

**Board of Directors
Champaign County Nursing Home (CCNH) –Minutes
Urbana, Illinois
December 12, 2016**

Directors Present: Emanuel, Anderson, Banks, Busey, Hodson, Sutton

Directors Absent/Excused: Cowart

Also Present: Asplund, Gima, Noffke, Snider, Weibel

1. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Emanuel.

2. Roll Call

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

3. Approval of Agenda

The agenda was approved as distributed (motion by Busey, second by Banks, unanimous).

4. Approval of Minutes

The open session minutes of November 14th, 2016 were approved as distributed (motion by Anderson, second by Busey, unanimous).

5. Public Participation

David Laker asked whether this board is going to make a presentation at tomorrow evening's County Board Study Session. He stated he has lots of comments, but none are relevant without getting the financial help from the County Board.

Mary Schultz asked about the progress on serving hot food. She expressed concern about the plans for the kitchenettes, specifically venting and traffic flow. Ms. Schultz talked about the importance of customer service and the lack of communication from MPA regarding a recent incident with her family member who is a resident. She commented that selling or leasing the Nursing Home is, in her opinion, the equivalent of shutting it down.

6. Communications

Mr. Snider handed out copies of the memo presented to the County Board; along with the matrix with financial options. He encouraged the board members to attend the Study Session for Tuesday, December 13, 2016 at Brookens. Mr. Snider volunteered to provide copies of the NHBoD Strategic Plan to the County Board members at the study session.

7. Management Update

Mr. Gima commented that 67 of the 68 open applications have been reviewed by HFS. Approximately 12 applications have been approved in the last three weeks. He noted that historically, a good month would have only one or two applications approved. The November check had 7 or 8 new applications approved within that check. According to Mr. Gima, he has been working with John Spears at HFS. He noted that each approved application would increase the monthly revenue by \$3000 - \$4000.

Mr. Gima noted that DHS has committed to opening a new hub in Chicago and hiring 98 case workers. The hub is scheduled to open by Christmas; but no timeline for staffing.

Mr. Anderson asked what the expectation is for a “normal” number of open Medicaid applications. Mr. Gima responded it should be less than 10. There was discussion regarding the timeline for paying off accounts payable, with respect to the Medicaid applications.

Mr. Snider asked for the total amount in arrears from Medicaid. Mr. Gima responded it is approximately \$1.5 million.

Ms. Noffke stated there are currently 13 open FTEs for CNAs. She addressed the concern from last week’s public participation regarding 16-hour shifts. Ms. Noffke said there is only one employee (a nurse) who works 16-hour shifts, per the employee’s preference. Ms. Noffke said the MOU (AFSCME) only allows for two 16-hour shifts in a row (maximum). She reviewed the scheduling/staffing process and commented that based on the current census, 45 FTEs are required per day. Ms. Noffke stated that the most common shift is 12 hours long.

Ms. Emanuel provided copies of the Management Agreement (with MPA). She asked the board members to review it and provide questions and comments to Mr. Snider.

8. State Cash Advance

Mr. Gima has been investigating whether the Nursing Home can get a cash advance from HFS. Initial inquiries have been positive. He stated the goal is to ask for \$1 million; and to have the proposal submitted to the state by Friday. He noted that the state has not issued a cash advance in over five years.

Ms. Busey suggested the state, as it processes the outstanding Medicaid applications; apply those dollars to the cash advance (if it is awarded to the Nursing Home).

A MOTION was made by Ms. Busey to authorize MPA to negotiate the terms of a cash advance with HFS to come back to this body to approve; second by Mr. Sutton. MOTION carried unanimously.

9. Metrics

Mr. Emanuel reviewed the process utilized to determine the metrics that will be measured and reported on in 2017. Mr. Gima began with the health inspection scoring; including an explanation of how the scoring works. He noted the goal is to improve the current one-star rating in this category. According to Mr. Gima, in order to achieve the goal of two-stars for 2017, the Nursing Home will need to accumulate (through the State’s health inspections) a maximum of 42 points. He commented that points are assigned dependent upon scope and severity of the deficiency noted in the survey.

Mr. Gima stated the following cut-points for each star rating for health inspections: 5 stars is 14.2 points, 4 stars is 30 points, 3 stars is 46.67 points, 2 stars is 77.33 points. Ms. Emanuel commented that the star rating is what providers look at when choosing the nursing homes they will work with.

Mr. Gima also reviewed other metrics; including census, turnover, and quality measures.

10. Food Service Update

Mr. Gima stated last Monday Health Care Services Group submitted a demand letter asking for all unpaid invoices by last Friday. The letter stated if they did not receive payment, they would withhold service. MPA informed Health Care Services that the nursing home was unable to comply. Ultimately, the senior management at HCSG agreed to continue providing service for additional time and transition to another company.

MPA and Ms. Noffke are working to find a replacement company to provide dietary service. Mr. Gima provided a handout summarizing information from other (Morrison Foods & A'Viands) dietary service providers. Ms. Noffke shared the results of her reference checks with both organizations. All were favorable.

11. Election of Officers

Ms. Busey reviewed the bylaws.

Ms. Hodson nominated Deb Busey to serve as chair. Ms. Busey respectfully declined.

Ms. Busey nominated Jack Anderson to serve as chair; seconded by Mr. Sutton. MOTION carried unanimously.

Ms. Busey nominated Ms. Hodson to serve as vice-chair; seconded by Mr. Anderson. MOTION carried unanimously.

Mr. Anderson nominated Mr. Sutton to serve as secretary; seconded by Ms. Busey. MOTION carried unanimously.

12. Next Meeting Date & Time

The next meeting is scheduled for Monday, January 9, 2017 at 6:00 pm.

13. Adjournment

Chair Emanuel declared the meeting adjourned at 8:22 p.m.

Respectfully submitted:
Tammy Asplund
Recording Secretary