



PLEASANT RIDGE MANOR
BOARD OF TRUSTEES MEETING AGENDA

FEBRUARY 19, 2015 4:30 p.m.

1. Call to Order
2. Roll Call
3. Hearing of the Public (**3 minutes per person**)
4. Approval of Minutes – September 23, 2014
5. Executive Director's Report for September through December, 2014
6. Old Business
 - a. None
7. New Business
 - a. Possible motion approving the Northwest Savings Bank Document authorizing certain individuals to provide instructions to Northwest as Trustee for Pleasant Ridge Manor 457(b) Plan #92-003-01-9.
8. Other
9. Adjournment

EAST
4728 Lake Pleasant Rd.
Erie, Pennsylvania 16504
(814) 825-0000

WEST
8300 West Ridge Rd.
Girard, Pennsylvania 16417
(814) 474-5521

FAX (814) 474-2307

**PLEASANT RIDGE MANOR
BOARD OF TRUSTEES MEETING**

MINUTES OF SEPTEMBER 23RD, 2014

Members Present: Dr. Kyle Foust-Chair
Fiore Leone-Vice Chair
Jay Breneman
Edward DiMattio, Jr.
Phil Fatica
Andre Horton
Carol Loll

Also in attendance: Kathy Dahlkemper, President
Doug Smith, Secretary
James Sparber, Treasurer
Joe Maloney, County Accountant
Sue Ellen Pasquale, County Accountant

Absent: None

Pleasant Ridge Manor: Robert V. Smith, Executive Director
George Joseph, Esquire

ROLL CALL

HEARING OF THE PUBLIC – NO SPEAKERS.

EXECUTIVE DIRECTORS REPORT

UPDATES:

CMS did approve the extension for the East Facility Sprinkler System through February 2016. That is nine (9) months more than was requested.

CONSOLIDATION COMMITTEES:

There are three (3) work groups in place for the Bed Transfer: Residents issues, Employees issues and a joint group formed with Millcreek Manor that will work on making the arrangements for the transfer. All three (3) of these groups have met and will continue to work toward the confirmed date of June 15, 2015. This is the completion date for Millcreek Manors building and this would be a good date to use to work toward the transfer.

PRM has reached out to the Department of Health regarding issues on transferring one hundred residents in a single day. This would be a nightmare for all facilities. Millcreek Manor needs to close their existing facility and PRM would have to close the East Facility before the licenses can be transferred. This all has

to be done in a 24 hour day. Both the state and regional offices of the Department of Health have agreed to work with PRM and Millcreek Manor to extend that period of time more than one (1) day so that logistics get ironed out and to minimize the impact that the transfer would have on the residents, families and staff at all the facilities involved.

FAIRVIEW SEWER AUTHORITY

The Sewer Authority has approved the bid for the Municipal Sewer Project. The project should begin on or about October 1st with a completion date on or before December 31st, 2014. This will affect the Capital Budget where PRM moved money into and next year's Capital and Operating Budgets that was submitted. We did not think the Sewer Project would be completed by the end of the year so PRM's first six (6) months of 2015 budget shows where we continued operating our sewer treatment plant which we now don't believe will happen.

Original projection for the project was \$1.1 million dollars. PRM share was \$494,000. The base bid that was approved was \$612,902.50 and the price to run the sewer line to our connection at the facility was \$66,285. PRM has asked the Sewer & Water Authority to recalculate that share of the \$1.1 million dollars as it should be reduced. There are engineering fees that go on top of these fees but it looks like this project will be less than projected. PRM, PHB and Fairview Sewer & Water Authority are all paying portions of this project.

UNION

Attorney George Joseph stated that he spoke with Zollie Raynor the AFSCME representative regarding dates for negotiations. Currently waiting on final dates.

The July 31st, 2014 operating statement shows a net loss of \$817,497. Our revenue is up \$205,000 due to our census which is above what was budgeted. Unfortunately our expenses our \$1 million above what was budgeted. This is primarily due to wages, agency nursing (which is due to overtime and lack of temporary employees to fill in for staff out on vacation and/or leaves), utilities which are \$150,000 above what was budgeted. The increases in the utilities are primarily due to the harsh weather that occurred last winter. Another area is the health insurance that was \$400,000 exceeding the budgeted amount. Unfortunately PRM had 24 people out of 1000 on our insurance that had \$1.1 in expenses which is 1/3 of what was spent.

