

# Sunny Meadows Nursing Facility

Board of Trustees Meeting  
June 27, 2017

- |   |                              |
|---|------------------------------|
| 1. Welcome/Introductions                    | Sarah Strohminger, President |
| 2. Secretary's Report – Handout/Action Item | Ann Stalter, Secretary       |
| 3. Financial Report – Handouts/Action Item  | Deb Arms, Treasurer          |
| 4. Old Business                             |                              |
| 4.1 Declining Admissions                    | Deb Young, Adm.              |
| 5. New Business                             |                              |
| 5.1 Marketing Report - Handout              | Alexa Martinez               |
| 5.2 Facility Report – Handout/Action Item   | Harvey Osmond                |
| 5.3 Quality Report - Handout                | Tara Henry, QI               |
| 5.4 Board of Health Survey April 2017       | Deb Young, Adm.              |
| 5.5 Administrator's Report                  | Deb Young, Adm.              |
| 6. Other Business                           | Sarah Strohminger            |
| 7. Meeting Adjourned                        | Sarah Strohminger            |

Sunny Meadows  
Board of Director Meeting Minutes  
April 25, 2017

**Directors Present:** Sarah Strohminger, Deb Arms, Ann Stalter, Emanuel Banks, Leslie Hodson, Karen Bailey and Deb Young.

**Directors Absent:** MaryAnn Patterson, George Anderson, and Betty Busey

**Guests:** Alesa Martinez, Tara Henry, Harvey Osmond

1. Call to Order - Meeting was called to order at 1:01 pm by Chair Sarah Strohminger. Quorum established.
2. Secretary's Report -- Secretary Ann Stalter reported on the minutes from the February 28, 2017 meeting. Minutes were approved (motion by Banks, second by Bailey, unanimous).
2. Treasurer's Report -- Treasurer Deb Arms reported on the organization's financial status as of March 31, 2017. The average daily census fell slightly from 95.4 in February to 89.8 in March. Rehab admissions remain slightly behind target at 10 admissions/month, skilled admissions met budgeted numbers, and residential living patient admissions reflected a decrease from budget by an average of 5 admissions/mo. Profits were less than anticipated by \$13500. Balance sheet reflects the increased liabilities related to the increased professional service fees.
3. Old Business
  - 3.1 Marketing Report - Marketing Representative Alexa Martinez provided an overview of the facility's admissions by type for the period ending March 31, 2017. All admissions down from planned targets with the short, term rehab care admissions showing the most decrease with admissions down by 16 on an average daily basis. All local hospital case management depts. notified of availability of open beds. Literature left with area physician offices. Planning to do face to face visits with physicians starting next month. An open house event is being planned for early June.
4. New Business
  - 4.1 Quality Report - Tara Henry presented the organization's 2016 quality report. Work on the compliance program is currently focused on the continuing development of policies and procedures, training and education, and auditing and monitoring. Current work on policies and procedures has been on HIPAA privacy and security, contracts and business associate agreements. Training and education is now integrated into the new employee orientation program.
  - 4.2 Maintenance Report - Harvey Osmond, Maintenance Director provided the board with an overview of current building maintenance needs: New carpeting needed in lobby area and currently there are two windows leaking in the activity room when a heavy rain occurs. This past month a broken door hinge in room 19 required a new door replacement. Both lawn mowers will also need service to prepare for the summer mowing. New carpet replacement estimated at \$1500.00 and window repairs estimated at \$600. Motions to approve the windows received (Arms motion, 2<sup>nd</sup> Hodson, unanimous)

- 4.3 Administrator's Report - Nursing Home Administrator Deb Young presented a report on quality of care. She discussed the work that has been done to reduce the prevalence of urinary catheters. Ms. Young reported a marked reduction in the percentage of catheters over the past few months. A major component of the success was due to collaboration with the medical providers.

Staffing Update: Ms Young informed the board that an Assistant Food Service Director was hired and started work on 1/17/17. The Director of Nursing position remains open. The Social Services Director has notified management of a pending relocation out of state at the end of January. The facility still has 1.5 open PT positions and 2.0 PTA positions open. Recruitment bonus of \$1000.00 to be offered, several ads placed in regional newspapers. There was Board member discussion regarding specific operational issues with suggestions for improvements in dining, hiring practices and the use of agency staff.

