

Minutes
Board of Directors of Citizens Nursing Home Board of Harford County
Monthly Meeting
Thursday, June 23, 2022

In Attendance:

Board Members: Joyce Jordan, Chairperson, Wendell Baxter, Treasurer, Patty Badeker, Robert Greene and Jim Welch

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

Chairperson Joyce Jordan called the meeting to order at 10:30 AM. It was determined there was a quorum. The May meeting was cancelled as we were unable to meet the quorum requirements, A motion was made to approve the minutes from March 2022 by Wendell Baxter and seconded by Patty Badeker; the motion passed.

Report from Cindy Quimby, Director of Business Operations

Human Resources Report – Reporting from March through May

New Hires 5 (1 LPN, 2 GNA, 2 TNA)

Terminations 13 (6 due to not working since 3/2020 –COVID, 2 move, 2 other job, 2 no call no show, 1 personal)

Census – Reporting from March through May

There were 36 new admissions, 23 discharges to home and 3 deaths

Marketing and Outreach

The following promotional items are now completed and we are distributing - brochures, rack cards, business cards, roll up sign, feather flags, social media presence (Facebook). Still in process are updates to our website, resident welcome booklet, employee badges, thank you cards and video tour. We are also working on recruitment and retention strategies. In June, Heather Lamont and Julie Janney visited the case managers at Harford Memorial Hospital and next steps are to visit assisted and independent living communities.

Financial Report

The financial statements for May 2022 were reviewed. Year to date census is 68.2% compared to 68.5% for May 2021. The year to date loss is \$480,526 as compared to a year to date loss as of \$2,028,783 for May 2021.

FY 2023 Budget

The FY 2023 budget was presented and discussed. Room rates and Beautician service fees had not been increased since August 2019. The FY 2023 budget included an increase of 5% in room rates and 6% in Beautician services. Bob Greene made a motion to approve the budget as presented and seconded by Wendell Baxter. After discussion, the motion was approved.

Report from Cassie Evering, Director of Nursing

COVID-19 Outbreak

We began a new outbreak on 5/9/2022. To date we have had 5 employees, 1 contractor and 1 resident test positive.

Booster Clinic – COVID Testing

We partnered with Giant Pharmacy on 6/22/2023 for a booster clinic. Staff continues to be tested twice weekly and visitors are tested

Staffing

We continue to work toward staffing. Two of our TNAs passed their GNA certification and we plan to send 4 more through the GNA program. We also will be submitting re-certification to host our own GNA classes. We have been using contract staff to fill open shifts.

Report for Pete Panos, Administrator

Concerns, Loss and Breakage

There were 7 loss and breakage reports and 2 concerns. All were resolved.

Corporate Compliance

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

Board Member re-appointments

All board member terms will expire 10/31/2022. Members are asked to contact Joyce Jordan of their intention of continuing to serve. Board members continue to serve until their seat has been replaced.

Old/New Business

New Board Members

3 prospective applicants have submitted applications - Horace Tittle, Sr., Shobita Dubois and Andrew Young. Pete will discuss with Curtis Beulah on appropriate time to submit these names to the County Executive.

Manager Guest

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

The meeting adjourned at 12:00 PM

Next Board meeting is scheduled for Thursday, July 28th at 10:15 AM