Some of the issues with the staffing are associated with the installation of our Electronic Medical Records. The training that is needed for the staff is very complex. These costs were underestimated.

The 2013 loss from operation was \$400,000 before the County's contribution of \$700,000. Our year end showed a net income of \$300,000. The 2014 budget contribution was only \$200,000 and due to the year's loss that we are already showing PRM is going to request additional support from County for 2014. We are unsure the amount at this time. PRM is currently working on the figures to determine the need. Mike Anderson who is our new Chief Financial Officer at PRM, Sue Ellen Pasquale and Joe Maloney hopefully can come up with a number that is more realistic.

Due to the harsh winter that we experienced last winter PRM had some damage to the brick building where some of the bricks are falling off due to moisture getting behind the bricks.

PRM requested bids to repair the bricks. We received a bid from Fiske & Sons for \$64,500. This was the

lowest bid out of two (2) bids that were submitted. This was not a scheduled Capital Project but there were other projects that we moved to 2015 so the funds should be available for this project.

Mrs. Dahlkemper asked during the union negotiation is PRM looking at possible different health insurance carrier. Mr. Smith stated that we are looking into other carriers.

Mrs. Dahlkemper asked what PRM is looking for with the insurance and what about the co pays?

Mr. Smith stated that PRM is looking into all those areas. PRM is getting some recommendations from David Ciacchini's office (BAI) on projections.

Mrs. Dahlkemper asked what improvements were done at the East Facility. Steps fixed and ramps repaired? Mr. Smith stated that we have a Risk Mitigation plan in place. Those two (2) ramps in question were replaced and/or repaired as a result of findings by the building inspector.

Mrs. Dahlkemper stated that the County Contribution year end showed a profit of \$300,000. Mrs. Dahlkemper questioned the word profit when the County contributed \$700,000. Mr. Smith stated that the County contribution is a line item in the budget. The \$300,000 is net income.

NEW BUSINESS

Mrs. Loll – Referred to the well drawings. The water well #1 in the center only produces 50 gal. /min. The Water Authority is planning to dig a new well. Well #2 on the property was given to Fairview Township by the County. The paperwork has not been found. It is unclear who kept the water rights on this well. The Water Authority wrote up a new contract for the Administration to review.

Dr. Foust asked who drafted the contracts. Attorney Joseph stated that the Water Authority's lawyers. Well #1 on the map is already in the prior agreement. Attorney Joseph doesn't recall anything about well #2 but will check his paperwork. Well #2 not on county property but on township property.

Mr. Leone stated that he doesn't believe that any property that the County has every given away has ever included any rights such as water, minerals, etc. Mr. Smith stated PRM has no records and we are unsure when and how this property was ever transferred.

Mrs. Loll stated that this transfer was done during the Judy Lynch term as County Executive. Attorney Joseph stated this is his first time hearing about this but will look into the matter.

MEETING ADJOURNED AT 5:35.

Respectfully submitted,

Linda Spinek

Linda Spinek

Administrative Assistant

GENERAL INFORMATION
SEPTEMBER - DECEMBER 2014

EXHIBITS

- A. Resident Census

- D. Admission/Discharge Comparison

- E. Admission Statistics Report

- F. Worker's Compensation Report

- H. Statement of Revenue and Expense

- I. Other

RESIDENT CARE

II. ISSUES

A. CENSUS

Our census remains at the highest level it has been for several years. We continue to do a combination of long term and short term admissions, with a large number of returns to home following rehabilitation.

B. CONTRACT NEGOTIATIONS

We are currently working under an extension of the contract that ended 12/31/14. Our next negotiating session is scheduled for 02/23/15. I expect the tentative agreement we will be presenting for Board approval to be similar to the agreements already approved by Council for County employees. Request Executive session of Board.

C. WEST MUNICIPAL SEWER PROJECT

We should be completing the project in the next two (2) weeks. PHB is on line. We are waiting for manhole. Should be delivered and installed the week of 02/09/15. The project should be at / below our budget projection. Once completed, we will begin the process of decommissioning our sewage treatment plant. That process is projected to take four (4) to six (6) months.