Hearing no other business, the meeting was adjourned at 2:20pm.

Respectfully Submitted,

Ann Stalter, Secretary

Sunny Meadows Care Facility  
 2017 Financial Results - FYE 12/31/17  
 Period Ending 5/31/2017

	May Actual	May Budget	Variance	YTD Results	YTD Budget	Variance	ADC - Planned	ADC
<b>Revenues</b>								
Residential	\$ 9,333.00	\$ 11,500.00	\$ (2,167.00)	\$ 44,589.00	\$ 61,500.00	\$ (16,911.00)	9:12	
Skilled Care	\$ 11,890.00	\$ 14,800.00	\$ (2,910.00)	\$ 62,350.00	\$ 76,000.00	\$ (13,650.00)	18:24	
Rehab Care	\$ 14,565.00	\$ 17,575.00	\$ (3,010.00)	\$ 71,360.00	\$ 82,445.00	\$ (11,085.00)	56:58	
<b>TOTAL Revenues</b>	<b>\$ 35,788.00</b>	<b>\$ 43,875.00</b>	<b>\$ (8,087.00)</b>	<b>\$ 178,299.00</b>	<b>\$ 219,945.00</b>	<b>\$ (41,646.00)</b>	<b>83:94</b>	
<b>Direct Care Costs</b>								
Nursing	\$ 2,699.00	\$ 2,800.00	\$ (101.00)	\$ 14,100.00	\$ 14,000.00	\$ (100.00)		
Therapies	\$ 1,020.00	\$ 3,500.00	\$ (2,480.00)	\$ 5,400.00	\$ 17,500.00	\$ (12,100.00)		
STNAs	\$ 2,536.00	\$ 2,400.00	\$ 136.00	\$ 12,680.00	\$ 12,000.00	\$ 680.00		
<b>TOTAL DIRECT CARE</b>	<b>\$ 6,255.00</b>	<b>\$ 8,700.00</b>	<b>\$ (2,445.00)</b>	<b>\$ 32,180.00</b>	<b>\$ 43,500.00</b>	<b>\$ (11,320.00)</b>		
<b>In Direct Care Costs</b>								
<b>Expenses</b>								
Accounting	\$ -	\$ -	\$ -	\$ 8,100.00	\$ 7,000.00	\$ 1,100.00		
Administration	\$ 7,500.00	\$ 8,500.00	\$ (1,000.00)	\$ 58,690.00	\$ 55,000.00	\$ 3,690.00		
Advertising	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 13,566.00	\$ 10,000.00	\$ 3,566.00		
Bad Debt	\$ 1,800.00	\$ 1,500.00	\$ 300.00	\$ 9,600.00	\$ 5,500.00	\$ 4,100.00	2 insurance acct w/o	
Building Maintenance	\$ 1,975.00	\$ 1,575.00	\$ 400.00	\$ 8,893.00	\$ 7,000.00	\$ 1,893.00	new door + windows	
Depreciation	\$ 2,300.00	\$ 2,300.00	\$ -	\$ 11,500.00	\$ 11,500.00	\$ -		
Food/Food Service	\$ 2,579.00	\$ 2,800.00	\$ (221.00)	\$ 12,555.00	\$ 12,000.00	\$ 555.00		
Insurance	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,000.00	\$ 500.00		
Information Technology	\$ 3,300.00	\$ 3,125.00	\$ 175.00	\$ 17,656.00	\$ 13,500.00	\$ 4,156.00	new updates required	
Laundry	\$ 875.00	\$ 1,255.00	\$ (380.00)	\$ 5,777.00	\$ 6,275.00	\$ (498.00)		
Legal Services	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 800.00	\$ 400.00		
Medical/Laboratory Supplies	\$ 1,033.00	\$ 700.00	\$ 333.00	\$ 3,400.00	\$ 3,500.00	\$ (100.00)		
Office Supplies	\$ 245.00	\$ 300.00	\$ (55.00)	\$ 1,666.00	\$ 1,500.00	\$ 166.00		
Professional Services	\$ 5,500.00	\$ 2,500.00	\$ 3,000.00	\$ 17,890.00	\$ 4,500.00	\$ 13,390.00	Contract PT services	
Repairs/Maintenance	\$ 475.00	\$ 500.00	\$ (25.00)	\$ 2,575.00	\$ 2,500.00	\$ 75.00		
Small Equipment	\$ 875.00	\$ 200.00	\$ 675.00	\$ 1,179.00	\$ 500.00	\$ 679.00		
Telephone	\$ 172.00	\$ 175.00	\$ (3.00)	\$ 844.00	\$ 875.00	\$ (31.00)		
Utilities	\$ 2,800.00	\$ 3,000.00	\$ (200.00)	\$ 14,600.00	\$ 13,500.00	\$ 1,100.00		
Vehicles/Travel	\$ 700.00	\$ 500.00	\$ 200.00	\$ 3,300.00	\$ 2,500.00	\$ 800.00		
<b>TOTAL IN-DIRECT EXPENSES</b>	<b>\$ 34,629.00</b>	<b>\$ 31,430.00</b>	<b>\$ 3,199.00</b>	<b>\$ 195,491.00</b>	<b>\$ 159,950.00</b>	<b>\$ 35,541.00</b>		
<b>TOTAL EXPENSES</b>	<b>\$ 40,884.00</b>	<b>\$ 40,130.00</b>	<b>\$ 754.00</b>	<b>\$ 227,671.00</b>	<b>\$ 203,450.00</b>	<b>\$ 24,221.00</b>		
<b>Profit/Loss</b>	<b>\$ (5,096.00)</b>	<b>\$ 3,745.00</b>	<b>\$ (8,841.00)</b>	<b>\$ (49,372.00)</b>	<b>\$ 16,495.00</b>	<b>\$ (65,867.00)</b>		

