



The Nathaniel Witherell

TOWN OF GREENWICH
CONNECTICUT

Board of Directors Meeting Minutes January 25, 2016

- Present:** David Ormsby, Chairman; Karen Sadik-Khan, Vice Chairman; Louise Puschel, Secretary; Lloyd Bankson, Frank Ennis, Laurence Simon
- Absent:** Stephen Soler
- Staff:** Christopher Alexander, Director of Financial Operations; Allen Brown, Executive Director; Jack Hornak, Facilities Director; Scott Neff, FNW Development Director; Dr. Frank Walsh, Medical Director; Margaret Wayne, Associate Director of Nursing
- Also:** Mr. Peter Tesei, First Selectman, Town of Greenwich; Professor Norman Toy, Mailman School of Public Health Columbia University

Mr. Ormsby opened the meeting at 5:30 PM in the TNW Board Room.

Medical Director's Report – presented by Dr. Frank Walsh

Dr. Walsh reported that the administration of the flu vaccine continues to go very well. As of December's Board Meeting, 93% of the residents had received the vaccine (including Short Term rehab residents) and 43% of the staff had received the vaccine. Short-term residents are offered the vaccine if they have not already received it during their hospital stay.

We have also started the protocol for and have begun promoting the new pneumonia vaccine, Prevnar13, which covers more organisms than the original vaccine. The Department of Public Health is also heavily promoting it.

Dr. Walsh commented that there have only been a few cases of the flu reported in the community recently, no outbreaks have been noted. Over the last couple of years the flu virus has been appearing later, closer to March and April. Because the vaccine's effectiveness lasts approximately 6 months, we begin administering the vaccine in mid to late October, so that it remains effective through the March/April timeframe

Guest - Mr. Brown introduced Professor Norman E. Toy, MBA, DBA, CFA. Professor Toy will be overseeing the graduate student team from the Mailman School of Public Health Columbia University, working on the Witherell Project. Mr. Brown had distributed a copy of Professor Toy's bio with the Board materials. This team of students is engaged in a term-long course, Consulting Workshop, which is the capstone of their accelerated program. Their goal is to deliver solutions to a problem which TNW identified in an RFP provided by Mr. Brown. Once that issue has been determined and agreed upon by TNW and the student team, they will develop a detailed work plan based on that problem. Interim and final presentations and reports will be given to TNW.

Chairman's Report – presented by David Ormsby

Mr. Ormsby announced that this will be his last night as Chairman of the Board of Directors of the Nathaniel Witherell. The Board regrettably accepted Mr. Ormsby's resignation and elected Mr. Laurence Simon to succeed Mr. Ormsby as Chairman.

Mr. Ormsby introduced Mr. Peter Tesei, First Selectman.

Mr. Peter Tesei expressed his gratitude to Mr. Ormsby for leading the Witherell Board with 'great distinction'. He commended him for presiding over Project Renew with the support of the TNW management team and staff, and for being 'steadfast' in his commitment to this institution and what it means to the Greenwich community. Mr. Tesei expressed on behalf of himself and the citizens of Greenwich, his admiration, respect, and thanks to Mr. Ormsby for everything he's done over the course of his Board tenure.

Mr. Tesei also noted that at this time next week he will be presenting the Town Budget to the BET Budget Committee. He expressed to the Nathaniel Witherell Board that the Witherell is a commitment the Town has made, that it provides a service that is truly valued, it provides a tremendous resource to this community, and the judgement is being made to continue to support it.

Review/Approval of Minutes of December 14, 2015

After review by the Board, a motion to approve the minutes of December 14, 2015 was made by Ms. Sadik-Khan, seconded by Ms. Louise Puschel, and adopted by the Board members present, with one abstention (Simon).

Chairman's Report – (cont'd)

Mr. Ormsby reported that there was one self-nomination to our Board who went through the nomination application process, met with the RTM Appointments Committee, the Health and Human Services Committee (HHSC), and was approved by the Board of Selectmen. Disappointed by the vote of approval of his nomination by the HHSC, along with the determination that there is no monetary compensation for work performed on Town Boards, he has subsequently withdrawn his nomination.

Executive Director's Report – presented by Allen Brown

Annual State Survey – Mr. Brown emailed a series of correspondence on 1/19/16 to the Board concerning our current State Survey. This annual DPH survey took place December 15 – 18, 2015, and included the scheduled annual survey, a complaint survey (there was no finding with respect to this complaint), and a reportable incident survey. Five deficiencies were reported: 4 were clinical and 1 was administrative. The administrative deficiency was such a low level of severity and scope that there is no impact on the 5 star scoring. Of the 4 clinical findings, 3 were reported with severity levels of “D” (minimal severity, minimal scope) and one was reported with a severity level of G (significant severity, minimal scope). We have contested one of the D deficiencies and the G deficiency and an informal dispute resolution (IDR) conference with DPH is scheduled on January 28th. Margaret Wayne, Assoc. DON, and Mr. Brown will be represented at the conference by Heather Berchem, Esq. from Murtha Cullina.

Clinical Lab Partners - CLP has been the contracted laboratory provider to Witherell for much of the past decade. An announcement was recently made that Quest Diagnostics will be acquiring CLP, effective March 1, 2016. Quest is in discussion with the Town Purchasing Department to attend to the required contract amendment. Witherell representatives are also meeting with Quest to handle transition logistics. Laboratory services will be provided out of Quest's Stratford lab, and daily and stat pickup procedures and schedules will remain unchanged. All parties are preparing for a seamless transition to new ownership as Quest has hired all of Witherell's liaison staff. Laboratory costs will not be impacted by the acquisition.