D. ELECTRONIC MEDICAL RECORDS (EMR) PROJECT

We are planning on having the project completed and converting to EMR in about one (1) month. It is a massive project in a facility this size, with employees who have varying levels of previous training and experience. The remaining costs will be training related. We will get back to normal number of staff and budgeted hours.

E. NURSING STAFFING

We continue to use levels of Agency staff and overtime that have a negative impact on our budget projections for labor. The situation should improve once the facilities consolidation takes place this summer and a larger pool of staff becomes available for the West facility to fill in for medical leaves of absence and vacations. In the meantime, we continue to attempt to recruit and retain qualified staff to fill vacancies as they occur. The pool is not as large as in the past.

F. CONSOLIDATION OF THE TWO (2) FACILITIES

We continue to plan for the consolidation via three (3) working groups (Resident

related, Employee related and Joint LECOM/PRM). A formal plan is being developed for submission to the PA Department of Health in March or April 2015. The process is on target for a June 2015 transfer date.

G. EAST RISK MITIGATION PLAN

We are continuing the plan approved by Center of Medicaid / Medicare Services (CMS) in lieu of installation of a sprinkler system. Continue through 06/30/15. Although the plan adds to operating expenses, it remains significantly less expensive than installation of a sprinkler system and will stop when the transfer occurs.

H. INFLUENZA

We have had a number of cases of influenza at the West facility and none reported at the East facility. We are treating individuals who test positive aggressively and those who may have been exposed to the virus in a less aggressive manner. Special precautionary infection control measures have been instituted and will be discontinued once the virus has run its course. Pretty much resolved, run its course through the building.

I. OTHER

Respectfully submitted,

Robert V. Smith, NHA

Robert V. Smith, NHA
Executive Director

RVS/les
Attachments
pc: Board of Trustees

Exhibit A

PLEASANT RIDGE MANOR
EXECUTIVE SUMMARY - Resident Days
YTD Info as of: December, 2014

MONTH-TO-DATE DAY STATISTICS

	>>> ACTUAL Days <<<			>>> BUDGET Days <<<			>>> DIFFERENCE <<<		
	EAST	WEST	TOTAL	EAST	WEST	TOTAL	EAST	WEST	TOTAL
Private & Other	82	729	811	231	929	1,160	(149)	(200)	(349)
Medical Assistance	1,754	7,735	9,489	1,755	7,096	8,851	(1)	639	638
Medicare	111	249	360	47	428	475	64	(179)	(115)
Total Month-to-date	1,947	8,713	10,660	2,033	8,453	10,486	(86)	260	174
% of Occupancy	82.6%	90.1%	88.6%	86.3%	87.4%	87.2%	-3.7%	2.7%	1.4%
Average Residents per Day	63	281	344	66	273	339	(3)	8	5

YEAR-TO-DATE DAY STATISTICS

	>>> ACTUAL Days <<<			>>> BUDGET Days <<<			>>> DIFFERENCE <<<		
	EAST	WEST	TOTAL	EAST	WEST	TOTAL	EAST	WEST	TOTAL
Private & Other	1,640	12,296	13,936	2,711	10,952	13,663	(1,071)	1,344	273
Medical Assistance	20,160	86,577	106,737	20,672	83,540	104,212	(512)	3,037	2,525
Medicare	619	4,178	4,797	562	5,027	5,589	57	(849)	(792)
Total Year-to-date	22,419	103,051	125,470	23,945	99,519	123,464	(1,526)	3,532	2,006
% of Occupancy	80.8%	90.5%	88.6%	86.3%	87.4%	87.2%	-5.5%	3.1%	1.4%
Average Residents per Day	61	282	343	66	273	339	(5)	9	4

Residents per day WITH Hospital Days >> Year-To-Date

Average Hospital Days	-	2	2	-	2	2	-	-	-
Average With Hospital	61	284	345	66	275	341	(5)	9	4

1/13/2015

Resident/Days/Days2014.xls

*Figures may not reflect the changes in the monthly payor classes.

