

Minutes  
of the  
*Dogwood Village Health Center Commission*

Friday, February 17, 2012

The group joined together at 12:00 noon for a luncheon with Senator Edd Houck. He was presented with a silver medallion coin set in appreciation for his many contributions to the health care industry during his tenure as Senator.

The Chairman called the meeting to order at 12:50 PM.

PRESENT: Jim White, Chairman; Tom Czelusta; Judy Barnes; Garland Tyree  
and Lee Frame

ALSO PRESENT: Vernon Baker; Brenda Hutchinson; Thomas Graves  
and Patty Talley

ABSENT: None

MINUTES: Minutes of the December 20th meeting were reviewed. Lee Frame made a motion, seconded by Jim White that minutes be approved as presented.  
All Ayes

The first order of business was the election of officers.

Jim White nominated Tom Czelusta as Chairman, Tom Czelusta nominated Judy Barnes as Vice Chairman and Brenda Hutchinson as Recording Secretary. Hearing no further nominations, nominations ceased. Tom Czelusta, Judy Barnes and Brenda Hutchinson were elected by acclamation.

The Chairman then asked for nominations for Directors of the Senior Living Committee. Judy Barnes nominated Thomas Graves, Jim White nominated Judy Barnes and Tom Czelusta, Thomas Graves nominated Jim White. Hearing no further nominations, nominations ceased. Thomas Graves, Judy Barnes, Tom Czelusta and Jim White were elected by acclamation.

Garland Tyree has completed his term on the Commission Board. A new member, Frances F. Lea, has been appointed to serve as a member of the Health Center Commission beginning March 1, 2012.

OLD BUSINESS: None

NEW BUSINESS: Vernon presented the following reports:

- Financial Analysis for December & January– reviewed – discussed. It was noted that the RUG rate averages had changed from December 2011 to January 2012.
- List of Accounts – reviewed – discussed.
- 90 Days and Older Aging Report – reviewed – discussed. Tom Czelusta continues to work with Frances Williams' family to obtain the property for an outstanding debt.
- Census and Admission Activity – reviewed – discussed. We have subscribed to Curaspan Health Group – E-Discharge Program. We are beginning to see an increase in referrals from the hospitals.
- HR Report – reviewed – discussed.

OTHER BUSINESS:

- Revised Budget Forecast FYE June 2012 – reviewed – discussed. Vernon reviewed the staffing reductions in various departments that have already occurred and some to occur later. A motion was made by Lee Frame to adopt the revised budget as presented. The motion was seconded by Judy Barnes. MOTION CARRIED
- Graphs of Financial Parameters – Vernon shared with the group a number of graphs showing the trends in census data, revenue, skilled rates as well as Medicare and Medicaid numbers. The graphs gave a visual of the main financial parameters relative to our operating budget and the budget forecast for 2012. The Board expressed appreciation to Vernon on his presentation using the graphs.
- American Health Tech Implementation – Hardware will be ordered in the next couple of weeks. Training will be provided starting in April.
- Functional Pathways Rehab – Vernon gave an update on the Rehab Department noting that some personnel changes were taking place.
- Leasing Outpatient Rehab to Functional Pathways – The Board consented to have Tom Czelusta pursue a lease agreement for Functional Pathways to lease space from Outpatient Rehab noting that the agreement should coincide with the contract.
- Hiring Assistant Director of Nursing – We have hired Lisa Evans as our Assistant Director of Nursing. She will begin on Tuesday, February 21, 2012.

- Personal Injury Insurance Claim – Board was made aware of the claim we have received. Information has been forwarded to our insurance company.
- Norovirus – Vernon informed the group of the number of residents and staff affected by the norovirus. The State has made us aware of the CDC guidelines and regulations pertaining to the virus.

Next meeting date scheduled for Tuesday, March 27th – 12:00 Noon.

ADJOURNMENT: A motion was made by Lee Frame and seconded by Judy Barnes that the meeting be adjourned at 3:00 PM.

All Ayes

Brenda Hutchinson  
Secretary

James K. White  
Chairman

Tom Czelusta  
Chairman