

Gracedale Advisory Board  
February 14, 2019  
Minutes

Members Present: Deborah DeNardo, JD., Lori Vargo Heffner, Susan Lawrence, Maryann Schmoyer, LuAnn Vogel, James Irwin, MaryAnn McEvoy, Marianne Schweitzer

Members Absent: Rosemarie Fehr, Kenneth Sun, MD.

Public Present:

Staff Present: Susan Wandalowski, Jennifer Stewart-King, Bryan Dunlap, Amy Kahler

**Call to Order/Welcome:**

The meeting was called to order by S. Wandalowski. She extended a welcome to everyone.

**Approval of January's Minutes:**

A motion was made by Deborah DeNardo and seconded by Maryann Schmoyer to accept the minutes from the January meeting. Motion carried.

**Courtesy of the Floor:**

By Guests: none

By Board Members: Open discussion took place that members need to be reviewed along with the By-Laws.

**Chair Report:**

J. Irwin advised that we will discuss By-Laws once all others have reported.

Open discussion about having the By-Laws rewritten. The following changes will take place:

Article III #4. Removing.

Article IV # 1. Meeting will be held minimum of 6 and maximum of 8 a year. Regular scheduled time and date will be voted on at prior meeting by board members.

Article V #1. Eliminating Secretary- as there is one from Gracedale that attends.

#2. Remove "Officers may be elected to two consecutive terms.

#3. Remove letter C.

Once these are rewritten and completed. They will be emailed to all members of the board within the next week. A final draft will be reviewed and voted on at the March 14, 2019 meeting.

J. Irwin also advised that letters removing 2 members have been sent out this date.

**Director of Human Services Report:**

S. Wandalowski advised that she had attended the Crowning of the King/Queen Valentine Show today and that it was a great time. It was televised for the rest of Gracedale to view if they wish, if they were not able to attend. Nothing else to advice.

**Gracedale Administrator's Report:**

J. Stewart-King advised of new report. January is 665 hours of patient care per day are 3.5. Cost per resident is \$320. Medicare rate is \$518.34 per month.

Agency cost for December were a little high but working on getting them down. We have had to cancel some agency nurses.

Wounds in house 77 for January, 19 healed which leaves 53 wounds. We are up from last month but are working with Med line who came in and did ins-servicing on all of our employees on all shifts. This will take place every six months. Reportable infections for the month were 119. 32 of them required state contact. 9 cases of flu, but only 1 was positive. 332 incident reports were filed, this includes everything and/or anything (falls, residents fighting, arguing between staff, slip, etc.)

Falls are at 170. Wendy and Kirby are working on a Performance Project. We are getting rid of our whole fall assessment/work flow. We are seeing the falls are happening on day shift. We will be having our Team, which includes pharmacy, dietary, staff, and housekeeping, to assist with assessments of our routines. We will be focusing on 1 unit (where the most persistent falls are) and then expanding to the rest of the facility.

We will be in the process of eliminating our floating positions. We will be placing all employees into a position/floor. We currently have the following vacancies: CNA: 71, LPN: 28, and RN: 35. We are holding and trying to fill our classes as much as possible. We currently have 15 potential aides in a class, but they are not all guaranteed a position. Their offer of employment is based on their evaluations.

The Department of Health visited in January and it was found unsubstantiated. No revisit has been done yet based on our annual survey. L. Vargo Heffner asked when do they come back to do a revisit? J. Stewart-King advised that they will usually come within 2 months from our deadline. We are working with Staff to make sure they have the most updated information and are working their hardest to complete their duties. In this process we have completed 4,000 + audits. Staff seem to be getting more motivated, seeing that Administration is willing to work with them and assist them. L. Vargo Heffner expressed her and Counsels appreciativeness about coming forward and providing the information that had come from us.

Quality measures are slightly up but we are currently working in trying to get them down. We do report on this weekly.

On-Shift has finally been updated and we are implementing the engagement piece for staff to directly communicate with the Administrator (or discretely). They can let us know how their night is going, any request that they would like to submit will come directly to us. There will be a point system that will be awarded for staff who do a great job.

Retention Committee provided pretzels to all staff, and all 3 shifts. They will be gifting something little every month showing that they are appreciated.

J. Irwin requested to know how many employees per shift per day? How many residents per staff member (CAN/LPN/RN).

**Other Business:**

**Next Meeting:**

J. Irwin reminded Advisory Board members that the next meeting will be held on March 14, 2019, at 4:30 PM.

A motion was made by Luann Vogel and seconded by MaryAnn Schweitzer to adjourn. Meeting adjourned at 5:41pm.

Respectfully submitted,  
Amy Kahler