

Minutes
Board of Directors of Citizens Nursing Home Board of Harford County
Monthly Meeting
Thursday, February 17, 2022

In Attendance:

Board Members: Joyce Jordan, Chairperson, Wendell Baxter, Treasurer, Patty Badeker, Councilmen Curtis Beulah and Robert Greene

Staff: Pete Panos, Administrator, Cassie Evering, Director of Nursing and Cindy Quimby, Director of Business Operations

Special Guest – Judy Schiavi, auditor from Schiavi, Wallace and Rowe

Chairperson Joyce Jordan called the meeting to order at 10:15 AM. It was determined there was a quorum. The January 2022 meeting was cancelled. A motion was made to approve the minutes from the November and December 2021 by Wendell Baxter and seconded by Curtis Beulah; the motion passed.

FY 2021 Audit and Financial Forecast – Judy Schiavi, Schiavi, Wallace and Rowe

Mrs. Schiavi discussed the FY 2021 audit and stated that the audit received the highest level and the financial position has been properly stated. Referring to the FY 2021 loss, she is encouraged by our major reductions in expenses as well as improving the census. Mrs. Schiavi also discussed the various grants and provider relief funds received by the facility and the subsequent reports and audits that will need to be completed.

Report from Cindy Quimby, Director of Business Operations

Human Resources Report (December and January)

New Hires 4 (all nursing)

Terminations 14 (2 due to vaccine mandate)

 Activities – 1 EVS - 1

 Dietary – 7 Nursing - 5

Financial Report

The financial statements for December 2021 and January 2022 were reviewed. Year to date census is 64.6% compared to 64.9% for January 2021. The year to date loss is \$512,361 compared to a year to date loss as of January 2021 of \$1,652,468.

During these 2 months, we received \$38,300 in Phase 4 HHS Cares funding, the quarterly FY 2022 Medicaid supplemental funding of \$46,458 and \$351,778 Medicaid Pay for Performance awards. A grant from the State of Maryland of \$170,936 awarded on 2/9/2022 to be received sometime in April. Application for several other state and local grants will be made in April and May.

Expense Reductions

The final reductions discussed at the last board meeting were completed in December. Results of those reductions will be seen in early 2022. Salaries for the period increased due to paid time off payouts due to the workforce reductions, Food and dietary supplies reflected a decrease; however supply chain, fuel costs, availability and climate will continue to affect costs adversely.

Report from Cassie Evering, Director of Nursing

COVID-19 Outbreak

We experienced another outbreak on 12/20/2021 with a staff and our first resident positive was on 12/24/2021. As of 2/9/2021, there were 21 staff and 14 resident positive COVID-19 cases. This outbreak was of a shorter duration; but did present some staffing challenges during the holidays.

Vaccinations

At present, 97% of our residents are fully vaccinated and 93% have received the booster. For staff, 97% are fully vaccinated with 2 staff having received exemptions.

Testing

At present, we are testing staff twice per week per the Governor's order.

GI Outbreak

A GI outbreak began on 1/30/2022 affecting 17 residents and 26 staff.

Hiring

We are continuing interviews with TNA (temporary nursing assistants).

Booster Clinic

The National Guard conducted a booster clinic on 2/9/2022 – 17 residents and 1 staff were received the booster.

Report for Pete Panos, Administrator

Concerns, Loss and Breakage

There were no concerns reported and only 1 breakage (resolved)

Corporate Compliance

The Board received the conflict of interest statements to review, sign and return to Mr. Panos.

Main Entrance

Effective March 1, 2022, visitors will no longer use the Front Entrance but instead use the Riverwalk entrance. Staff will utilize the front entrance as well as the Riverwalk entrance.

Vending Proposal

Darrick DeBoard, Dietary Director, has received a proposal for vending machines for our staff and residents. We are reviewing the proposal.

Marketing Plan

Heather Lamont has been working on our new marketing plan. She is planning a new logo and tagline as well as other brand messaging. Our website will be revamped as well as optimized for use on mobile devices. Along with Julie Janney, our Admissions Coordinator, Heather plans to meet with various local groups as well as doctors, hospital social workers, assisted living communities. Ms. Jordan asked that Heather attend the next board meeting to discuss the plan.

Old/New Business

There was no old or new business to discuss.

The meeting adjourned at 12:10 PM

Next Board meeting is scheduled for Thursday, March 24th at 10:00 AM.