



The Nathaniel Witherell
TOWN OF GREENWICH
CONNECTICUT

**Board of Directors Meeting
Minutes
April 27, 2009**

- Present:** David Ormsby, Chairman; Christopher Ann Thurlow, Vice Chairman; Thomas Saccardi, Secretary; David Ayres; Lloyd Bankson; Bruce Dixon; Dr. Frank Scarpa; Paul Toretta
- Staff:** Lynn Bausch, Interim Executive Director and Director of Nursing; Ray Augustine, Director of Financial Operations; Jack Hornak, Facilities Operations Manager; Linda Marini, Administrative Assistant; Scott Neff, Development Director FNW; Frank Walsh, MD, Medical Director; Susan Welsh, Director of Admissions
- Also:** Peter A. Arturi, Board of Health; Mary Anne Chiappetta, Family Council; Al DiSapio, Family Council; Andy Fox, TOG TNW Building Committee Co-Chair; Ruth Ann Honcz, Family Council; Joyce Jordan, Family Council; Luci Nevin, TNW Volunteer; Robert Petri, S/L/A/M Collaborative; Sara Poirier, Greenwich Post; Irene Theriot, Family Council Interim Chair; Christopher vonKeyserling, RTM District #8

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

Presentation of Preliminary Project Renew Design – Presented by Robert Petri, AIA, ACHA, Associate of The S/L/A/M Collaborative

Mr. Ormsby explains that the members of the S/L/A/M Collaborative have been meeting regularly with the TOG TNW Building Committee and the members of the TNW Management Team in an attempt to develop a preliminary design for Project Renew.

Mr. Andy Fox, Co-Chairman of the TOG TNW Building Committee, first gave a brief Project Renew update :

- Several Construction Management firms tours the TNW facility on Tuesday, April 21, 2009
- Proposals from those CM firms are expected by May 19, 2009
- Committee is hoping to conduct interviews with 3-4 CM finalists on May 20 and 21
- June 1st is the target date to have a Construction Manager selected

The Building Committee is in the process of compiling the plans (draft plans being previewed tonight) and a written set of specifications. They will meet with the Structural Engineer and the Mechanical Engineer on May 5, 2009 to validate assumptions. Those assumptions, along with the preliminary floor plan, will be given to the CM and an outside estimating firm to validate the budget.

Mr. Fox then introduced Mr. Petri, Project Architect, who reviewed the preliminary Project Renew design.

REVIEW OF THE MINUTES OF THE 3/30/09 BOARD MEETING

The motion to approve the minutes of this meeting was made, seconded and adopted unanimously.

Chairman's Report – presented by David Ormsby

Executive Director Search Committee – Mr. Ormsby explains that the Search Committee has met on several occasions to discuss the written Job Description and Advertisement for ED. By the end of this week (week of 4/27/09) Human Resources is scheduled to publish the job description on the Town website, and to publish an advertisement in the Greenwich Time, Stamford Advocate, Connecticut Post, and the Hartford Courant (possibly also the NY Times). Notice of the availability of this position will also be mailed by HR to Nursing /Healthcare facilities in Westchester, Rockland and Fairfield counties. Organizations such as CANPHA and AAHSA will also be informed of the opening. The last week of May will be the cut off for interested individuals to make their submissions. Mr. Ayres suggests that the Tuesday Wall Street Journal may also be a profitable place to advertise.

Mr. Ormsby, Ms. Thurlow, Ms. Bausch and Ms. Welsh will meet on May 4th to tape a 30 minute program, "Conversations with Nathaniel Witherell", hosted by Jim Thompson, to air on Channel 79.

Mr. Ormsby requests that all Board members review the TNW website and to offer their suggestions and comments on updating the site.

Medical Director's Report – presented by Lynn Bausch, Director of Nursing

Ms. Bausch explains that TNW and Greenwich Hospital are on alert to identify any possibilities of Swine Flu. To be pro-active, Carol Kellogg, Infection Control Nurse, has created a notice asking those who are experiencing any flu-like symptoms, or those who have traveled recently to Mexico, to postpone their visit to our facility. This notice has been posted at the front entrance, at the Visitor sign-in book and at the elevators. Also, TNW is confirming that they have adequate supplies on hand of certain drugs, particularly Tamiflu. Ms. Bausch distributed information from Governor Rell and the Connecticut Department of Health, the Greenwich Health Department, the NYC Department of Health and Mental Hygiene, and CANPFA.

Executive Director's Report - presented by Lynn A. Bausch

This month's Executive Director's report consists of an article written by Ms. Bausch entitled "Household Model of Care". In it Ms. Bausch reaffirms the philosophy of neighborhoods and households deinstitutionalizing services and individualizing the care of our residents. This Model of Care is becoming more prominent across the country. Culture change of this sort has been discussed for nearly 10 years and continues to gain more action and not just talk. Satisfied residents, positive clinical and financial outcomes, improved resident census and staff retention are the result of this change in long-term care culture. TNW is definitely on the right track with Person-Centered Care and is seeking to enhance that with the new building design. More literature is becoming available that explains that labor costs and expenses for this new environment are generally comparable to that of the traditional nursing home setting. The most important consideration should be given to what works best for your facility and your own community, ie the increase of private rooms and how that plan fits TNW operations and expenses. Cost savings have been realized with the decentralization of dining (which TNW has begun), laundry, activities, and with the more services that are put into the neighborhoods and households. TNW appears to be "on target" with the size of the households. It has been seen that with the slightly higher number of residents put in the households there is higher cost efficiency.

