



The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

**Board of Directors Meeting
Minutes
January 26, 2009**

- Present:** David Ormsby, Chairman; Christopher Ann Thurlow, Vice Chairman; Thomas Saccardi, Secretary; David Ayres; Lloyd Bankson; Patricia Burns; Bruce Dixon; Dr. Frank Scarpa; Paul Toretta
- Staff:** William Kowalewski, Executive Director; Lynn Bausch, Director of Nursing; Susan Welsh, Director of Admissions; Jack Hornak, Facilities Operations Manager; Scott Neff Development Director FNW; Christina Tholen, Development FNW;
- Also:** Dr. Peter Arturi, Board of Health; Mary Anne Chiappetta, Family Council; Laura Erickson, RTM District #5; Andy Fox, TOG TNW Building Committee; Mike Harris, SNAC; Gerald Isaacson, RTM; Joyce Jordan, Family Council; Karen LaMonica, Commission on Aging; Harry Monies, Family Council; Sara Poirier, Greenwich Post

Mr. Ormsby opened the meeting 5:36 PM in TNW Board Room.

REVIEW OF THE MINUTES OF THE 12/16/08 BOARD MEETING

One correction on page 2 of the minutes was made. Following this correction, the motion to approve the minutes of this meeting was made, seconded and adopted unanimously.

Chairman's Report – presented by David Ormsby

Mr. Ormsby refers to the directive issued by the First Selectmen on November 26, 2008 which asked all Town Departments to reduce their non-salary account expenditures by at least 10%.

Mr. Lloyd Bankson, Mr. Ray Augustine and Mr. William Kowalewski met with Mr. John Crary, Town Administrator. They were advised that The Nathaniel Witherell was exempt from that requirement since TNW is a Town Department which actually generates positive cash flow and has positive net income. Therefore, the reductions that were being looked at during the last meeting of the Board are not an action that needs to be pursued.

Medical Director's Report – Francis X. Walsh, MD, absent

The order of the Agenda items is modified at this point in the meeting.

Building Committee Report – presented by Paul Toretta

TNW Building Committee:

1. Walking Path – This project is still under review. Attempts are being made to bring costs down and still address safety concerns. Nothing will be done until Spring.
2. A letter was received from the State reporting that under the new state guideline the sprinkler system must sprinkle resident rooms, including closets. One way to address this would be to remove closet doors, and this is possible in some but not all rooms. Therefore, in some areas new sprinkler heads will need to be installed. This will be a minimum cost, but is necessary in order to meet state guidelines.
3. The State revisited the kitchen and was extremely pleased at the improvement in cleanliness.
4. Chris Thurlow reports that she, Jack Hornak and Mary Bruce have met to create a timeline for the development of the Friendship Garden. March 2009 is the anticipated start month, with completion coming during the month of May 2009.

TOG TNW Building Committee:

1. Met with the Architect to review Person-Centered Care – discussed a 16/21 person Household, 32/42 person Neighborhood and a 64/74 person Community.
2. Paul Toretta introduces Andy Fox, Co-Chairman of the TOG Building Committee to report on Project Renew.

Andy Fox reports that the Town issued a Request for Qualifications (RFQ) from 17 Construction Management firms. They were received by the end of December but due to some technicalities, all 17 were rejected, and the RFQ was reissued Friday, Jan. 23, 2009. They are due back Feb. 17, 2009. Those received back will be scored and up to 6 firms will be selected to receive a

Request for Proposal (RFP). These proposals should include fees for pre-construction, services as well as the fees for handling the construction. SLAM is working on the Programming with Bill Kowalewski and the Building Committee. After this evening, we should have a sense of Person-Centered Care - over the next two months the Committee will take that Program and attempt to come up with the best solution fitting it into the current space. Once the floor plan is developed, the Committee will meet with all stake holders to gain input. The Construction Manager should be in place by that time. The floor plan, or schematic, will then be used by the Committee to develop the first estimate to see if the plan fits within the current budget that has been outlined by the TNW Board and the RTM. If it is within line of that budget, 3-4 months will be used to design development drawings. Another estimate will be done at that point, and if that is in line with the guidelines, the process of getting funding approved for the 2nd phase, the construction itself, will begin. The permit process will begin as well as neighborhood outreach to those concerned.

The Town of Greenwich has approved \$7.3M to cover the soft costs (Architect, Construction Manager, and some emergency repairs within the facility). The 2nd part of the funding, approximately \$30M, will be part of the 2nd phase.

If all goes forward on schedule, work on construction documents will begin by August 2009 and complete by January 2010.

Executive Director's Report

Following an 8 minute video on the "Pioneer Network", William Kowalewski and Lynn Bausch presented "The Nathaniel Witherell - A Resident-Centered Model of Care"

Please see Attachment A.