EXHIBIT D**ADMISSIONS COMPARISON**

YEAR-TO-DATE:	Periods beginning January 1 and ending December 31		
	2014	2013	2012
INITIAL CONTACTS	550	487	451
ADMISSIONS	296	321	316
DEATHS	110	137	124
DISCHARGES	190	177	184

DISCHARGE LOCATIONS

YEAR-TO-DATE:	Periods beginning January 1 and ending December 31		
	2014	2013	2012
HOME	106	117	127
OTHER NURSING HOMES	13	16	13
HOSPITALS	61	41	40
GROUP HOMES	4	3	0
PERSONAL CARE	6	0	4

**2014 MONTHLY PERCENTAGE
COMPLETION FROM INITIAL REFERRAL TO ADMISSION**

<u>2014</u>	<u>Percentage</u>
January	66%
February	78%
March	54%
April	51%
May	50%
June	54%
July	41%
August	52%
September	51%
October	52%
November	53%
December	50%

EXHIBIT E

2014 TOTAL END OF YEAR:

Initial Contacts:	550	West Discharges:	130
East Admissions:	78	East Deaths:	23
West Admissions:	218	West Deaths:	87
East Discharges:	60		
Year End Average Daily Census:		346.58	
Year End Average Monthly Occupancy:		89.26%	

PLEASANT RIDGE MANOR
WORKERS' COMPENSATION STATISTICS TO DATE:
AS OF 12/31/2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
INCIDENTS 2014													
WEST													
Administrative Support					1				1				2
Activities	1		3		1					1			6
Dietary	2	1			4		1	1		1	1		11
Hskpg/Laundry	3	5	1	1	1		2		3	1		1	18
Maintenance				1				1	1		1	1	5
Nursing	6	6	4	2	6	6	7	4	6	9	6		62
Total West	12	12	8	4	12	7	10	6	11	12	8	2	104
EAST													
Nursing	3	4	1	1	2	2	6	6	5	4	5		39
Dietary						1	2	1		2	1		7
Hskpg/Laud/Maint.													0
Total East	3	4	1	1	2	2	7	8	6	6	6	0	46
TOTAL PRM INCIDENTS	15	16	9	5	14	9	17	14	17	18	14	2	160
LOST TIME INCIDENTS													
TOTAL PRM	1	2	1	0	1	2	3	3	3	5	3	0	24
LOST TIME DAYS (Per Month)													
West	4	13	25	0	27	1	21	2	1	13	3	0	110
East	0	0	0	0	0	7	17	27	3	2	39	0	95
LOST TIME DAYS PREVIOUS CLAIMS													
West	31	37	33	60	62	46	31	62	60	62	72	59	615
East	31	28	11	0	0	0	16	0	30	5	3	61	185
TOTAL PRM LOST DAYS	66	78	69	60	89	54	85	91	94	82	117	120	1005

**PLEASANT RIDGE MANOR
STATEMENT OF REVENUES & EXPENSES**

UNAUDITED @ NOVEMBER 30, 2014

Description	>>>>>> Current Period <<<<<<<<			>>>>>> Year-To-Date <<<<<<<<			Difference
	Actual	Budget	Difference	Actual	Budget	Difference	
Resident Service Revenue:							
Net Room & Board Revenue	2,719,435	2,537,416	182,019	28,542,351	27,911,576	630,775	
Net Ancillary Revenues	224,778	250,351	(25,573)	2,874,891	2,753,861	121,030	
Resident Service Revenues	2,944,213	2,787,767	156,446	31,417,242	30,665,437	751,805	
Other Revenues:							
Misc. Operating Revenue	16,746	15,692	1,054	179,044	172,612	6,432	
Interest on Funds	678	367	311	31,388	4,037	27,351	
Donations, Grants & Millcreek Manor		17,084	(17,084)	200,000	187,924	12,076	
Net Capital Transfers		17,858	(17,858)		196,438	(196,438)	
Total Other Revenues	17,424	51,001	(33,577)	419,432	561,011	(150,579)	
TOTAL REVENUES	2,961,637	2,838,768	122,869	31,827,574	31,226,448	601,226	
Expenses:							
Salaries & Wages	1,413,889	1,303,438	110,451	14,922,485	14,337,818	584,667	
Fringe Benefits	673,876	875,742	(201,866)	9,729,724	9,633,162	96,562	
Other Operating Expenses	602,006	594,717	7,289	7,213,885	6,541,887	672,008	
Depreciation, Insurance & Interest Expense	88,480	82,500	5,980	924,061	907,500	16,561	
TOTAL EXPENSES	2,778,251	2,856,397	(78,146)	32,790,165	31,420,367	1,369,798	
Gain <Loss> from Operations	183,386	(17,629)	201,015	(962,491)	(193,919)	(768,572)	
County of Erie General Fund Transfer		17,629	(17,629)	811,544	193,919	617,625	
Net Gain <Loss>	183,386	0	183,386	(150,947)	0	(150,947)	

Dr Wick, all nurses, RNs

I can't even begin to express my feelings of the wonderful care my father received while being in all of your care.

