

Minutes
Board of Directors of Citizens Nursing Home Board of Harford County
Monthly Meeting
Thursday, July 28, 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

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 June 2022 by Kim Zavrotny and seconded by Patty Badeker; the motion passed.

Manager Guest – Darrick Deboard, Director of Dietary Services

Question and answer period – managing through COVID and census and budget reductions, needs, challenges, resident and family feedback on menus/food choices, inspections

Report from Cindy Quimby, Director of Business Operations

Human Resources Report – June

New Hires 2 (1 GNA, 1 Security Assistant)

Terminations 2 (no call no show)

Census – June

There were 12 new admissions, 8 discharges to home and 2 deaths

There were 35 inquiries during the month

Census has been over averaging in the high 90's

Financial Report

No financial report available for June as the year end closing process is now underway.

Report from Cassie Evering, Director of Nursing

COVID-19 Outbreak

We continue in outbreak mode.

Staffing

We continue to work on staffing and continue to use contract agency to fill open shifts. Two additional TNAs have passed their final exams. Richard Ackerman, an LPN of 27 years will be retiring on August 5th. Harford Community College nursing students were here in June.

Report for Pete Panos, Administrator

Concerns, Loss and Breakage

There were 4 loss and breakage reports and 2 concerns. All but one remained unresolved. Corporate Back Parking Lot

The back parking lot will be resealed and restriped in August.

Prospective Board Members

It was recommended to wait until after the Harford County elections to submit names for new Board Members.

Recruitment Bonus

We were awarded a grant that can be used for the recruitment and retention of staff. We will be offering a \$5,000 recruitment bonus for RNs, LPNs and GNAs and will offer a matching referral bonus to staff.

Old/New Business

Guest Manager

Diana George, Director of Human Resources, was selected as next month's guest manager

The meeting adjourned at 12:00 PM

Next Board meeting is scheduled for Thursday, August 25th at 10:15 AM