

# Minutes

## Operating Board of Directors DeKalb County Rehab & Nursing Center September 11, 2019

*Note: These minutes are not official until approved by the Rehab & Nursing Operating Board at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*

Present Directors: Rita Nielsen, Ferald Bryan, Greg Millburg, Pat Conboy, Steve Kuhn, Jeff Whelan, Chris Porterfield

Absent Directors: None

Also Present: Gary Hanson, Scott Gima, Steve Duchene

Jeff Whelan called the meeting to order at 7:29 a.m. The meeting is being held at Conference Room West at 2500 Annie Glidden Road, DeKalb IL.

Motion: Chris Poterfield moved to approve the agenda, Steve Kuhn seconded the motion.

Voice Vote: Jeff Whelan asked for a voice vote on the approval of the agenda. All Members voted yea. Motion carried unanimously.

**Public Comments:** Chuck Coulter, AFSCME President reported good news that there is a positive vibe in the facility and the atmosphere is better. He has more staff are coming in with the orientation classes.

**Old Business:** None

**New Business:**

A discussion occurred regarding communication between the Administrator and Operating Board in instances where there are unresolved issues between the Administrator and the MPA Manager. Gima supports the ability for direct communication with both the County Administrator and Operating Board through the Board Chairman under these circumstances. MPA should be made aware of any issues, which can be communicated to MPA's Owner or President. Gima stated that the Board always has an open invitation to reach out to the Administrator, and/or visit the nursing home.

Gima presented the nursing staffing spreadsheet. He noted that the staffing coordinator will be responsible for updating the spreadsheet. The data confirms that there is a high percentage of agency use. The data presented did not include minimum staffing levels, which will be added in the future. Steve Duchene added that there are three local CNA schools and NIU has a nursing program. DCRNC will be able to host CNA and nurse clinical rotations after January 31, 2019. The Education Manager will begin reaching out to these programs to add DCRNC to their clinical rotations. In the past, these programs have been a source of hires.

*Note: These minutes are not official until approved by the Rehab & Nursing Operating Board at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*

Gary Hanson provided a reminder of the requirement to take the FOIA/OMA training that is provided through the Illinois Attorney General Office website.

Operations and Finance: Gima reviewed the census and financial position as of May 2019. Census in May was 169.1, unchanged from April. Budget is 177. Medicare was 18.7, up from 16.5 in April. Budget is 26.6.

May showed a net loss of -\$21,104. While Medicare is lower than budget, registry expenses are a significant contributor to the operating loss. Gima expects June to show a larger operating loss with a drop in overall census and Medicare census.

Duchene discussed current operational issues that are being addressed. Furniture and other items are being removed from the hallways to get in compliance with IDPH regulations. Evaluation of stained ceiling tiles as a result of leaking HVAC valves. Employees are being reminded to wear their ID badges at all times. Staff have also been reminded that hoodies are not allowed per the dress code. Hoodies are being worn to hide cell phones. Duchene has been meeting with Mr. Coulter on a daily basis to build communication and union relationships. Duchene is also spending a lot of time in the building to build relationships with staff, residents and visitors. The interim DON is also spending significant time on the floors in support of the staff and communicating with residents and visitors. Duchene mentioned that George Plagakis, the night shift supervisor will receive a reception for reaching his 30 year anniversary.

Census development: Gima updated the board on the Northwestern Medicine Post Acute Preferred Provider Network meeting that will occur on September 12. DCRNC is very interested in joining the network and will make every effort to meet the network requirements.

The admission evaluation process has been improved with the involvement of admissions, the DON and Duchene. However, referrals from Kish are down due to their lower inpatient census.

Gima summarized the data on monthly hires and separations that show a net loss of staff since January through August. Advertising on Indeed.com has been restarted by Duchene. DON and ADON are actively involved in interviewing CNA and nursing applicants.

Gima provided a construction update and also discussed the concerns with the dining room serving kitchens presented by the IDPH Plumbing Division Inspector and the County Health Department.

### **Executive Session:**

Motion: Rita Nielsen moved to adjourn and open an Executive/ Closed Session, Steve Kuhn seconded the motion.

A roll call vote was held and the closed session was approved.

*Note: These minutes are not official until approved by the Rehab & Nursing Operating Board at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*

At 8:38, the Executive Session began, but did not continue due to the lack of an audio recording device to record the closed session. As a result, no Executive Session took place and the Board adjourned the closed session without a roll call vote.

**Next Meeting:** November 13, 2019

**Motion:** Chris Porterfield moved to approve the agenda, Rita Nielsen seconded the motion.

**Voice Vote:** Jeff Whelan asked for a voice vote on the approval of the agenda. All Members voted yea. Motion carried unanimously.

Meeting adjourned at 8:50 a.m.

Respectfully submitted

Scott T. Gima  
Recorder