

Committee Meeting

August 20, 2013 3:30PM

Otsego County Health Facilities Board

Attending:

Kay Stuligross

William Dornburgh

Don Lindberg

Richard Eastman

Carol Kirkey

Don Pollock

Kim Muller

Kathleen Clark

Others:

Wendy Harrington, Acting Secretary

Jean Pysnik, advisory committee member

Don Pryor on speakerphone

We will be working on a list of criteria to help us evaluate the proposals that we receive.

Lindberg made a motion to go into Executive Session. Kirkey seconded. Motion passed. Executive session ended at 3:45.

The question has arisen whether the deadline for letters of intent should be extended to reach all possible buyers. Muller moved to extend our deadline by one week for receipt of letters of intent. Kirkey seconded. Motion passed. The new deadline for letters of intent is Wednesday August 28. RFP will still be due on September 27.

Pryor will send out letter to everyone on the official list, saying that due to unforeseen circumstances, the deadline for letters of intent has been extended for a week. Pryor will send Stuligross a copy of the letter. According to Shawn Griffin, Harris Beach attorney, the board is not bound to reject any letters of intent which do not reach us by the required submittal date.

Stuligross has re-organized our criteria discussion into the following topics:

FINANCE:

Financial Strength

Financial details will be in the financial statement. After reviewing that statement, we should be able to determine how financially strong that corporation is. We have the option to request further information than what is included in the RFP.

1. We should also check with their bank regarding their financial assessments and credit rating.
2. Method of purchase payment.
3. Audit statements

Purchase of Manor, LTHHCP, or both

All letters of intent express interest in purchasing both.

Evidence of high maintenance standards

We may see things on an on-site visit that are not apparent on paper.

Private/Not for profit

We should leave this in.

QUALITY OF CARE HISTORY

Experience providing skilled nursing

Do they actually have experience owning and operating one or more such facilities?
Do they have credibility?

Experience providing home health care

Some of these areas will be subjective in nature. The form is just a guide to help us break down and evaluate the proposal.

Evidence of history of providing quality skilled nursing care

1. Gov't rating
2. On site visit
3. Recommendations

Evidence of social model care

This is mentioned in the RFP in regards to our operation. The documents that they will be providing us will give us an idea of where they stand. It is important to understand that the RFP is just part of this proposal, we can request and evaluate other information. This may be a "preferred" criteria, not a "required" criteria. Shall we do a "2nd review" of items that we think we may want to consider.

Evidence of dementia care

Three Quality of Care Items

1. Social Model Care

2. Dementia Care
3. Rehab

Evidence of history of providing quality home health care

We know what we currently provide as a basis for evaluation.

TRANSITION PLAN

Care for current residents

Employee relations

to include retention of current employees and relations with unions

Past experience in purchasing other facilities

FUTURE PLANS

Proposed admission/acceptance policies

To include a plan/policy for behaviorally challenged patients

Proposed use of the facilities

Expansion of services

Will they provide more services, and which ones?

Staffing Plan

How will they attract and maintain employees?

OTHER CONSIDERATIONS

Local/regional location and experience

Statewide/National Experience

Decisions by consensus

Comments of suggestions to this list should be e-mailed to the board.

Pryor will put our suggestions in rubric for. After that each board member will assess ratings (point values) prior to the next meeting. Points given to each topic may indicate importance (something rated at 3 points is less “valuable” than a topic rated at 8 points. At the next meeting, the board will decide possible points for each category.

Evaluation of proposals: Pryor should rate proposals according to our rubric and submit a report to the board.

The RFP requests 6 hard copies of each proposal as well e-mailed copies. Board members may reach each proposal prior to Pryor's report may do so. Stuligross will provide a hard copy to anyone who wants one.

Visitations and Tours:

A member of the board should accompany each tour. Maureen Imperato or Kurt Apthorpe will lead manor tours.

There are visitations scheduled for Friday and Monday. Kiekey and Dornberg will attend both days. Stuligross will make arrangements with Maureen for the group to tour the facility just after the next meeting.

Next meeting: Tuesday September 17th at 3:30

Adjourned at 5:00

Submitted by Wendy Harrington