

Minutes

Operating Board of Directors DeKalb County Rehab & Nursing Center May 12, 2021

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: Ferald Bryan, Karen Cribbin, Steve Kuhn, Greg Millburg, Rita Nielsen.

Absent Directors: William Cummings arrived at 7:40 a.m.

Also Present: Scott Gima, Steve Duchene

Rita Nielsen called the meeting to order at 7:30 a.m.

Motion: Greg Millburg moved to approve the agenda. Seconded by Steve Kuhn.

Roll Call Vote: Rita Nielsen asked for a roll call vote on the approval of the agenda. Motion carried unanimously.

Motion: Ferald Bryan moved to approve the April 8, 2021 open session minutes. Steve Kuhn seconded the motion.

Roll Call Vote: Rita Nielsen asked for a roll call vote on the approval of the minutes. Motion carried unanimously.

Public Comments:

Staff members Pamela Patrick and Catherine Bryant did not provide public comments but both were asked to introduce themselves and their job responsibilities.

Old Business:

Nielsen stated that the Memorandum of Understanding regarding Internal Cash Flow Assistance has been signed. An original copy goes to DCRNC and a copy to Gima and additional copies will be sent to all Operating Board members.

New Business:

Operations Report. Gima provided a summary of census, admissions and cash position. Gima reviewed the cash flow summary report for March and April. Gima also provided an overview of the payroll and accounts payable process that takes place between DCRNC and the County. Gima also discussed the

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construction fund that is restricted to the construction project. A summary of the remaining interior remodeling was discussed with an unknown timetable to complete the work as a result of existing IDPH COVID infection control requirements.

Gima provided a summary of census, admissions and census building efforts. The monthly average census trends for January 2021 (125.6) through April 2021 (110.8) and a snapshot of the census on May 7, which was 112. Referrals and admissions have increased since mid-April. For the month of April, there were 8 admissions and 8 separations. 4 admissions in the first week of May and 3 separations. Gima discussed the recent pattern of a higher percentage of inquiries and admissions coming from the community that may be an indication that families have been delaying inquiries for nursing home admissions in 2020 and early 2021. Duchene discussed how the CVS unit program improvements will be used for census development. Kuhn asked about the current census and capacity with a discussion about how admissions and transfers on the unit will be handled. Duchene is reaching out to local churches.

Nielsen asked about the current status of residents and staff that were waiting for vaccinations. Duchene recapped that the facility's pharmacy vaccinated 9 residents and approximately 4 staff earlier this week.

Kuhn asked about referrals from Heritage Woods. Gima provided an overview of Heritage Woods and the referral relationship between both facilities. Gima will need to review and summarize referrals that were made to DCRNC.

Nielsen asked about the status of the emergency plan. Duchene stated that the plan has been completed and submitted to IDPH with approval. Duchene also provided a recap of the CHUG full-scale tornado disaster exercise drill that was conducted earlier this week that fulfills the IDPH annual full-scale disaster drill requirement. Nielsen requested for the distribution of the emergency plan to the operating board.

Gima summarized the primary expense reduction effort to reduce the use of staffing agencies for CNAs and nurses. The discussion included current agency costs for nurses and CNAs and DCRNC's current efforts to reduce agency use and increase the number of nurse and CNA employees with newly created type of RN and CNA job positions. A discussion took place regarding better communication of the benefits provided to county employees, where a better understanding may be received positively versus a preference for a higher wage with no consideration for the County benefits program.

Cummings asked if there are current expenditures. Gima responded that the monthly financials are always delayed by about 2 months. The cash flow report provides an up-to-date summary of cash out by payroll and accounts payable or non-payroll expenses. Cummings asked about the current agency expenses. Gima referenced the agency expenses in the historical statement of operations report.

Duchene summarized the current status of the electronic medical records implementation with an expected start date of August 1, 2021. He also provided a review of recent personnel moves and the recent onboarding of a new psychiatric physician consultant, audiology and optical services.

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Gima provided a reminder to review the Compliance Handbook, sign the attestation and complete the annual compliance board training.

Kuhn asked if we can restart the board reports by the compliance officer. Gima stated that these reports including reports from others including the Director of Nursing will be restarted in the coming months.

Adoption of Compliance Program Resolution of the Board

Motion: Ferald Bryan moved to approve the Compliance Program Resolution. Greg Millburg seconded the motion.

Roll Call Vote: Rita Nielsen asked for a roll call vote to adopt the resolution. Motion carried unanimously.

Executive Session:

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

Roll Call Vote: Rita Nielsen asked for a roll call vote for an Executive/Closed Session. Motion carried unanimously.

At 9:07 a.m. Executive Session took place.

Executive Session ended.

Cummings asked about the current staff vaccination rate. Duchene stated that the rate is about 73 to 74 percent. Nielsen asked for an update on the vacant operating board seat. Nielsen requested that the Employee Handbook be distributed to the operating board and when the Handbook is updated, an updated copy to be sent out to the operating board.

Next Meeting: May 12, 2021 in person meeting to be held in the Multi-Purpose Room

Motion: Steve Kuhn moved to adjourn. William Cummings seconded the motion.

Roll Call Vote: Rita Nielsen asked for a voice vote to adjourn. Motion carried unanimously.

Meeting adjourned at 9:28 a.m.

Respectfully submitted
Scott T. Gima
Recorder