

**Minutes of the Regular meeting of the  
Emery County Care and Rehabilitation Center Board  
May 27, 2015**

The Emery County Care and Rehabilitation Center Board met in a regular board meeting on May 27, 2015, at 5:30 p.m. at the Emery County Care and Rehabilitation Center located at 455 West Mill Road, Ferron, Utah.

**Board Members present:**

Ross Huntington, Chairman

Lamar Guymon

Lori Ann Larsen

Don Childs

Dixie Fish

Ethan Migliori

**Others Present:**

Tony Martin, Traditions Health Care CFO

Ileen Baker, Administrator

Penney Elliott, DON

**Welcome and Prayer**

Chairman welcomed everyone to the meeting and acknowledged Don Childs as a new board member.

**Public Input**

None

**Approval of April 29, 2015, Regular Meeting Minutes**

Approval of minutes will happen at the next board meeting, scheduled for June 24, 2015

**Medical Director's Report**

The importance of Dr. Donaldson being present at the board meeting was discussed.

**Consultant's Report**

Tony discussed the Special Focus letter from the Department of Health. Emery County Care and Rehabilitation Center was placed on this due to a bad survey in 2013. The good surveys that have happened since then do not qualify due to the fact we were not in survey at the time of

the good surveys. We have had independent consultants with Omnicare come in as “another set of eyes” to help us identify any problems they might find. We will remain in survey until we receive 3 consecutive good surveys. Last survey was November 20, 2014 so they could show up at any time. First area of concern is CNA coverage. Various solutions, such as training, hiring contract CNA’s, advertising for new employees, scheduling changes, and possible pay increases, were discussed for finding and retaining CNA’s. Second area of concern is Dietary. Placing an individual in the dining room to make sure timely serving happens, as well as monitoring food temperatures. Third area of concern is Building Maintenance. Hiring a part time person to help in this area is being considered. Most patient rooms are in need of repairs. We have been cited on this previously. The possibility of contracting lawn care and handy man services to a local person was discussed. Thus leaving Chuck to focus on the priority items.

Tony discussed the April financial statement. Expenses are being better controlled. Jarilyn is working on collecting outstanding monies. Whitney in Traditions office will be available to help Jarilyn with whatever she needs help with.

### **Administrator’s Report**

Ileen discussed the tier 1 and tier 2 retirement specifics. Due to our financial situation at the present time it is not really a possibility to change at this time.

### **Director of Nursing’s Report**

Penny feels like everyone is responding positively and cooperating. She needs to do some fine tuning regarding the aids and their rounds.

### **Chairman’s Report and Board Business**

Don made the suggestion to add “sexual orientation” and “genetic information” to the employee handbook as well as changing introductory period to probationary period. Due to the number of employees FMLA is not an issue right now. Ross suggested that we clarify the FMLA guidelines. Don will call to get that clarification on how many employees you need to enact FMLA.

Tony discussed the attendance policy. There becomes a consistency issue when you don’t enforce the rules. Documentation is key.

Dixie brought up why part time employees are only compensated for 3 of the standard holidays when they work. It was discussed that pay for full time employees should be 8 hours of holiday pay if they do not work. If they work they would get their normal pay for the hours of regular shift as well as 8 hours holiday pay.

Ileen suggested that the revisions are made to the employee manual and sent out to all board members.

**Next Board Meeting-June 24, 2015, at 5:30 p.m.**

**Meeting Adjourned**

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Approved by Ross Huntington, Chairman

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Date