You will be in my thoughts and prayers. All of you, keep up the wonderful care and love you give to all your residents.

Thanks -

It seems such a small word...

for all you've done!

Margaret Chick
daughter of
John DeBevoise
room 37

FROM THE DESK OF
MERLE AND PHOEBE WOOD

FROM THE DESK OF
MERLE AND PHOEBE WOOD

BOB:
ON BEHALF OF THE TIMES
OLD NEWSIES, I WOULD LIKE TO
THANK YOU AND THE EMPLOYEES
OF PLEASANT RIDGE FOR THE
GENEROUS CONTRIBUTION I
RECEIVED ON TIMES OLD
NEWSIES DAY. WE WERE ABLE
TO PACK 2400 BOXES OF FOOD
WITH THE MONEY GIVEN TO THE
NEWSIES ON THAT SPECIAL
DAY. THIRTY-NINE YEARS AGO
WHEN I BECAME A NEWSIE,
A DORY HAUSEK ASKED ME TO
HELP HIM AT PLEASANT RIDGE.
SINCE HIS DEATH I HAVE CARRIED
ON THAT TRADITION. YOUR
EMPLOYEES AND OTHERS MAKE
ALL WORTH-WHILE. PLEASE
EXPRESS OUR THANKS TO YOUR

PEOPLE FOR WHAT THEY DO FOR
THE NEEDY. MAYBE YOU COULD
PUT THIS NOTE IN YOUR
MONTHLY NEWS.

THANKS AGAIN

Merle Wood

5110 DEERFIELD DRIVE
FAIRVIEW, PA 16415
814-836-9904

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FAIRVIEW, PA 16415
814-836-9904

**EXCERPTS FROM THE MINUTES OF THE
PLEASANT RIDGE MANOR
BOARD OF DIRECTORS MEETING HELD ON
THE _____ DAY OF _____, _____**

At a meeting of the Board of Directors of Pleasant Ridge Manor (the "Employer"), held on the _____ day of _____, _____, the following resolutions were unanimously adopted:

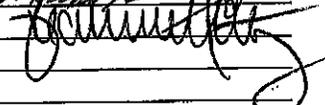
WHEREAS, the Employer maintains the Pleasant Ridge Manor 457(b) Plan, #92-0003-01-9 (the "Plan"); and

WHEREAS, Northwest Savings Bank ("Northwest") serves as (Trustee, Investment Manager, or Custodian) for the Plan; and

WHEREAS, Northwest needs to know which individuals of the Employer are authorized to provide Northwest instructions regarding the administration of the Plan;

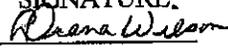
NOW THEREFORE, the following actions are hereby authorized and approved:

RESOLVED, that the following individuals have complete authorization to provide Northwest instructions regarding the administration of the Plan;

NAME	TITLE	SIGNATURE
MICHAEL ANDERSON	CEO	
DEANNA HOETZ	ASST. CONTROLLER	
_____	_____	_____
_____	_____	_____

I hereby further certify that any _____ signature(s) from the above listed persons are required to provide instructions to Northwest; and

RESOLVED FURTHER, that the following individuals have limited authorization to provide Northwest instructions regarding benefit payment and routine administration matters of the Plan;

NAME	TITLE	SIGNATURE
DIANA WILSON	PAYROLL SUPERVISOR	
_____	_____	_____
_____	_____	_____

CERTIFICATE OF SECRETARY

I, _____, Secretary of the Employer, do hereby certify that at a regular stated meeting held on _____, _____, at which a quorum was present and acting throughout, the preceding resolutions were unanimously adopted and have been duly recorded in the minute book of the organization.

IN WITNESS WHEREOF, I hereunto set my hand and affix the seal of this organization on this _____ day of _____, _____.

(SEAL)

Secretary