



PLEASANT RIDGE MANOR
BOARD OF TRUSTEES MEETING AGENDA

March 24, 2015 5:30 p.m.

1. Call to Order
2. Roll Call
3. Hearing of the Public **(3 minutes per person)**
4. Approval of Minutes – February 19, 2015
5. Executive Director's Report
6. New Business
 - a. Possible approval of Resolution 1, 2015 - Four year agreement between AFSCME Local 1771 and Pleasant Ridge Manor
7. Other
8. 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
MARCH 24TH, 2015 @ 5:30 p.m.**

MINUTES OF FEBRUARY 19TH, 2015

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

Also in attendance: Doug Smith, Secretary
James Sparber, Treasurer
Joe Maloney, County Accountant

Absent: Kathy Dahlkemper, President

Pleasant Ridge Manor: Robert V. Smith, Executive Director
George Joseph, Esquire
David Popowicz, Administrator – East Facility
Mike Anderson, Chief Financial Officer
Jack Walburn, Director of Human Resources

ROLL CALL

MOTION TO ACCEPT THE MINUTES:

1ST DR. FOUST
2ND CAROL LOLL

APPROVED UNANIMOUSLY

EXECUTIVE DIRECTORS REPORT

PRM's 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.

CONTRACT NEGOTIATIONS

PRM continues to work under a contract extension. The contract ended December 31st, 2014. We expect a tentative agreement that we will be presenting to the Board for approval. The agreements will be similar to already approved agreements by Council for County employees. Request Executive session after this meeting.

WEST MUNICIPAL SEWER PROJECT

PRM's sewer project should be completed in the next two (2) weeks. PHB is already on line. We are waiting for a manhole. This installation will depend on the weather. The project should be at or below our budget projection. Once this project is completed we will start the process of decommissioning our sewer

treatment plant. This project could take four (4) to six (6) months to complete.

ELECTRONIC MEDICAL RECORDS (EMR) PROJECT

The EMR project should be completed in about one (1) month. The project is massive for a facility of this size, with employees who have varying levels of previous training and experience. The remaining cost will be training related.

NURSING STAFFING

Agency staffing and overtime continue to have a negative impact on our budget projections for labor. Once the facilities consolidation is completed this summer the situation should improve. A larger pool of staff will become available for the West Facility to fill in for medical leaves of absence and vacation.

CONSOLIDATION COMMITTEES:

Consolidation continues with four groups. Employee & Residents related Transfer group and Joint Lecom/Millcreek Manor and PRM. The joint group met this afternoon and continues to work toward the June 15th, 2015 transfer date. A final plan must be submitted and approved by the State before continuing with the transfer.

EAST RISK MITIGATION PLAN

The mitigation plan is continuing and working well. This plan is in place until the end of June, 2015. This mitigation plan remains significantly less expensive than installing a sprinkler system.

INFLUENZA

The flu has run its course through the West Facility. Twenty-five residents contracted the flu this season. The East Facility had no cases of flu.

OTHER

- There is a Grant available for any project less than \$50,000. PRM will be submitting an application for communication devices to aid our residents. Deadline is March 31st, 2015. However, our Grant committee does not feel this project will need the full amount of grant.
- Golf Outing this year is scheduled for August 10th, 2015 at the Lawrence Park Golf Course.
- Requesting that Northwest Savings remains as our Financial Advisors for our 457B. This renewal is done every fifteen months.

Mr. Leone asked what our costs were to implement the 457B. How is Mr. Boetger also a Finance Advisor for our 457B and employed with Northwest Saving. Is this not a conflict of interest?

Mike Anderson stated that the cost for the 457B runs approximately \$1400/year. Fifty non-bargaining employees are in this 457B at the present time.

Attorney Joseph will issue an opinion on Mr. Leone's conflict of interest concern.

Mr. Leone asked that this issue be tabled until a later date.

MOTION TO TABLE THE NORTHWEST SAVINGS/457B ISSUE

1ST DR. FOUST

2ND PHIL FATICA

APPROVED UNANIMOUSLY

- Mrs. Loll asked Mr. Smith and/or Mr. Popowicz to give their honest opinion of the condition of the East Facility building.

