Minutes of the Dogwood Village Health Center Commission

Friday, July 27, 2012

The Chairman called the regular Commission Board meeting to order at 9:38 AM.

PRESENT: Tom Czelusta, Chairman; Judy Barnes, Vice-Chairman; Jim White; Frances Lea and Lee Frame

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

ABSENT: -None-

MINUTES: Minutes of the June meeting were reviewed. Several corrections were noted – remove the first two (2) lines and change Disaster Plan to Disaster Recovery. Frances Lea made a motion, seconded by Judy Barnes that minutes be approved with corrections. One member abstained.

MOTION CARRIED 4 to 0

OLD BUSINESS:

- Shower Room Renovations Project is moving forward. A group will be visiting Sunnyside in Harrisonburg on Friday. August 3rd to get a firsthand look at the operation and maintenance of the Apollo Tub. Thomas Graves will have another contractor contact Vernon for another possible bid on the project.
- American Health Tech Implementation Things are progressing very smoothly. Care Plan team will be meeting next week to take a look at a QA module for implementation. MARS and Doctors' orders modules are still being tested by AHT.
- Functional Pathways Rehab Vernon gave an update on the Rehab Department. They are still recruiting for staff. There has been an increase in Part A and Part B revenue.
- Initiatives/Topics FYE 2013 The Board has decided to schedule a retreat in October at the Farm Bureau building to take a look at our business model as well as a strategic vision for the future. Tom Czelusta will

- contact Julie Jordan for information on a contact to plan an agenda and lead the retreat.
- Significant Events FYE 2013 The Board is interested in conducting a Systems Review of Health and Rehab. Vernon was asked to contact the school system to see which architecture firm they use.
- Childcare Rate Increases reviewed discussed. A motion was made by Lee Frame and seconded by Jim White that childcare rates be increased \$1.00 per day per child to become effective September 1, 2012.

MOTION CARRIED

 Case Manager Satisfaction Survey – Patty presented the draft of a letter and survey to be sent to discharge planners to see how we are doing. A few corrections and suggestions were noted.

NEW BUSINESS: Vernon presented the following reports:

- Census and Admission Activity

 reviewed discussed.
- Financial Analysis reviewed discussed. An audit will be conducted in August.
- List of Accounts reviewed discussed.
- 90 Days and Older Aging Report reviewed discussed. A court date for Mrs. Frances Williams hearing has been set for Thursday, September 6, 2012 at 1:30 PM.
- HR Report reviewed discussed.
- 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 and how therapy is trending with
 Medicare Part B revenue. The graphs also included our staff turnover
 numbers showing us trending better than this time last year.

OTHER BUSINESS:

- Back-up and Disaster Recovery Strategy Don Schimming, IT Director, reviewed with the Board our back-up and disaster recovery strategy noting 3 levels of back-up to include back-up to a local server, failover strategy and disaster recovery strategy. Don recommends appointing someone to carry the hard drives to a bank to be placed in a safety deposit box.
- Proposed Capital Projects/Equipment Vernon presented a future capital
 equipment and building improvements list for Health and Rehab prioritized
 by year. The Board decided to proceed with two (2) shower room
 renovations since a prior commitment had already been made to this
 project. They also approved ordering the air mattresses, only five (5) new
 PCs since they have already been ordered and the SAN System for
 \$15,000.00. No other Capital Improvement projects will be approved until
 after the retreat.

Next meeting date scheduled for Monday, August 27th – 10:30 AM.

ADJOURNMENT: Meeting was adjourned at 12:00 noon.

Brenda Hutchinson Secretary Tom Czelusta Chairman