Sunny Meadows Care Facility  
Balance Sheet  
5/31/2017

Assets	<u>2017</u>	<u>2016</u>
Current Assets		
Cash	\$ 162,794	\$ 186,933
Patient Accounts Receivable	\$ 653,632	\$ 799,321
Prepaid Expenses, and Other	\$ 18,057	\$ 16,753
Inventory	\$ 3,095	\$ 3,500
Family Grant	\$ 2,500	\$ -
Total Current Assets	<u>\$ 840,078</u>	<u>\$ 1,006,507</u>
Property and Equipment		
Building	\$ 861,294	\$ 861,295
Fixed Equipment	\$ 96,015	\$ 88,426
Movable Equipment	\$ 723,496	\$ 434,463
Total Building and Equipment	<u>\$ 1,680,805</u>	<u>\$ 1,384,184</u>
Less: Accumulated Depreciation	<u>\$ (461,903)</u>	<u>\$ (434,875)</u>
Net Property and Equipment	<u>\$ 1,218,902</u>	<u>\$ 949,309</u>
<b>Total Assets</b>	<u><b>\$ 2,058,980</b></u>	<u><b>\$ 1,955,816</b></u>
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable	\$ 117,995	\$ 96,348
Accrued Interest Payable	\$ 28,749	\$ -
Accrued Salaries, Leaves and Taxes	\$ 229,334	\$ 188,675
Total Current Liabilities	<u>\$ 376,078</u>	<u>\$ 285,023</u>
Other Liabilities		
Note due to McCreedy Foundation	\$ 402,322	\$ 23,911
Mortgage - Bank of Delmarva	\$ 756,621	\$ -
Total Other Liabilities	<u>\$ 1,158,943</u>	<u>\$ 23,911</u>
<b>Total Liabilities</b>	<u><b>\$ 1,535,021</b></u>	<u><b>\$ 308,934</b></u>
<b>Net Assets</b>		
Unrestricted	\$ 521,459	\$ 1,646,882
Restricted	\$ 2,500	\$ -
Total Net Assets	<u>\$ 523,959</u>	<u>\$ 1,646,882</u>
<b>Total Liabilities and Net Assets</b>	<u><b>\$ 2,058,980</b></u>	<u><b>\$ 1,955,816</b></u>

## Marketing Report

Alexa Martinez, Marketing Representative provides an overview of the overview of the facility's average daily census by type for the period ending May 31, 2017.

