

Minutes  
of the  
*Dogwood Village Health Center Commission*

Monday, March 25, 2013

The Chairman called the Commission Board meeting to order at 10:37 AM.

PRESENT: Tom Czelusta, Chairman; Jim White; Frances Lea and Lee Frame

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

ABSENT: Judy Barnes, Vice-Chairman

MINUTES: Minutes of the February meeting were reviewed. Frances Lea made a motion, seconded by Lee Frame that minutes be approved as presented.

All Ayes

A motion was made by Lee Frame and seconded by Jim White that the Board convene into Closed Session at 10:39 a.m. – Section 2.2-3711.A1 pursuant to a personnel matter. A motion was made by Lee Frame , seconded by Frances Lea to come out of Closed Session at 11:20 a.m.

OLD BUSINESS:

- Shower Room Renovations – WG shower room has been completed.
- H & R Lobby and Dining Room Floors – The recommendation is to go with an engineered hard wood. The Board approved for Vernon to move ahead with signing the proposal so that the work can begin.
- American Health Tech Implementation – The MAR/TAR implementation is going very smoothly. Physician Orders still have to be signed by the physician.
- Proposal for Facility Evaluation – Vernon will contact Roger Richardson with BCWH to check on the status of the Facility Condition Assessment.

CONSENT BUSINESS: Vernon presented the following reports:

- Census and Admission Activity– reviewed – discussed.
- SNF Discharge Surveys – reviewed
- Financial Analysis – reviewed – discussed. We need to start planning the budget for next year. We also need to start thinking about transferring funds to the Capital Depreciation account. The Board asked Vernon to check the Cost Reports to see how the Medicaid Rule is written.
- List of Accounts – reviewed – discussed.
- 90 Days and Older Aging Report – reviewed – discussed.
- HR Report – reviewed – discussed Nursing Turnover Rate. Will review again at the next meeting. We plan to conduct a survey to get feedback from our staff.

After lunch, the meeting resumed at 12:30 PM.

#### NEW BUSINESS:

- Childcare Program – This item will be discussed at the next meeting.
- Resident Care – This item will be discussed in greater detail at the next meeting. We are planning to conduct a survey in order to receive information from residents and family members. The Board would like to review the shift in the stability of our staff. They would also like to see the development of a focus group to meet with key nursing staff to discuss opportunities in which the Board might help in stabilizing staff and seeing better patient care.

#### OTHER BUSINESS:

- Bylaws – A motion was made by Lee Frame and seconded by Frances Lea that the revised Bylaws be approved as presented.

MOTION CARRIED

Next meeting date scheduled for Monday, April 29th – 9:30 AM.

ADJOURNMENT: Motion was made by Jim White and seconded by Lee Frame that the meeting be adjourned at 1:19 PM.

Brenda Hutchinson  
Secretary

Tom Czelusta  
Chairman