# Minutes of the Dogwood Village Health Center Commission

Monday, September 30, 2013

The Chairman called the Commission Board meeting to order at 9:03 AM.

PRESENT: Tom Czelusta, Chairman; Lee Frame, Vice-Chairman; Frances Lea and Thomas Graves

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

ABSENT: Jim White

MINUTES: Minutes of the August 26th meeting were reviewed. A motion was made by Frances Lea, seconded by Thomas Graves that minutes be approved as presented.

All Ayes

A motion was made by Thomas Graves and seconded by Lee Frame that the Board convene into closed session at 9:04 a.m. pursuant to Virginia Code Section 2.2-3711.A1. A motion was made by Lee Frame and seconded by Thomas Graves to convene out of closed session at 9:53 a.m.

**MOTION CARRIED** 

### **OLD BUSINESS:**

Status of Facility Evaluation – We received and reviewed the priority list compiled by Roger Richardson. Largent will be coming to submit a proposal for replacing the roof. We have received proposals from Baker and W.A. Lynch. Once the third proposal has been received, Vernon will e-mail the bids to Board members. A motion was made by Frances Lea and seconded by Lee Frame to authorize Vernon M. Baker with consultation of Chairman, Tom Czelusta, who will poll other members, to award a contract to the selected Contractor to replace or repair portions of the roof.

 Market Feasibility Study – The Board viewed a Green House DVD. We will plan to tour the Green House facilities in Mechanicsville and Harrisonburg in the near future.

## CONSENT BUSINESS: Vernon presented the following reports:

- Census and Admission Activity- reviewed discussed.
- SNF Discharge Surveys reviewed discussed. The Board asked if the Referral Tracking report could tract the residence of individuals that go to other facilities.
- Financial Analysis reviewed discussed.
- List of Accounts reviewed discussed.
- 60 Days and Older Aging Report reviewed discussed.
- HR Report reviewed discussed.
- Compliance Resolution A motion was made by Thomas Graves and seconded by Frances Lea that the Board adopt the Compliance Resolution as presented.

  MOTION CARRIED

#### **NEW BUSINESS:**

 Capital Projects/Equipment FYE June 2014 – A motion was made by Thomas Graves and seconded by Frances Lea that the Board approve the Capital Projects/Equipment FYE June 2014 as proposed by Vernon M. Baker.

MOTION CARRIED

• Elopement Issue – Discussed the issue of staff not answering when roam alert pages are received. The facility will be conducting elopement drills to be sure all staff is following protocol.

#### OTHER BUSINESS:

-NONE-

Christy Grossett, Director of Nursing, joined the Board for lunch.

Next meeting date scheduled for Monday, October 28th – 9:00 AM.

ADJOURNMENT: Motion was made by Thomas Graves and seconded by Lee Frame that the meeting be adjourned at 10:56 AM.

Brenda Hutchinson
Brenda Hutchinson

Secretary

Tom Czelusta Chairman