### ADC - Planned ADC

**9:12 Residential**

**18:24 Skilled Care**

**56:58 Rehab Care**

**83:94**

All admissions down from planned targets with the short, term rehab care admissions showing the most decrease with census down by 11 on an average daily basis.

Visits made to the 3 areas hospital case management departments to let the Case Managers know that we had all levels of beds available.

Continuing to drop off literature at area physician offices.

Planning to do face to face visits with physicians starting next month.

The Open House event planned for June has been postponed due to budget constraints.

## Facility Report

Harvey Osmond, Maintenance Director

The two leaking windows in the activity room have been replaced at a cost of \$645.00 Request for approval of funds to replace the carpet in the front lobby and family areas. Estimated cost - \$3500.00

Medicare Nursing Home Compare - May 1, 2017

	Overall Rating	Health Inspections	Staffing	Quality Measures*
Sunny Meadows Nursing Facility 1178 Sunny Meadows Lane Yellow Springs, OH 43256	2:5 Stars Below Avg	2:5 stars Below Avg	3:5 stars Average	3:5 stars Average
<b>Quality Measures*</b>				
<b>Short Stay</b>				
% of Residents who Self-Report Moderate to Severe Pain				22%
% of Residents with Pressure Ulcers that are New or Worsened				12%
% of Residents Who Were Assessed and Appropriately Given the Seasonal Flu Vaccine				99%
% of Residents Assessed and Appropriately Given the Pneumococcal Vaccine				99%
% of Short-Stay Residents Who Newly Received an Antipsychotic Medication				16%
<b>Long Stay</b>				
% of Residents Experiencing One of More Falls with Major Injury				9%
% of Residents who Self Report Moderate to Severe Pain				13%
% of High Risk Residents with Pressure Ulcers				28%
% of Residents Who Were Assessed and Appropriately Given the Seasonal Flu Vaccine				99%
% of Residents Assessed and Appropriately Given the Pneumococcal Vaccine				99%
% of Residents with a Urinary Tract Infection				10%
% of Low Risk Residents who Lose Control of Bowels/Bladder				57%
% of Residents who Have/Had a Catheter Inserted and Left in Their Body				6%
% of Residents Who Were Physically Restrained				0%
% of Residents Whose Need for Help with ADLs has Increased				44%
% of Residents Who Lose Too Much Weight				7%



## Sunny Meadows Administrator Report

Deborah Young, Administrator

### Quality

Sunny Meadows had an unscheduled ODH visit as a follow-up to a patient family member complaint. Overall, was a successful survey, and no findings were a direct result of the complaint. The following are a list of secondary findings from the survey while on site:

- Patients' who were deemed an elopement risk did not have updated photographs on an annual basis
- Due to some turnover issues with clinical staff and the continued DON open position, not all of clinical staff employment records were updated and complete
- Appropriate supporting lift equipment not available to all staff
- Appropriate personal protective equipment was not easily accessible to clinical staff for patients who were in isolation.

See separate Quality Measures report.

### Human Resources

The Director of Nursing position remains open. Contract in place with an Executive Recruiting company. 3 candidates have been through preliminary interviews with Administrator, but all declined to continue the process after the initial interview. Considering instituting a sign on bonus for the DON position in addition to the "finder's fee" that will be assessed if the recruiting company successfully places a candidate.

The former Social Services Director left service February 1<sup>st</sup>, and the position was filled March 13, 2017.

All PT and PTA positions have been filled with the institution of the sign on bonus.

The newly hired Assistant Food Service Director tendered their resignation effective immediately on 5/14/17 after an altercation with a Food Services worker (who was subsequently dismissed).

The use of agency staff has increased by 5% since January of this year, adding to the poor performance already highlighted in the Financial Report.