

**Minutes**  
**Board of Directors of Citizens Nursing Home Board of Harford County**  
**Monthly Meeting**  
**Thursday, March 22, 2022**

**In Attendance:**

Board Members: Joyce Jordan, Chairperson, Wendell Baxter, Treasurer, Patty Badeker, Robert Greene and Kim Zavrotny

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

Special Guest – Heather Lamont, Marketing Consultant, Starling Marketing

Chairperson Joyce Jordan called the meeting to order at 10:30 AM. It was determined there was a quorum. A motion was made to approve the minutes from February 2022 by Wendell Baxter and seconded by Kim Zavrotny; the motion passed.

**Marketing Plan**

Heather Lamont, President of Starling Marketing, presented the marketing concepts via Zoom. She reviewed the marketing plan. A new logo, tagline, brochures, rack cards, business cards and other print materials will be updated. The draft ideas were shared. Future marketing plans also include meeting with case managers at hospitals and assisted living facilities in the area; reintroducing ourselves to the community.

**Report from Cindy Quimby, Director of Business Operations**

Human Resources Report (February)

New Hires      1 (Temporary Nursing Assistant)

Terminations   1 (Resignation – Maintenance)

Census

There were 13 new admissions, 4 discharges to home and 2 deaths in February.

There have been 4 inquiries – 2 from the community and 2 from assisted living facilities

Volunteer Report

Volunteer hours for January 2022 were 38 hours and February 2022 were 59.5 hours. Memorial fund donations in the amount of \$320 were received.

Donations

We continue to receive donations from the Keyes family. The family had provided ice cream for all the staff to enjoy as well as a monetary donation for Activities

Financial Report

The financial statements for February 2022 were reviewed. Year to date census is 64.2% compared to 64.1% for February 2021. The year to date loss is \$607,843 as compared to a year to date loss as of \$1,894,312 for February 2021.

**Report from Cassie Evering, Director of Nursing**

COVID-19 Outbreak

The outbreak, which began 12/24/2021 ended on 3/23/2022 with a total of 17 residents and 32 staff having tested positive.

Vaccinations

New guidance from the Maryland Department of Health regarding new terminology and testing guidance began on 3/10/2022. “Up to date” means a person has received 1 dose of Johnson & Johnson

or 2 doses of Moderna or Pfizer AND the booster. "Not up to date" means a person has not yet had their booster. Depending on the vaccination status will determine the frequency of COVID testing.

#### Staffing

Staffing remains good with the current census; however, as we grow our census it will become challenging. Interviews continue. Currently there are 6 TNAs (temporary nursing assistants) and 2 will finish up the GNA program at Harford on April 13<sup>th</sup>. The remaining 4 TNAs will begin the GNA program at Harford and Cecil in the upcoming semester. Additionally, the GNA and Nursing students from Harford have returned to the facility.

#### TAT visit

The Technical Assistance Team visits every 5 to 6 weeks to review our infection control practices, tour the facility and offer suggestions. The team provide great dialog.

#### Reopening Conference Rooms and Unit Doors

Our 2 conference rooms have been cleared of PPE supplies and are now open for meetings (with social distancing). Doors to the units have been open as we move back to some normalcy for residents and staff.

### **Report for Pete Panos, Administrator**

#### Concerns, Loss and Breakage

There was 1 concern (resolved), 0 incidents and 6 reports of loss (all resolved)

#### Corporate Compliance

Pete will follow up with a few board members on completing the annual corporate compliance document.

#### 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

We are ready to sign a vending proposal with Monumental Vending which will offer fresh salads, sandwiches and snacks for staff and residents.

#### National Nursing Home Week

A committee is working on plans for National Nursing Home week, May 8<sup>th</sup> through 14<sup>th</sup>.

#### Wage Adjustment

In August 2021, nursing staff received a \$2 per hour increase (between 6% and 13% increase) to attract staff and make our wages competitive. In January 2022, the minimum wage increased from \$11.75 to \$12.50 per hour (a 6% increase). There are 42 employees who have not had an increase in pay since July 2019. Pete requested a 6% increase for these employees. Kim Zavrotny made a motion to provide 6% to this group of employees; seconded by Bob Greene. After discussion, the motion carried. This increase will be reflected on the pay period beginning March 20, 2022.

### **Old/New Business**

#### New Board Members

We are still searching for 2 board members. Several names were suggested.

#### Manager Guest

Darrick DeBoard, Director of Dietary Services, will be the guest at the March meeting.

The meeting adjourned at 12:30 PM

Next Board meeting is scheduled for Thursday, April 28<sup>th</sup> at 10:00 AM.