community impression.

Item was tabled until March 31st Board Meeting.

Chairman's Report – presented by David Ormsby

Mr. Ormsby has one item to address and states that discussion will take place during Executive Session.

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

- Dr. Loria, Lynn Bausch and Bill Kowalewski met with Dr. Temple, Director of Dental Services to review billing procedures.
- TNW will consider additions to the medical/dental staff on an individual basis. Dr. Loria states that time restrictions and lack of reimbursements dissuade doctors from providing nursing facility care.
- Site visit was made to a local facility by Dr. Loria, Ms. Bausch and Mr. Kowalewski to review use of mid-level practitioners (APRN's)
- Quality Assurance Meeting 1/17/08: most importantly noted corrective actions from recent survey are being implemented and monitored.
- Infection Control: there has been a case of influenza detected at TNW; flu strains are different, and even though we have high rates of vaccination, it cannot prevent all strains; respiratory protocols and protective measures have been put in place.
- TNW continues to be lower than benchmarks for medications administered to patients. No changes were made to IV/antibiotic policy
- In-service education calendar was reviewed and approved.
- TNW continues to participate in the Qualidigm initiative and PT/INR studies.

Executive Director's Report – presented by William Kowalewski

Person-Centered Dining

- Mr. Kowalewski reports that equipment has arrived and is scheduled for installation beginning early March.
- Roll Out schedule is currently being developed along with training time-lines

Mr. Ormsby poses questions regarding TNW contracts for laboratory services. Mr. Kowalewski states he will be meeting with Greenwich Hospital again to discuss their services.

Annual Operating Plan

Mr. Ormsby references the timeliness of this report submission, drawing the Boards' attention specifically to Program Development.

Mr. Ormsby also requests the Board draw their attention to the Departmental Goals (beginning p.3).

Mr. Ormsby would like to change goals to state: "Goal is to maintain superiority"...

Question is posed by Mr. Ayres as to how we “quantify” evaluations of certain areas such as Depression. Dr. Loria explains many of the areas reviewed when defining “depression”. He also explains the processes involved in the Qualidigm studies, and explains why goal setting needs to be succinctly defined. Ms. Thurlow brings the point forward of living in the Northeast and the prevalence of depression in comparison to other areas of the country.

Mr. Ormsby made the motion to have Mr. Kowalewski go forward with the Operating Plan after making suggested changes. Mr. Toretta made motion to accept changes.

Further discussion ensued regarding the inclusion of the Dashboard graphic in the Annual Operating Plan.

After much discussion and a Board vote, it was determined that the graphic Dashboard would not be used by the Board in the Annual Operating Plan but would be used as a Management tool.

Building Committee – presented by Paul Toretta

TOG Building Committee

- Per Mr. Toretta, we have not yet “gotten a proposal out the door” to hire a Construction Manager
- The Architect Evaluation committee should be making its final decision during early April.

TNW Building Committee:

1. Sewer Grinder project – Amy Seibert, Superintendent, Sewer Dept., will recommend a once a year cleaning that the TOG would be responsible for. Although this has not been agreed to yet, it could eliminate a project cost of \$500K.
2. Walking Path – plans are progressing
3. Person-Centered Dining Update – Hunter Mechanical contract begins the 1st of March. All equipment has arrived. Training schedule development continues.
4. Painting project continues

Problem areas identified by Jack Hornak:

1. 4th floor carpet
2. hot water heaters
3. dining chairs

Finance Report – presented by Lloyd Bankson

Mr. Bankson states that January 2008 was the “best month in the history of TNW”, where December 2007 had been the best. Mr. Bankson credits ‘private pay’ for this success.

Mr. Kowalewski speaks to Admissions criteria per patient. TNW has a new line of advertising coming out wherein rehab will be a focal point.

Mr. Bankson states a 97.2% occupancy for January. Comment is made to the pressure and challenges posed to the Admissions department by Project Renew, looking to maintain a 96% occupancy during the Project.

Ms. Lavery asked if January specifies a trend. A comparison to January 2007:

	Jan. 2008	Jan. 2007
MTD Occupancy	97.2	94.4
MTD Revenues	1.8	1.7
MTD Op. Loss	19K	74K
YTD Revenues	12.1M	11.5M
YTD Op. Loss	198K	401K

Mr. Ormsby speaks to rising lab costs from Greenwich Hospital. Mr. Bankson points out that \$50K hospital billing issue was entirely posted to January 2008 creating an Operating Loss of \$19,538 – if not posted in January, month would have shown Operating Gain \$30K.

Friends of The Nathaniel Witherell – presented by Patricia Burns

Friends of Nathaniel Witherell Board will meet on Friday, March 7, 2008 at 3:00 pm. Tina Tholen will call in from New Zealand to take part.

Witherell Invitational - Minicus and Linder will be co-chairing the event. At this point, ‘Save the Date’ postcards are being mailed. Looking to build mailing lists through existing vendors of TNW and the TOG.

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

Mr. Ormsby adjourned the meeting at 7:38 pm and requested the Executive Board remain for further discussion.

Executive Session ended at 8:05 pm.

Respectfully Submitted

David G Ormsby
Chairman
Acting Secretary