

**Board of Directors  
Champaign County Nursing Home  
Urbana, Illinois  
October 18, 2010**

Directors Present: Nudo, Hirsbrunner, Lansford, Czajkowski, O'Shaughnessey, Hambrick, Andersen

Also Present: Busey, Buffenbarger, K. Noffke

**1. Call to Order**

The meeting was called to order at 6:01pm by Chair O'Shaughnessey

**2. Roll Call**

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

**3. Agenda & Addendum**

On motion by Hambrick (second Hirsbrunner) the agenda was approved (unanimous).

**4. Approval of Minutes**

On motion by Lansford (second Hambrick), the Board approved the minutes of September 13, 2010.

**5. Public Participation**

There was no public participation..

**6. Old Business**

None

**7. New Business**

**a. Annual Employee Recognition Event (discussion)**

Buffenbarger informed Board that October is typically the time frame in which the Annual Employee Recognition Event occurs. The event is intended to recognize employees who have reached 5-year milestones in their tenure at the Champaign County Nursing Home. Board members discussed the goals tied to the event and that it should be an opportunity for team-building and motivating the employees. O'Shaughnessey

suggested introducing a performance based award – perhaps through the establishment of establishing a joint Employee and Board Committee to create a framework for such an award. Through discussion, it was acknowledged that just the announcement of such an award could be made at this year’s event, with the goal of awarding performance-based awards to occur at next year’s event. Buffenbarger reported he would work on suggestions for establishment of that, and will also work on getting suggested date and time for this year’s event.

**b. IDPH Report**

Buffenbarger reported that there are no current complaint surveys, but that the Nursing Home is now in the window for the annual survey. He noted that staffing has been an issue of recent attention with the Home conducting House-wide staffing assessments. Buffenbarger provided information to the Board through charts of current CCNH staffing overview as compared to IDPH standards. He also acknowledged that a continuing area of concern is the use of Agency staffing. Discussion followed regarding staffing levels on certain days and times of day, and the response time to call lights. Noffke reviewed with the Board some of the initiatives being developed to address the issue of appropriate staffing, inclusion of all staff in responding to residents’ needs, and other opportunities to improve services provided.

**c. Updated/Revised Personnel Policy Manual**

Motion by Hambrick (second by Lansford) to approve the Nursing Home Personnel Policy as presented.

Buffenbarger pointed out highlights in the new Personnel Policy to include the elimination of sections regarding Name Clearing Hearing, Involuntary Termination Hearing, Work Hours, Hazardous Weather Days, Compensatory Time for Exempt Employees, and Extended Leave of Absence. These articles had been written over twenty years ago when the Policy applied to all Nursing Home Employees, and were taken from the County’s General Personnel Policy. The Nursing Home Personnel Policy now primarily applies only to non-bargaining employees, and these articles were no longer necessary. He also advised Board members the new policy updates the procedures for Discipline, incorporates the County’s policy regarding the use of technology, and addresses a Social Networking Policy and Confidentiality Procedure. The recommended policy had been reviewed and deemed appropriate by legal counsel Lorna Geiler of Meyer Capel Law Firm.

**Motion carried.**

**d. Management Report**

In Scavotto’s absence, Buffenbarger presented the Management Report. He reported there has been a recent softening of census, especially on the Rehab side. The census

dropping in October to between 190 and 195. Payor mixes still holding steady where they need to be. Upon questions by Board members, Buffenbarger also explained that the drop in census is cyclical in nature and expected at this time of year – as the holidays approach, people are less likely to undergo elective surgery. Buffenbarger also reported that although the August management report indicated a \$23,000 gain, the bottom line did not end up that positive. The staffing model initially used was not completely accurate. There was also an 8-month \$46,000 IMRF adjustment which was completely booked in August and resulted in a negative ending balance of \$24,00.

At this point, there is an anticipated \$15,000 loss for September. This is attributable to a drop in census and revenue and the staffing response to that change was not as rapid as it could have been. There was also an issue of pharmacy costs in September due to Medicare A which allows the pharmaceutical rate to be adjusted up based on utilization, and the upward adjustment in September was 21%.

It is anticipated that the census will be lower over the next couple of months.

Board members Lansford and O’Shaughnessey both commented on positive feedback they had received from family members of residents on the Rehab Unit with regard to the quality of the therapy services. Hirsbrunner also reported having received similar positive feedback.

Czajkowski inquired about the wide variance between budgeted figures and actual figures in certain areas of the budget. He encouraged that attempt be made to develop a budget structure with better alignment so that the budget is a more accurate tool.

**8. Other Business**

There was no Other Business

**9. Next Meeting Date**

Monday, November 8, 2010, 6 pm.

**10. Adjournment**

Nudo moved (second by Hambrick) to adjourn. Chair O’Shaughnessey declared meeting adjourned at 6:43 pm.

Respectfully submitted

Deb Busey

Recording Secretary