

**Board of Directors  
Champaign County Nursing Home  
Urbana, Illinois  
November 18, 2013**

Directors Present: Czajkowski, Emanuel, Hartke, Hodson, Maxwell, Palinkas

Directors Absent/Excused: Hambrick

Also Present: Busey, Gima, Noffke, Petrie

**1. Call to Order**

The meeting was called to order at 6:02 pm by Chair Emanuel

**2. Roll Call**

Busey called the roll of Directors. A quorum was established.

**3. Agenda & Addendum**

Agenda and Addendum was approved (motion by Hartke, second by Palinkas, unanimous).

**4. Approval of Minutes**

The open session minutes of July 29, 2013 and September 9, 2013 were approved as submitted (motion by Hartke, second by Palinkas, unanimous).

**5. Public Participation**

None

**6. Old Business**

Gima reviewed the updated Strategic Objectives Metrics. Two new metrics were added, the 30-day readmission rates and annual employee turnover. Maxwell initiated a discussion on adding the long term goal of eliminating the tax anticipation warrants. A suggested alternative was a fund balance requirement. Gima will analyze the cash requirements and provide possible metrics at the December meeting.

**7. New Business**

The management report was accepted and placed on file (motion by Hartke, second by Palinkas, unanimous).

Noffke provided a quality report on efforts to reduce the hospital readmission rates. This has been a two plus year collaborative effort with Carle Clinic and Health Alliance. The INTERACT program has been in place for over two years. All readmission records are

reviewed for root cause and CCNH is working with Carle Clinic providers on educating and enhancing clinical skills for nurses and CNAs.

Closed session for personnel matters (motion by Czajkowski, second by Hartke, unanimous roll call vote)

Gima discussed management's review of the food service management proposals submitted by Strategic Dining Services and A'viands. The vendors were evaluated on price, quality of service, staff availability, cost containment, qualifications, and references. A recommendation was made for MPA to work on securing a food service management company, including the option for a memorandum of understanding while contract negotiations are underway (motion by Hartke, second by Palinkas, unanimous)

Gima discussed the evaluation of the primary food vendor RFP proposals that were submitted by Waugh Foods and Gordon Food Services. The proposals were evaluated on a weighted 100 point system based on the following criteria: food quality, price, company history, cost containment, qualifications and references. A recommendation was made to select Gordon Food Services as the primary food vendor (motion by Hartke, second by Palinkas, unanimous).

The 2014 meeting calendar was reviewed and accepted (motion by Maxwell, second by Palinkas, unanimous).

Closed session for negotiations (motion by Hartke, second by Palinkas, unanimous roll call vote).

**8. Next Meeting Date**

Monday, December 9, 2013, 6:00 p.m.

**9. Adjournment**

Chair Emanuel declared meeting adjourned at 7:25 pm.

Respectfully submitted

Scott T. Gima  
Recording Secretary