Nursing Director's Report – presented by Lynn A. Bausch

"Five Star Quality Rating System, Center for Medicare and Medicaid Services"

The Nathaniel Witherell 

The Centers for Medicare and Medicaid Services (CMS) has improved information on the Nursing Home Compare website to help individuals find and compare the quality of nursing homes more easily. The website features a system that assigns each nursing home a rating between one and five stars.

www.medicare.gov/NHCompare

Overall Rating: Calculated by starting with Health Inspection surveys and then making adjustments based on Staffing rating and Quality Measure rating.

Health Inspection Rating: Inspectors visit nursing homes to determine whether a nursing home meets Medicare's minimum requirements. Based upon last three years of survey including standard surveys and complaint surveys. More recent surveys are weighted more heavily and the severity of deficiencies is a factor.

Staffing Rating: Staffing rating is calculated based upon RN hours and total nursing hours of care given by nursing staff to each resident each day. This rating considers differences in the level of care residents in different nursing homes need. For example, a nursing home that has residents with more severe needs would be expected to have more nursing staff.

Quality Measure Rating: QM rating is calculated from Quality Measures that include ADL decline, Mobility decline, Catheter use, Pressure Ulcers, Restraints, Urinary Tract Infections, Delirium and Pain. Quality Measure information is collected by the nursing home on all residents and shows how well nursing homes care for resident's clinical needs.

TNW intends to publicize its outstanding Five Star Rating. Suggestions were made about additional areas of PR exposure.

Continuous Quality Improvement Committee Meeting Report – Presented by Dr. Frank Scarpa

Last meeting was held on Thursday, January 15, 2009. Minutes of this meeting were included with the Board packet. Dr. Scarpa states that the CQI initiative directed by Lynn Bausch is being received well by the Witherell team. The real "quantifying" has not yet been achieved– eventually looking for hard numbers, graphs, etc. The initiative move is in a positive direction.

Employee Satisfaction Survey, to be performed by an outside agency was discussed. This item is financially prohibitive at this time.

The Committee continues to report on and evaluate the use of psychotropic drugs. Dr. Drooker is now meeting with Lynn Bausch and Margaret Wayne on a monthly basis.

The Friendship Garden was also discussed in regard to the timeline for development and funding of the project.

Finance Committee Report – presented by Lloyd Bankson

- Census YTD Nov. 2008 was 94.9%
- Census Monthly Nov. 2008 was 96.3%
- YTD Operating loss of \$117K, however Monthly Nov. 2008 Operating Profit was \$16,269. Revenues were \$80K above Budget for the month of Nov. 2008
- Nov. 2008 Revenue from Private pay at 30.2% compared to a Budget of 28.4%, and YTD Nov. 2008 Revenue from Private pay at 32% compared to a Budget of 28%
- Medicare Revenue has increased in Nov. 2008 to 22%. The Medicare Daily rate is approximately double what is received from Medicaid.
- Revenues nearly \$187K above Budget YTD 2008
- Salary and Fee expense for Nov. 2008 had a positive variance of \$7K

Occupancy for December 2008 at 97.2%

Total Revenues for the month of December 2008 were \$1.815M, compared to Budget of \$1.776M.

Resident Life Committee Report – presented by Christopher Ann Thurlow

Many services and celebrations were held for the holiday season:

- Chanukah Service
- Christmas Eve Chapel
- Christmas Eve holiday party
- Christmas Day flutist
- Kwanza celebration
- New Year's Eve Party
- Christmas Eve - Family Council delivered meals to staff on duty.

Ms. Thurlow asks that recognition be given to Larry Armistead's portrait of Barack Obama being displayed currently in the lobby.

This month's Garden Therapy program had the largest number of participants so far with 35 residents.

This month totaled 5,600 Volunteer hours Year-to-date. This number equals 700 full days of work, which equals 6 full time employees. There have been 32 new volunteers in the last 2 months. Many thanks to the efforts of Sally Van Leeuwen, Volunteer Coordinator.

Family Council Meeting Report – presented by Harry Monies

Family Council met Sunday, January 25, 2009. Mr. Monies expresses his gratitude to Bill Kowalewski and Lynn Bausch for the open communication and their willingness to work alongside Family Council.

Speakers at the Jan. 25, 2009 meeting included:

Andy Fox, Co-Chairman of the TOG TNW Building Committee – Project Renew update

Lynn Bausch – CMS 5 Star Rating System

Bill Kowalewski – TNW updates

Catherine Brennan – property tax credits for seniors

The Family Council would like to develop 2 new committees:

1. Memorial Committee – for those residents who pass and may have no family near
2. Friendship Garden Committee – to help with different facets of the development of the new Garden.

Friends of Nathaniel Witherell – presented by Patricia Burns

Scott Neff has assumed the position of the Friends of Nathaniel Witherell Development Director.

The Annual Appeal is progressing positively.

Proposed Establishment of an Executive Committee – David Ormsby

Mr. Ormsby withdraws his suggestion of the proposed establishment of a TNW Board of Directors Executive Committee.

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

Mr. Ormsby adjourned the meeting at 7:35 pm.

Respectfully Submitted,

Thomas Saccardi, Secretary
Feb. 2, 2009