

February 13, 2025
10:00 AM via videoconference

Attending Board Members: Steve Tilley, Bob Fortna, Bonnie Wampler, Jim Williams, Keith Wagner, and HR Chair, Tom Kettering:

LV Staff members: Lisa Morganthall, Henry Brubaker, Alicia Titus

Welcome: Tom Kettering

Opening Prayer: Tom Kettering

Approval of Minutes: The minutes December 10, 2024 were approved by all members as submitted.

Recruitment & Retention: The skilled nursing census remains steady in the mid to upper 60s. We recently encountered a situation where we could not provide skilled beds to 3 IL residents who needed admitted. In light of that, we are going to open the 2 unoccupied Greenhouses but are keeping Leffler open and staffed. We will need to hire 10 full-time Shahbaz and their 10 part-time counterparts. We will also need to hire an FT and PT nurse as the current Greenhouse nurse working night shift is handling all 4 occupied houses. It will be a challenge getting the 2 houses up and running and will take some time. The positions have been posted through the Applicant Tracking System (ATS) within Paycom. We do preliminary interviews via phone screens with candidates who have applied. We get more clarity around what they really want and what their availability is. Most times applicants are local and come onsite for interviews with the respective hiring manager. For candidates who have applied for a position at the Green House, we provide preliminary description on what the Greenhouse model is and then take them on a tour of one of the houses. The applicants usually like it. We currently do not do any internships. In the past we did partner with HAAC but not currently. Through our ATS, when postings go out to Indeed, we do not pay to sponsor the position which will save us approximately \$15,000 /month. Not only are overall costs are coming down, we are *seeing an increase in candidate submissions.* The jobs posted through the ATS also tie into the career page on the LV website. Also discussed the LPN rate for those working on Personal Care being \$1 under the skilled nursing LPN rate due to the lower intensity of the work on PC.

Update on Barteit Haven: The full-time medication technicians have been hired for all 3 shifts as well as the full-time PC Aides. We are still actively recruiting for the part-time counterparts. The plan is to open the unit slowly so we will not have all 16 residents admitted right away. We are implementing a PRN pool similar to the same program in skilled nursing. The PRN Pool requires the employee to work 37.5 hours over 2 months, which includes one weekend. Staff on the PRN Pool are paid an additional \$2.00 per hour for shifts during the week and \$3.00 per hour for shifts on a weekend and/or holiday. and get more money per hour when working weekday or weekend. The program lets the person get acclimated to LV, without a FT commitment. It is expected that residents will begin being admitted to Barteit Haven around March 18. We have received applications for admission and will be reviewing them in the near term. The trainer for the Teppa Snow GEMS program is onsite and will provide training on

how to work with those with dementia. This training will be for Nursing and Personal Care staff. As we look to fill current open positions, we will consider combining part-time positions if a candidate(s) has an interest.

Transition to Paycom: The ATS has been in use for about 3 weeks, and we've seen a 20-25% increase in applicants. Paycom houses payroll, HRIS, ATS, and scheduling. It also will give us benefit carrier feeds which will eliminate a manual process for HR. The scheduling piece has been the largest to structure; however, the Paycom implementation manager was on-site yesterday working with supervisors to ensure their schedule templates are working for them. All team leads, supervisors, and managers will get trained on the scheduling program and how to work in it. The system will also include a personal action form that managers will use to document such things as shift or position changes, status changes, and resignations/terminations. Training will be conducted at the end of the month for 2 days to give team leads, supervisors, and managers experience and practice working in the system. Each leadership level will have certain accesses to the system. Employees will be able to clock in on their phones. Will start tracking March 2. Go live date is first paycheck March 21. Paycom will support during the rollout.

Dept. of Health surveys: The Life Safety and DOH surveys were conducted in January, and we were deficiency free on both. We are doing sub lunches for the staff to recognize them for their contributions to our deficiency free results.

Personal Care Mock Survey: Had an FSA Mock survey at the beginning of last week. No sooner was that survey concluded, than the Department of Human Services showed up Friday and conducted the annual PC Survey. We are awaiting the official reports from the FSA audit and the DHS survey.

Other Surveys: We will participate in the 2025 LeadingAge PA salary survey. Submissions are open until March 14th and the reports should be available in late April or early May. We are undergoing the final audit of our medical insurance plan. A final IRS Form 5500 will be filed once the audit is complete. An audit will no longer be required due to our move to "Pay As You Go" funding of the medical insurance plan last July 1st. The audit costs around \$19,000 annually so that cost will be eliminated in subsequent annual budgets.

Meeting Schedule for the year: Every 3 months. May 22, August 28 4th Thursday. November 20 3rd. Meeting schedule was sent out

Executive Session:

Respectfully Submitted by Tom Kettering