

Minutes

Operating Board of Directors DeKalb County Rehab & Nursing Center October 21, 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 Cribben, William Cummings, Steve Kuhn, Greg Millburg, Rita Nielsen.

Absent Directors: None

Also Present: Brain Gregory, Scott Gima, Maggie Niemi

Rita Nielsen called the meeting to order at 8:30 a.m.

Motion: William Cummings moved to approve the agenda. Seconded by Greg Millburg.

Voice Vote: Rita Nielsen asked for a voice vote on the approval of the agenda. Motion carried unanimously.

Approval of Minutes:

Motion: William Cummings moved to approve the September 2, 2021 special meeting minutes. Steve Kuhn seconded the motion.

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

Motion: William Cummings moved to approve the September 8, 2021. Ferald Bryan seconded the motion.

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

Public Comments:

Dawn Lawton (Dietary Manager) discussed pending and recent hires. Lawton also mentioned the recent donations provided by Dan Kenny and the Community Gardens. Maggie Niemi added that he has grants to provide donations to not-for-profits and will be making deliveries on Mondays and Fridays. Significant cost savings is expected and positive menu adjustments are being made. Fresh squash was planned for the next day's menu. Toilet paper donations are also expected. There is also a plan to

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.

provide food for staff that will be available in the employee break room that coincides with Niemi's plan to provide pre-prepared food and snacks to staff.

Janet George (Business Office Manager) provided an update on the manual payroll that is temporarily in place.

Pam Patrick (Restorative Nurse Manger) asked for an update on the nurse manager wage increase.

Old Business:

None

New Business:

Gima reviewed the daily census trends as of October 17 with overall census fluctuating between 115 and 120 in recent weeks. Medicare census has been running between 10 and 15 with a current census of 10. Gima also reviewed current referral and admission activity with partial information for the first week of October. Niemi added that there were 7 recent admits with 3 accepted to be admitted.

Gima reviewed the monthly census in September. Total census was 117.7, Medicare, 13. Medicaid, 62.7 and private pay averaged 42.

Gima discussed the current status of billing for private pay, Medicare and Medicaid. Niemi provided additional information on aging accounts receivables, potentially uncollectable account, vendor payments and billing delays. Janet George provided clarification of the Medicare payment timeline. A general discussion took place regarding Medicaid applications, responsible parties and ongoing write-offs of uncollectable accounts. Gregory provided an update on temporary cash flow assistance from the County, including the implementation of a purchase order mechanism for items over \$5,000 that will require approval by either the Comptroller or County Administrator.

Gima reviewed staffing agency buyout provisions. Gima also discussed the plan to submit the application for Phase IV Provider Relief Funding for nursing homes that is based on changes in operating revenues and expenses from July 1, 2020 to March 31, 2021. The application deadline is October 26, 2021.

Niemi provided an Administrator's report that touched on booster shots for residents and staff, current staff recruitment of CNAs, preparation for the annual survey, COVID infection update, recent inter-agency disaster training through CHUGG, recent staff changes to nurse education and infection prevention, pending Medical Director change, changes to the referral review process and the staffing quality improvement project that is spearheaded by Amy Larson.

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.

Executive Session:

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

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

At 9:25 a.m. October 21, 2021 an Executive Session took place.

Motion: Steve Kuhn moved to adjourn from Closed Session/Executive Session. Bill Cummings seconded the motion.

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

Executive Session ended at 10:05 a.m.

Motion: Steve Kuhn moved to maintain confidentiality of the minutes from its Executive Sessions held on: January 4, 2019, May 30, 2019, July 10, 2019, August 8, 2019, September 9, 2019, November 18, 2020, January 13, 2021, March 18, 2021, May 12, 2021 and August 18, 2021. Bill Cummings seconded the motion.

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

Motion: Steve Kuhn moved to appoint Maggie Niemi as the DeKalb County Rehab & Nursing Center Administrator. Greg Millburg Cummings seconded the motion.

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

Gregory discussed the existing contract language for DCRNC Management Services and the RFP bid procedures that will be taken.

Motion: Greg Millburg moved to authorize to seek proposals for DCRNC Management Agreement. Karen Cribben seconded the motion.

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

Next Meeting: November 11, 2021 to be held in the Multi-Purpose Room

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

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

Meeting adjourned at 10:11 a.m.

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.

Respectfully submitted
Scott T. Gima
Recorder