

**Board of Directors
Champaign County Nursing Home (CCNH) –Minutes
Urbana, Illinois
May 14, 2018**

Directors Present: Anderson, Emanuel, Hartke, Hodson, Sutton

Directors Absent/Excused: Banks

Also Present: Asplund, Ciyou, Koenig, Miller, Petrie, Reznik

I. Call to Order

Chair Anderson called the meeting to order at 6:31 p.m.

II. Roll Call

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

III. Approval of Agenda

The board approved the agenda as distributed (motion by Sutton, second by Emanuel, unanimous).

IV. Approval of Minutes

The board approved the minutes from March 12, 2018, as distributed (motion by Hodson, second by Sutton, unanimous).

V. Public Participation

None

VI. Communications

None

VII. Management Update

A. February & March Financials

Suzanne Koenig reviewed the reports. She noted February was a really good month. Ms. Koenig explained the February higher than budgeted expenses included legal fees, fines, gas for the day care van, and food for staff meetings. In March, those higher expenses included fines, nursing services (due to training), and food services.

Ms. Hodson asked for clarification regarding the staffing and food service costs. Ms. Reznik responded the ARD (Alzheimer's and Related Disorders) was over budgeted. Ms. Ciyou reported the dietary manager was making large breakfasts for administrative meetings and purchasing Farmer Brothers (premium) coffee. According to Ms. Koenig, these practices are discontinued.

Ms. Reznik noted a change that was made to the accounting/reporting process between February and March.

VIII. Chair's Report

None

IX. Other Business

Ms. Ciyou reviewed the recent and future administrative position changes, including Dietary Manager, Housekeeping Supervisor, Marketing Manager, HR Manager, Dementia Coordinator and Assistant for Finance.

X. Next Meeting Date & Time

Monday, June 11, 2018 at 6:30 p.m.

XI. Adjournment

Mr. Anderson declared the meeting adjourned 6:59 p.m.

Respectfully submitted:

Tammy Asplund

Recording Secretary