

**CITY CONVALESCENT HOME BOARD OF DIRECTORS**  
**Open Meeting MINUTES**  
**April 26, 2023 5:00 P.M.**  
**NRMC Mezzanine**

- **Call to Order & Declaration of Quorum Present-Chairperson Mike Parson called the meeting to order at 5:12 PM. Present: Judy Campbell, Bill Kohler, Linda Douglas, Louise Lunkenheimer**
  
- **Review of Agenda & Disclosure of Potential Conflicts of Interest-NONE**

**Approval of minutes:**

**1/10/2023 Executive Session**

**1/19/23-Executive Session**

**3/29/23 Open Meeting**

**Motion by Bill Kohler to approve all 3 minutes, Seconded by Linda Douglas.**

**Motion passed 5-0**

**Mike Parson, Chairperson, introduced and welcomed new LTC Board member, Louise Lunkenheimer.**

**2. Financial review-NRMC intercompany plan-Crystal Layman, LTC CEO/Administrator advised the board that all services have been separated except IT and Dietary. She updated the plan for final separation of these services.**

**3. February Financials-Bill Kohler-see attached**

**6. Crystal Layman, Administrator, LTC CEO- Facility update-attached document, Current census 64, Med A skilled-6, Med B-4. 5 Admissions last week.**

**New business-Items not known about or which could not be reasonably foreseen prior to the time of posting.**

1. NRMC has terminated Karen McNair, Dietician's services. She is currently employed 20 hours per week, and plans to retire July 1, 2023. Board agreed to continue her current services. Karen provided CEO/Administrator information for a consulting Dietician that is familiar with MFCC. Board asked Crystal Layman to pursue this option.
2. Crystal Layman advised the board that KLEAN is charging the facility over \$900 per week for mop heads, microfiber cleaning clothes to rent and launder. We do not have a contract with them for this service. These can be purchased for approximately \$1,000, and Westside laundry will launder for approximately \$100 per month. They are in the facility daily as they provide personal laundry services. The board directed Crystal to make this change.

open meeting  
4/26/23  
P 2

3. MFCC new payroll company has discovered a discrepancy with the amount being withheld from employees payroll for health insurance. The employees should be charge \$3 per payroll more than current deduction. The board directed Tiffany Campbell, HR to send a letter to employees explaining this change that will be reflected on their payroll deductions with the explanation.
4. A lengthy discussion was held regarding salaries and the plan for evaluations and wage increase as per 5/1/22 wage scale. The board consensus is the increases should begin 4/30/23 and go forward. Mike Parson stated that Admin and the Board should be honest about the financial situation with the staff, and work together as a team.  
The financial position remains unstable, and the board is in agreement to have Agency staffing eliminated immediately. MFCC staff is currently offered an incentive to pick up extra shifts, which is less expensive than agency.
5. Bill Kohler stated that the break even/profit census is 72-75, and our staffing needs to be appropriate for the current census, and increased when the census warrants.
6. As this is Marie McCullough's last Board Meeting, Linda Douglas, Board Secretary has agreed to assume the position of recording secretary. Marie will notify the City of this and notify the City that they will be the Custodian of Records for LTC Board. Marie will work with Linda during the transition.  
Motion by Judy Campbell to appoint Linda Douglas as LTC Board recording secretary and City of Nevada as custodian of records. Motion seconded by Bill Kohler. Motion passed 5-0.

Open discussion-Mike Parson, Chairperson inquired if the Board felt they should meet twice monthly as there are several changes occurring that the Board needs to be involved with. All Board members in agreement. May 17, May 31, 2023 set as next meetings. Linda Douglas with secure NRM Mezzanine if available.

**Adjournment –**

***Motion to adjourn out of regular session into Executive session at 7:29 PM made by Judy Campbell, seconded by Linda Douglas, motion passed 5-0. to Executive Session in accordance with RSMO (2019) Section 610.021 Subparagraphs (3), (11), (12), and (13).***

***Respectfully submitted,  
Marie McCullough  
LTC Board Secretary***