Mr. Smith stated the building has not been renovated in years. However, everything continues to be maintained. Over the years probably the only major issue would be the roof which has been patched.

Mrs. Loll asked when the last roof was installed.

Mr. Smith stated he was not sure.

Mr. Popowicz stated it's been at least thirty years.

Mrs. Loll asked if the building had problems with the roof leaking.

Mr. Smith stated that all leaks are addressed immediately and the areas of the roof that had issues were patched.

Mrs. Loll asked what about the electrical and plumbing. Are they up to code?

Mr. Smith stated the all the electric and plumbing are up to the code of the Department of Health who does an inspection annually.

Dr. Foust stated that the building could be reused rather than torn down.

Mr. DeMattio, Jr. asked about the code inspection.

Mr. Smith stated that the Risk Mitigation team inspects monthly.

Dr. Foust stated that when his father was at the East Facility for Rehab the experience was great and his father received good care.

Mr. Horton thanked everyone who questioned the condition at the East Facility. Mr. Horton stated he has a construction background and has been in the building and finds the building in good condition.

MOTION TO ADJOURN:

- 1ST DR. FOUST**
- 2ND MR. FATICA**

ROLL CALL

Regular meeting adjourned at 4:15 p.m. The Executive Session started at 4:48 p.m. Executive Session adjourned at 4:55 p.m.

Respectfully submitted,

Linda Spinek

Linda Spinek

Administrative Assistant

RESOLUTION NUMBER _____, 2015

Approval of Agreement between Pleasant Ridge Manor and AFSCME Local 1771

BE IT RESOLVED that the agreement between the AFSCME Local 1771 and Pleasant Ridge Manor is hereby approved by the Pleasant Ridge Manor Board of Trustees. An Executive Summary of the agreement is attached hereto as Exhibit A.

On the motion of _____, seconded by _____, this resolution was passed on this _____ day of _____, 2015 by a vote of ____ - ____.

APPROVED BY:

PLEASANT RIDGE MANOR BOARD OF TRUSTEES
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

Date: _____

Fiore Leone, Chairman

Phil Fatica, Vice Chairman

Jay Breneman

Edward T. DiMattio, Jr.

Dr. Kyle Foust

André R. Horton

Carol J. Loll

**EXECUTIVE SUMMARY OF NEGOTIATIONS
AFSCME LOCAL 1771 AND PLEASANT RIDGE MANOR
February 23, 2015**

1. Vacancies Art. VIII.E.6
Union agrees to cooperate with Employer to discourage practice of indiscriminate bidding
2. Vacancies Art. VIII.E.9
Clarifies that employee who participates in NA training class and passes exam to be reimbursed per PDE guidelines
3. Hours of Work Art. XI.L
Change the date of the Union meeting with notice to Employer
4. Overtime Art. XII.B
Clarify that employees on a 5-day schedule will be paid double time for 7th consecutive day in a calendar week (Sunday-Saturday)
5. Overtime Art. XII.B
12-hour shift employee shall be paid double time for the 4th unscheduled day worked in a calendar week, provided the employee has worked the other three scheduled work days.
6. Overtime Art. XII.C.6
Employees to use standard form to authorize being called for voluntary overtime while on vacation
7. Leaves of Absence Art. XVI.A
An employee on a LOA which permits use of sick or vacation time may only use accrued time and not borrow from unaccrued time.
8. Leaves of Absence Art. XVI.B.3-1
Maternity leave disability shall run concurrently with FMLA entitlement
9. Leaves of Absence Art. XVI.B.5
For Illness in Family, employees are not eligible to take accrued vacation during the first 6 months of permanent employment.
10. Leaves of Absence Art. XVI.F
Correct typographical error (Change “employer” to “employee”)
11. Vacation Art. XIX.C.3
An Employee absent for 1 year or more and remains off work at the time of vacation sign-ups may not exercise his/her vacation preference during sign-ups. May do so on return to work.
12. Wages and Benefits Art. XXIV.A:
All pay rates are increased by \$.53 per hour; each year of 4 year CBA

