

## Sullivan County NH

**Type of meeting:** Board of Commissioners – Special Sullivan County Health Care – Public Portion

**Date/Time:** Tuesday – July 24, 2007; 4 p.m.

**Place:** Unity County Complex – Sullivan County Health Care, Business Conference Room

**Attendees:** Commissioners Ethel Jarvis - *Chair*, Bennie Nelson – *Vice Chair* and Jeffrey Barrette – *Clerk*, Ed Gil de Rubio – *County Manager*; Peter Farrand – *Human Resource Director*; David Laplante – *Landmark Health Solutions LLC/Sullivan County Health Care Interim Administrator*; Ann LaBelle – *S.C.H.C. Activities Director*; Sharon Johnson-Callum (minute taker).

4:10 The Chair opened the meeting

### AGENDA ITEM NO. 1 GENESIS ADMINISTRATOR INVOICE

It was decided to postpone discussions on this matter until later in the meeting.

### AGENDA ITEM NO. 3 OTHER SULLIVAN COUNTY HEALTH CARE BUSINESS

#### ACTIVITIES DEPARTMENT BUDGET

It was decided to place the discussions on the issue of the Activities Department FY 08 budget and the minimum State requirements for activities for residents, on the August 7, 2007 regular business meeting agenda.

4:13 Ms. LaBelle left the room.

#### CENSUS

Mr. Laplante provided an update on the following:

- Admissions received – 1
- Deaths – 1
- Total census – 134
- Skilled care – 9
- Admissions marketing - A meeting was held with Patti Koscielniak, Mr. Laplante and Linda Senical of LandMark on admission referral strategies. Though the facility, under Scott Wojtkiewicz, stopped taking in referrals, recently, due to a decrease in staffing levels, they now feel comfortable and have been marketing this in the hospital communities.
- Hospital swing bed situation - Mr. Laplante briefed the Board on hospitals in the area and how their acute census cannot go over 25. When hospital acute care census is high, hospitals place patients in “swing beds”- keeping the patient there but receiving benefits for non-acute care, allowing the client time to recover. Currently, acute care census is down in the Springfield, Claremont and New London hospitals. One

hospital only has five (5) acute care clients. This status hinders referrals to the nursing home. As Dartmouth has a close affiliation with these three hospitals, the environment becomes challenging to get referrals.

#### MEDICAL DIRECTOR POSITION

Mr. Laplante reviewed the situation, met with Dr. Herfort of Valley Regional, and though he sees reasons for the decision to terminate the relationship, encourages the County to reestablish a relationship with Valley Regional. He's familiarizing himself with key players in the hospital community and will meet with Dr. Catino, Genesis Eldercare Medical Director for Sullivan County, tomorrow. Mr. Gil de Rubio pointed out Genesis did not return a signed Medical Director agreement with Dr. Catino. Commissioner Nelson feels the County needs to work on public relations. Mr. Laplante would like to create a marketing plan to focus on success stories and will be revamping Patti Koscielniak's marketing plan that Mr. Gil de Rubio briefly mentioned. He'll return to the group with the revamped plan. The group discussed taking pictures and including client stories. Commissioner Barrette recommended they invite top hospital personnel to the facility. Mr. Gil de Rubio will reschedule the tour New London Hospital Board of Trustees planned [was planned for 6/19/07]. Commissioner Jarvis recommended inviting Harvey Hill, Eagle Times publisher to the facility; she wants the press to understand the County is running a business and the paper's outlook is ruining it for the area. Commissioner Barrette commended Mr. Laplante on a letter he addressed to a resident family member, which had been circulated to the Board earlier. Mr. Barrette recommended they do press interviews and releases, on Mr. Laplante. Mr. Laplante will contact the Eagle Times owner and invite him to the facility and will conduct other interviews. Mr. Gil de Rubio will touch base with Mr. Laplante after LaPlante's meeting with Dr. Catino. He commended Dr. Catino for his work, but also feels they need to keep their options open. Mr. Laplante also commended Dr. Catino, noting he had great patient bedside manners.

#### SULLIVAN HEALTH CARE STAFFING

Peter Farrand, Human Resource Director, anticipates increases in LNA application activity in September. They are making progress on RN's. They have received one Director of Nursing and one Food Service application. He noted Sam Fletcher [Human Resource Assistant] would be contacting those to take part in the Director of Nursing interviews. Mr. Gil de Rubio requested candidates take the NH Primex personality test – a test that can be given in-house. Mr. Farrand is working on getting Patti Henderson “off the floor”, in order to focus her on training programs. Commissioner Jarvis handed Mr. Farrand a name of a person interested in LNA training.

#### FOOD SERVICE VENDORS

In light of Commissioner Jarvis's expressed concern regarding vendors for food purchases, since Genesis pulled out, Mr. Gil de Rubio clarified Genesis's input in the Dietary Department's food purchases focused on inspections, critiques on surveys and help with placing bids. He confirmed they use various food vendors including Sysco, Burlington Food Service, Black River Produce and local markets.