The Center for Medicare and Medicaid Services co-sponsored a symposium with the Pioneer Network last year, "Creating Home in the Nursing Home". They are changing some of the F-tags, the Federal guidelines on how you get deficiencies in Nursing Homes, to incorporate Person-Centered Care language. Revisions are being made to the Federal tags to see that homes are focusing on person-centered care.

Shannon DeSimone, APRN, began at Witherell on April 13, 2009. She is a talented professional and has been well received by the Nursing and Medical staffs. She is a 'physician extender' doing physician work, not nursing work.

It is reiterated that the APRN works at no cost to TNW – she does her own direct billing to Medicare and this does not conflict with any physician billing.

Building Committee Report – presented by Paul Toretta

TOG TNW Building Committee:

- During construction it will be necessary to close down the main laundry facility, but not personal laundry as they will move to the neighborhoods. Options for general laundry are being reviewed.
- Project Renew's potential for additional private rooms with private baths calls for a refocus on efficiencies since the additional rooms could increase time and manpower required for cleaning and maintenance.
- Mr. Toretta and others questioned whether S/L/A/M can satisfy all of TNW's programming questions and concerns. This issue will be looked into.

TNW Building Committee:

- Several 40-inch long rectangular dark green planters will line the walkway in the front of the building. They should arrive shortly for assembly and planting.
- TOG will repair the steps at the entrance to the Rose Garden. Work has begun today (4/27/09).

Ms. Bausch explains that along with the Visitor Sign-In procedure instituted last month, beginning May 1, 2009 the front doors will be locked between the hours of 10:00 PM and 6:00 AM. Instructions on how to gain entrance to the building are posted at the entrance and will be published in the May issue of The Witherell Times.

Mr. Hornak is investigating the activation of the "Panic Button" which is currently in existence but not functioning.

Finance Committee Report – presented by Lloyd Bankson

- Operating Gain for the month of March 2009 is \$119,743, favorable to Budget by \$78, 879
- Operating Loss YTD is (\$161,332), but with a positive YTD Variance of \$48,020
- Total Occupancy March 2009 was 95.0%, and YTD March 2009 was 95.1%. Census and Payor Mix remain very positive.

The Appropriation Request of \$400,000 was approved by the BET on April 20, 2009, including Contingency Funds of \$96,000. These Contingency Funds may be needed to cover additional variable medical expenses associated with strong increases in short-term resident admissions during the months of May and June 2009.

Approved by the BET, this will now go before the following:

May 4 – RTM Finance Committee

May 5 – Health and Human Services Committee

June 8 – RTM

The motion is made to approve the Appropriation Resolution so that it may be submitted as a Call Item for the June 8, 2009 RTM. The motion is seconded and adopted unanimously.

The TNW Board Finance Committee today (4/27/09) approved the write-off of \$51K in bad debt (uncollectible accounts), after exhausting every attempt to collect. The motion is made to request that the Town Comptroller authorize the write-off of \$51K. Motion is seconded and adopted unanimously.

Resident Life Committee Report – presented by Christopher Ann Thurlow

The Family Council General Meeting was held in the Chapel on Sunday, April 26, 2009 with approximately 30 people in attendance. Speakers included: Christine Zuccarelli, RD, Clinical Nutrition Manager, Morrison Senior Dining, Mediterranean Food Diet; Gloria Meyerling, Greenwich Women's Club, Explanation of the House/Garden Tour Fund Raiser for TNW. This Home Tour is being held on May 20, 2009 from 10 AM – 4 PM.

Volunteer Luci Nevin discussed plans for the Musical Witherell Review for the fall and asks the Council for their participation.

The week of April 19 through April 25 was National Volunteer Week. Ms. Thurlow would like to suggest a "Volunteer of the Month" program. Each month a volunteer would be chosen for their dedication and spirit and their photo and biography would appear in the monthly Witherell Times.

The Greenwich Garden Club Flower Show was here in the TNW Auditorium on Tuesday, April 14, 2009. It provided a wonderful opportunity for our residents to enjoy an event they may not otherwise have been able to attend.

April 27, 2009 – Semi Annual Tag Sale in the Auditorium, proceeds to TNW Recreational programs.

The month of March 2009 brought 13 new volunteers to The Nathaniel Witherell.

Friends of Nathaniel Witherell – presented by Christopher Ann Thurlow

Posters are being circulated from The Women's Club of Greenwich advertising their "Homes of Greenwich Tour", Proceeds to Build a Design Garden for Nathaniel Witherell. Date: May 20, 2009

Garden Education Center collected \$880 in contributions toward our garden project.

The current Friendship Garden is open for the season – umbrellas are up, bird houses are installed.

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

Mr. Ormsby adjourned the meeting at 7:50 pm.

Respectfully Submitted,

Thomas Saccardi, Secretary
May 4, 2009