## Minutes of the Dogwood Village Health Center Commission

## Monday, November 26, 2012

The Chairman called the Commission Board meeting to order at 9:30 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 October 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. Project is progressing and possibly will be completed in 3 – 4 weeks.
- H & R Lobby and Dining Room Floors We are waiting on an estimate.
- Resident Room Renovations We will start again on this project after Christmas.
- American Health Tech Implementation The MAR/TAR is scheduled to be implemented March 1st. We will check on hardware availability to be sure we are keeping up with technology.

Janelle Preston, King Shores and Preston CPAs of Walker Healthcare Services, gave an overview via telephone of our Audited Financials FYE 2012.

NEW BUSINESS: Vernon presented the following reports:

- Census and Admission Activity

  reviewed discussed. It was a very busy
  month with referrals remaining strong. We continue to work with Mary
  Washington Hospital to get more referrals.
- SNF Discharge Surveys We will be tracking and trending so we can utilize as a marketing tool.
- Financial Analysis reviewed discussed.
- List of Accounts reviewed discussed.
- 90 Days and Older Aging Report reviewed discussed. Vernon, Tom, Loretta and Patty will meet to revise our current Collection Policy. The Board authorized Vernon to proceed with a discharge letter whenever deemed necessary. He will notify the Board via e-mail to inform them when this action is needed. Frances Williams will come off of the report next month.
- HR Report reviewed discussed. We will make a decision on the HR Assistant position this week.
- 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.
- Board of Supervisors Dinner We will host the Board of Supervisors dinner on Tuesday, December 4<sup>th</sup> and 6:00 PM.

Next meeting date scheduled for Monday, January 28th – 10:30 AM.

ADJOURNMENT: Meeting was adjourned at 12:00 noon.

Brenda Hutchinson Secretary

Tom Czelusta Chairman