PUBLIC RELATIONS/PRESS

Commissioner Barrette wants the Board to be more involved in public relations and recommended, after they involve Eagle Times, to get New London involved. Mr. Farrand confirmed LNA classes were held in Newport, they are holding clinical rotation classes, and job fairs are conducted twice a year. Mr. Gil de Rubio spoke of Tanya Wilkie's involvement as a vocational technical teacher at the Sugar River Valley Regional Vocational schools in both Claremont and Newport, and that they conducted class tours of the Sullivan County Health Care facility. Commissioner Barrette commended Sullivan County Health Care on the nice smell – no food or other odors. Mr. Gil de Rubio noted this was due to new ventilation, remodeled food service areas, and staffing. Mr. Laplante concurred the facility was very clean. Mr. Farrand noted the facility is "green clean", with Facility & Operations employees using environmentally safe cleaning products. Commissioner Barrette requested signs posted with this information. Commissioner Barrette requested they improve on landscaping out back. Mr. Gil de Rubio confirmed once the arbor is installed, the press would be invited to a special ceremony. Commissioner Jarvis indicated she had spoken to Karen Bordalo, President of the Claremont Garden Club, who would like to tour the facility. She'll have Ms. Bordalo contact Greg Chanis, Facilities and Operations. Mr. Farrand noted a volunteer would be working on landscaping for the MacConnell Unit soon.

EMPLOYEE APPRECIATION ACTIVITIES

Mr. Laplante would like to run a series of appreciation activities such as the "boomerang" award program, which allows peers to submit a name of a co-worker who has been seen doing a special deed of kindness. He noted the program gets employees out of the habit of complaining about each other and focuses their attention on good deeds. With the program, as Administrator, he would appear on the floor with a boomerang and balloons and speak publicly on the floor about the person receiving the award. He also discussed holding an appreciation day picnic.

4:58 *Mr. Laplante left the room.*

**4:59 A motion was made, by Commissioner Barrette, to go into Executive Session for a personnel issue [Per RSA 91-A:3.c.II]. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.**

**5:11 A motion was made, by Commissioner Nelson, to come out of Executive Session. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

No formal decision was required.

**5:12 A motion was made, by Commissioner Barrette, to go back into Executive Session for another personnel issue [Per RSA 91-A:3.II.c.]. Commissioner Nelson seconded the motion. There was no discussion. A roll call vote was taken. The motion carried, unanimously.**

5:21 Mr. Farrand left the room and returned a couple minutes later.

**5:23 A motion was made, by Commissioner Nelson, to come out of Executive Session. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

No formal decision was required.

**NON AGENDA ITEM - DOC NEW SUPERINTENDENT**

Mr. Gil de Rubio noted the newly hired DOC Superintendent, Ross Cunningham, attended today's DOC staff meeting and all went well. Mr. Cunningham officially begins August 27<sup>th</sup>. A special ceremony will be held with Mr. Cunningham's wife in attendance.

5:26 Mr. Farrand left the meeting.

**AGENDA ITEM NO. 1 GENESIS ADMINISTRATION INVOICE**

After a lengthy review of the invoices and a spreadsheet Genesis ElderCare provided, the County Manager's recommendations and the payments paid; and, after much discussion and debate on calculations, it was noted that they did not want to pay "severance" on a contracted person. Accordingly the calculations used to derive the total would include the annual contract, July – November benefits, minus severance and previously paid County amount. Mr. Gil de Rubio noted the "missing months of May and June" Commissioner Barrette questioned, were lumped into Genesis's Nov 6 – June 7<sup>th</sup> invoice. He also discussed the flat fee bill and how it was calculated in the total. He confirmed the County would not pay over \$160,000 and that is was up to the Board on whether they wanted to pay severance or not.

**6:10 A motion was made, by Commissioner Nelson, to approve creating an invoice for \$67,392.30, the balance due Genesis Eldercare. Commissioner Barrette seconded the motion. Discussion – Mr. Gil de Rubio will include a detailed spreadsheet on the formula that made up the amount. Members of the Board noted they were not pleased with the Genesis's invoice bills, were doing this "reluctantly", but felt this was the best they could come up with, with the information presented. A voice vote was taken. The motion carried, unanimously.**

**SIDE NOTE - COUNTY AUDITORS**

The County audit will commence the week of August 6<sup>th</sup>.

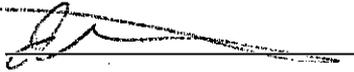
**6:12 A motion was made, by Commissioner Nelson, to adjourn the meeting. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

*Respectfully submitted,*

*Jeffrey Barrette, Clerk  
Board of Commissioners*

JB/s.j-c.

*Date signed:*

A handwritten signature in black ink, appearing to be "JB", written over a horizontal line.