

Minutes
of the
Dogwood Village Health Center Commission

July 27, 2020

PRESENT: Lee Frame, Chairman; Philip Frazer, Vice-Chairman
Jim White

ALSO PRESENT: Pam Doshier; Patty Talley; Eric Lansing
and Brenda Hutchinson

ABSENT: NONE

The Health Center Commission met at the Orange County Airport. Two Board members-Thomas Graves and George Yancey resigned from the Board in July.

The Chairman called the regular meeting to order at 9:06 a.m.

A motion was made by Philip Frazer, seconded by Lee Frame that the June 29th and July 22, 2020 minutes be approved as presented.

ALL AYES

Pam Doshier, Administrator, reviewed with the Board matters relative to the day-to-day operations of Health and Rehab. She shared with the Board her May monthly report indicating COVID-19 expenses.

We have submitted our Plan of Correction for our Infection Control Survey to include the root cause analysis that they asked for. The date certain is July 28th.

We are currently recruiting for staff. Pam presented a proposed wage increase for starting salaries. An increase would be given as performance of the individual warrants – reward and retain the good performers. At the end of 90 days (probation period) and another 3 months (6 months of employment), an increase would be considered. Perhaps hire at \$14.00 per hour and at end of 6 months increase to \$15.00 per hour. Another percentage increase based on their annual performance evaluation will be given. Pam will e-mail the Board on how this will affect the budget. A Referral Bonus will also be considered. To be eligible the person would have to work at least one-year and something would be signed in order for the referring person to receive the bonus.

Pam also asked the Board about the possibility of making the flu shot mandatory for staff. The Board was in favor noting consideration be granted for staff presenting documentation for an exception to this mandate (Medical Reasons, Religious Exemption).

CONSENT BUSINESS:

- Census and Admission Activity – reviewed-discussed
- Discharge Surveys – reviewed
- Financial Analysis – Was not available. Will be sent out later.
- Review Accounts – reviewed
- 60 Days and Older Aging Report – reviewed – discussed. A motion was made by Philip Frazer, seconded by Lee Frame that we write off the amount owed for Rosa Anderson. MOTION CARRIED
- HR Report – reviewed

At the request of the Chair, the Attorney read to motion to go into closed session at 10:25 a.m. The motion was so moved by Philip Frazer, seconded by Lee Frame.
ALL AYES

The Commission went out of closed session at 10:50 a.m. The Attorney polled each Commissioner as follows:

Do you certify that to the best of your knowledge (i) only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Health Center Commission?

*Mr. Frame said aye.
Mr. Frazer said aye.
Mr. White said aye.*

NEW BUSINESS:

- Restructuring of the Organization – Health Center Commission will be the Governing Body over Senior Living. Dogwood Village would consist of a 3-member Executive Board – Pam Doshier, Executive Director for Health Center Commission and Senior Living, Carrie Dowdy, Director of Resident Health Services-Senior Living and Tabitha Payne, Director of Nursing for Health and Rehab. This restructuring will put Resident Care as a priority with actively managing day-to-day functions. The Board asked Eric to amend the Senior Living Bylaws and Facility Management Agreement to reflect this change and present at the August Board meeting.

- Review Admission Agreement – We will not be making any changes at this time to the Admission Agreement we currently use.
- Retainer Fee – A motion was made by Philip Frazer, seconded by Lee Frame that the Attorney retainer fee for Eric Lansing be increased from \$2,083.33 to \$3,000.00 per month.

MOTION CARRIED

OTHER BUSINESS:

- Pressure Ulcers – The facility Acquired Pressure Ulcer Report was reviewed.
- Rehab Therapy Report – The productivity report was reviewed. We have a goal of achieving 85%. We had a very good month-81.46%. There has been an increase in Part B as function testing is being conducted. We continue to flex staff as our census dictates.

Next meeting date is scheduled for Friday, August 21, 2020. We will meet in person at the Orange Airport.

ADJOURNMENT: A motion was made by Philip Frazer, seconded by Lee Frame that the meeting be adjourned at 11:00 a.m.


Lee Frame
Chairman


Brenda Hutchinson
Secretary