Building Committee Report – provided by Jack Hornak

The TNW Building Committee met earlier today. Discussion included the following:

- Project Renew available dollar balances and possible uses.
- Pick-up truck and ongoing Maintenance.
- Nursing equipment – purchase of Arjo Resident Lift
- Wheelchair bus should be arriving within the next month.
- Garden level rehab 5 room renovation – Mr. Hornak reports that the architectural designs are complete, RFB is done and will be submitted to the town for review by the end of the week.
- Tower– Mr. Hornak reports that there may be additional costs associated with the ceiling replacement estimates for the Tower. Pustola & Assoc. have been appointed to provide design services. Estimated start date of 7/1/16, estimated construction timeframe of 4-6 months.
- 2nd floor Tower room renovations – 17 of 21 rooms are complete. Target completion date of February 2016.
- STEAP Grant:
 - Greenhouse – TNW has met with Pustola & Assoc. to discuss replacement and design (1/3 of the space for PT, and 2/3 of the space for new greenhouse).
 - Employee parking lot – complete
 - Security upgrades – complete

Building Committee Report – (cont'd)

- Repointing of Admin. Building – RFB was issued and lowest bid from G.L. Capasso, Inc. has been accepted. Project to begin by end of March 2016.
- Friendship Garden renovation – work to begin March/April 2016

Courtyard deck designs are complete and the materials have been delivered. Planning & Zoning (P&Z) has given approval for the deck construction. Once Zoning Enforcement obtains a drainage report from D'Andrea Engineering, P&Z will give us administrative approval, and the deck construction can begin.

Finance Committee Report - presented by Lloyd Bankson

Mr. Bankson reported the following:

December 2015 Private Pay Census of 23.1% Vs. a Budget of 25% (1,290 days Actual Vs. Budget of 1,497 days).

December 2015 Net Facility Operating Results of \$468,253 Vs. \$549,515 resulting in a Variance of (\$81,262).

Mr. Bankson noted that although it has been difficult, we are making very good progress, and the results for the month of December 2015 are encouraging.

The month of December 2015 Personnel Services were unfavorable to budget and will be investigated further by nursing management.

Mr. Alexander has been successful at separating long-term versus short-term results for review and analysis. Short-term admissions turnover continues to be strong. As of this evening, there are 10 available long-term beds.

Friends of Nathaniel Witherell - presented by Karen Sadik-Khan

Ms. Sadik-Khan reminded the Board that the Friends initiated their broad-based Community Appeal, as well as a second community appeal for their Annual Appeal. Results of these mailings have been positive. Mr. Neff continues to compile statistics on donors, repeat donors, etc. Ms. Sadik-Khan agrees that an 'open house' for perspective and past donors, as suggested by Mr. Simon, could be beneficial.

Resident Life Committee – presented by Margaret Wayne

Ms. Wayne reported that the following events took place over the last month:

- The TNW Annual Holiday Party for residents and families took place on December 12th and over 300 people attended.
- A large number of school groups came during the month to entertain with holiday music and song.

Resident Life Committee – (cont'd)

- St. Michael Church, North Street, was extremely generous to our long-term residents again this year and gave them all sweaters for the holiday.
- Sacred Heart Church, Byram, for the 4th year now, included 25 of our long-term residents in their Angel Tree project, presenting them with needed items as Christmas gifts.
- Santa Claus visited our building providing great “photo op’s” for our residents.
- Christmas Eve Mass was well attended by residents and their families, as well as staff.
- Ms. Dana Gaston donated 275 fleece blankets and 3 dozen cyclamen plants to our residents.
- Peter and Christine Ness donated gingerbread house kits for residents to create.
- The Garden Education Center donated poinsettias which were placed throughout the building.
- The Knollwood Garden club designed holiday boxwood trees with the residents.
- On Dec. 21st we had an incredible performance by xylophonist Roman Lankios.
- We finished the year with the Recreation Department’s famous New Year’s Eve party - pizza for everybody and entertainment by the Peter Klein Duo.
- On January 4th Ms. Sally Van Leeuwen presented a PowerPoint on the New York Botanical Garden Holiday Train Show – it was a huge hit with the residents.

Election of Board Officers – presented by David Ormsby

Mr. Ormsby made the following nominations for The Nathaniel Witherell Board of Directors:

Chairman:	Mr. Laurence Simon
Vice Chairman:	Ms. Karen Sadik-Khan
Secretary:	Ms. Louise Puschel

The motion to accept these appointments was made, seconded and adopted unanimously by the Board.

The Board was pleased that Mr. Lloyd Bankson graciously agreed to continue as the Chairman of the Board Finance Committee.

A press release will be issued tomorrow morning announcing Mr. Ormsby’s departure and Mr. Simon’s succession. Copies are available.

New Business - No new business.

The meeting was adjourned at 6:44 PM.

Respectfully Submitted,

Louise Puschel

Louise Puschel, Board Secretary
Feb. 9, 2016

*These minutes were approved at the
February 22, 2016 Meeting of
The Nathaniel Witherell Board of Directors.*