

Call to order

- Citizens Care Board Chair Carol Lienhard called the meeting to order at 10:02 am.

Board Members present

- Heather Cantos (for Jacob Bennett), Shobita DuBois, Alex Lenovitz, Carol Lienhard, Mary Jones, Rodney Swam, Cathy Vincenti, and Andrew Young. Wendell Baxter arrived at 10:14. Kim Zavrotny was absent.
- It was determined that a quorum was present.

Staff present

- Ed Walter - Administrator, Cassie Evering – Director of Nursing, Keith Streett - Business Operations.

Approval of Minutes

- The minutes of February 26th meeting were approved.

Nursing Report – Cassie Evering

- Infection Control: no current outbreaks. Flu and RSV are still circulating in the community.
- Vaccine Clinics: April 9th (focusing on pneumonia vaccine) and April 30th (focusing on second Covid vaccine following guidance for individuals over 65). Both 10am to 2pm with Giant.
- Staffing:
 - Current GNA Openings
 - 80 applications received for the next CNA/GNA class. 8 applicants and 2 alternates will be chosen. 2 educators are contracted. Class starts April 20th. Second class is scheduled in September due to interest.

Administrator's Report – Ed Walter

- Census:
 - The average daily census for February was 125.
 - There were 19 admissions, 15 discharges, and 4 deaths.
- Outreach/Marketing:
 - 13 of the 19 admissions were from community hospitals.
 - Working toward consistent dialogue with Management Team overseeing Case Managers at UMM – Bel Air with more frequent visits
 - Assessing current procedure for processing referrals.
- Human Resources:
 - There were 5 new hires (1 RN, 2 GNA, 1 Dietary Aide, 1 Maintenance Tech) and 1 departure due to relocation.
 - Facility turnover rate: 0.57%.
 - Social Work position filled, LCSW contracted to fulfill license requirements.
- Losses/Concerns:

- 4 incidents/concerns: 1 regarding shower schedule, 2 regarding bruising (both correlated to previous falls), 1 related to pinpoint open area with correlation of a clinical issue documented.
- 3 losses: all resolved.

Financial Report – Keith Streett

- Occupancy Rate: 76.1%.
- Payer Mix: 8.1% Private, 75.5% Medicaid, 16.3% Medicare/Managed Care.
- Net Loss for the month.
- Budget vs. actual variances: revenue under budget due to census. Departments have done well with costs. Utilities were higher than expected due to the extreme cold. Software and insurance renewals were higher than budgeted. Billing and collections contract use to phase down.
- FY27 budget process is beginning. Board members should provide suggestions.

Old Business

- Riverwalk: Additional drain lines and vent in courtyard needed, waiting for better weather.
- Harborview: Reviewing quotes from vendors for work. Nursing station last updated in 1978 is a priority.
- Elevator concerns: Bay Lane start date is still pending.
- State Survey: Auditing and maintaining plans of correction. Official acceptance letters all received.
- Since starting the matching retirement plans, 6 new people have joined.
- Trade Name: Submitted resident agent application.

New Business

- The November and December meetings for 2026 will be combined and will take place on 12/10.
- County Council Budget Hearings in April, Councilman Bennett and Heather will not be in attendance. Shobita DuBois will take minutes.
- Accounts Receivable position added to Business Office staff to phase out contract use.
- The Lite Spot Café opened 3/11. Current hours 11am-1:30pm.
 - Staff and family have been utilizing.
 - Averaging \$100/day revenue. \$145 yesterday.
- 1st Quarter Ceca Awards coming in April. Shobita DuBois, Carol Lienhard, and Mary Jones have volunteered to assist with choosing the winners.
- New Pain Management company has been contracted at no expense to the facility. Looking at options for Wound Care Consulting as well.

Adjournment

- Board Chair Carol Lienhard adjourned the meeting at 11:07 am.

Minutes Compiled and Submitted by Heather Cantos, proxy to Jacob Bennett, Board Secretary.

