

Minutes  
of the  
*Dogwood Village Health Center Commission*

Monday, November 5, 2012

The Chairman called the Commission Board meeting to order at 9:35 AM.

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

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

ABSENT: Frances Lea

MINUTES: Minutes of the September meeting were reviewed. Lee Frame made a motion, seconded by Judy Barnes that minutes be approved as presented.  
All Ayes

OLD BUSINESS:

- Shower Room Renovations – Robert Twyman has started work on the shower room renovations. Apollo tubs are to be delivered next week.
- H & R Lobby and Dining Room Floors – We will continue to contact professional flooring companies to see if these floors can be refinished. The Board asked that we verify their reputation and commercial experience.
- Resident Room Renovations – This is an on-going project that will probably take 12 – 18 months to complete. All rooms now have new through the wall heating and cooling units.
- American Health Tech Implementation – The MAR/TAR is scheduled to be implemented after the first of the year. The next module to implement is Compliance.

NEW BUSINESS: Vernon presented the following reports:

- Census and Admission Activity– reviewed – discussed. It was noted that length of stay for residents has decreased somewhat.
- SNF Discharge Surveys – We will be tracking and trending so we can utilize as a marketing tool, and to share with staff as performance evaluations are completed.
- Case Management Survey – Report with graph was reviewed and discussed. Comments were noted by the case workers. Communication is the key to having a successful admission process.
- Financial Analysis – reviewed – discussed. We will receive our audit report at the next meeting.

A motion was made by Jim White and seconded by Lee Frame that a Facility Performance Bonus in the amount of \$60,000.00 be set aside out of last year's budget with the same percentage between line staff and management be allocated as last year. Vernon is to use only \$53,000.00 in his calculations for distribution with the remaining \$7,000.00 be reserved for use by the Commission. MOTION CARRIED 4 to 1

- List of Accounts – reviewed – discussed.
- 90 Days and Older Aging Report – reviewed – discussed. Vernon and Tom will develop a policy for the collection process and terms of payment.
- 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:

- Proposals for Facility Evaluation – We have received two proposals; one from SFCS and one from BCWH. These will be discussed in greater detail at the scheduled retreat.
- Commission Retreat – The Facilities Assessment will be linked to the retreat discussions. The retreat has been scheduled for Monday, December 10, 2012 to be held in the Private Dining Room of Senior Living.

*Meeting adjourned at 12:00 noon for lunch and reconvened at 12:30 PM to continue the Health Center Commission agenda.*

- VHCA and AHCA Annual Meetings – Vernon updated the Board on the latest meetings he has attended noting that our business model as we know now will change. He reported that the trends are indicating a growth in assisted living and community based services, not nursing home care.
- Storage Areas – We are cleaning out all storage areas. Some items will be sold for a donation made to the Resident Aid Fund. We may also check on the possibility of Gibson’s Auction selling some of the items.

A motion was made by Tom Czelusta, Chairman, at 12:38 PM that the Board recess. The Board convened out of recess at 1:10 PM.

Next meeting date scheduled for Monday, November 26th – 9:30 AM.

ADJOURNMENT: Meeting was adjourned at 1:10 PM.

Brenda Hutchinson  
Secretary

Tom Czelusta  
Chairman