

Minutes
of the
Dogwood Village Health Center Commission

Monday, August 27, 2012

The Chairman called the Commission Board meeting to order at 10:30 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 July meeting were reviewed. One correction noted on the number voting to approve the motion relative to the Disaster Recovery presentation. Lee Frame made a motion, seconded by Frances Lea that minutes be approved with correction.

OLD BUSINESS:

- Shower Room Renovations – Beginning November 1st, Robert Twyman will begin work on the shower room renovations. The Board approved purchasing the tubs with scales. A motion was made by Jim White and seconded by Lee Frame that the monies to fund the project be from Health and Rehab and that any amount above the \$55,000.00 committed from the Foundation come from the Funded Depreciation account.

MOTION CARRIED

- American Health Tech Implementation – Things are progressing very smoothly with more documentation being completed by nursing.
- 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 – An initial visit was conducted by BCWH Architects out of Richmond. We are waiting to receive their Systems Review proposal. We have received a proposal from SFCS. A motion was made by Frances Lea and seconded by Jim White authorizing the

Chairman, Tom Czelusta, to enter into a contract for the Systems Review in order to be prepared for the upcoming retreat.

MOTION CARRIED

Tyler St.Clair will be the Retreat Facilitator. Information relative to the history of Dogwood Village has been forwarded to her.

- Significant Events FYE 2013 – An initial visit was conducted by BCWH Architects out of Richmond. We are waiting to receive their proposal. We have received a proposal from SFCS.
- Case Manager Satisfaction Survey – Patty reported that 40 surveys had been mailed to discharge planners. After thirty (30) days a follow-up letter will be sent.

NEW BUSINESS: Vernon presented the following reports:

- Census and Admission Activity– reviewed – discussed.
- Financial Analysis – reviewed – discussed. An audit was conducted in August. Cole and King now have a new name – King, Shores and Preston. We have received a proposal from ECI and are checking references to implement a new payroll system. ECI is geared toward small to mid range companies. Fee per month will be based per active employee with an initial start up cost of \$35,000.00. This will be a substantial savings over our current payroll system through ADP.
- 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. The Board asked that Loretta develop a profile for the next meeting on insurance companies not following through with payments to the facility.
- 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:

- Discharge Satisfaction Survey – Survey form has been revised. The survey is mailed to every discharged resident. Results will be shared with the Board at the next meeting. We will track the rate of returns. Frances Lea has offered to assist with the survey instrument.
- Dental Hygienists – State Legislators have changed regulations pertaining to the services offered by Dental Hygienists. This may be an opportunity

for our residents to receive another level of care. Frances Lea suggested that we contact Misty, the Director in charge of this program at Germanna Community College, to see what services they offer.

Next meeting date scheduled for Monday, September 24th – 10:30 AM.

ADJOURNMENT: Meeting was adjourned at 12:00 noon.

Brenda Hutchinson
Secretary

Tom Czelusta
Chairman