

**Minutes of the Meeting of the
Otsego County Health Facilities Corporation
June 4, 2013**

Meeting was called to order at 3:30 PM at Otsego Manor.

Members in attendance: William Dornburgh, Richard Eastman, Donald Lindberg, Carol Kiehn Kirkey, Kay Stuligross, Donald Pollock, Kathleen Clark (ex-officio), Donald Pryor(CGR consultant).

Member absent: Kim Muller

® **Resolution:** by D. Lindberg, seconded by W. Dornburgh

Resolved: that oral participation by the public in attendance at the meetings of the OCHFHC will not be permitted. Questions and comments may be submitted in writing and board chair, K. Stuligross, will respond by email.

Discussion: In response to questions about how the response would be made to an individual with no email access, K. Stuligross commented that she would write to or call the individual. She noted the members of the Advisory Committee (Jeanne Pysnik and Carol Kiehn Kirkey). C. Kiehn Kirkey stated that informal gatherings will be held at the Manor after each OCHFHC meeting (time and room TBA) with interested residents, staff, and community members in order to receive input and to disseminate information. C. Kirkey and J. Pysnik will host these gatherings. Meetings of the OCHFHC will be recorded and information will be posted on the county website.

® **Resolution:** by D. Lindberg, seconded by R. Eastman

Resolved: to create an Advisory Committee to the OCHFHC . Members to include Jean Pysnik, Carol Kiehn Kirkey, Ed Marchi.

Yes: 6 No: 0

® Resolution: by W. Dornburgh, seconded by D. Lindberg

Resolved: that the Otsego County Health Facilities Corporation formally accepts and adopts any and all contracts negotiated by the Otsego County Board of Representatives with Center for Governmental Research, and Harris Beach, PLLC and wherever the CGR "Proposal to Provide Professional Services" mentions the Manor Steering Committee it means Otsego County Health Facilities Corporation.

Yes: 6 No: 0

® Resolution: by W. Dornburgh, seconded by R. Eastman

Resolved: to accept information presented by W. Dornburgh regarding assessment, bonds, property, equipment and legacy values for Otsego Manor.

Yes: 6 No: 0

® Resolution: by W. Dornburgh, seconded by D. Lindberg

Resolved: to accept information presented by W. Dornburgh regarding demographics for the residents of Otsego Manor.

Yes: 6 No: 0

®Discussion with Don Pryor ensued regarding the contract with CGR and the process and timeline for the sale.

⌘ It is likely to take 5-6 months to bring the search to conclusion, that is to find or not find a buyer.

⌘ Our first task is to create the RFP document. Tentative completion date for this document is 7/31/13. We may choose to collaborate with Health Dimensions Group (HDG) either directly or indirectly and utilize their national contact list. Any cost for this service is included in CGR's fee. We will decide on the degree of collaboration with CGR to review/judge bids; this can be determined once the bids are received.

⌘ Resolution: by C. Kiehn Kirkey, seconded by R. Eastman

Resolved: to list for sale the Long Term Home Health Care Program as a stand-alone entity and/or in conjunction with Otsego Manor.

Discussion: In the interest of maximizing the number of potential bidders, it might be advantageous to list the LTHHCP as described above.

Yes: 6 No: 0

⌘ Resolution: by D. Lindberg, seconded by C. Kiehn Kirkey

Resolved: to sell, not lease Otsego Manor and the Long Term Home Health Care Program.

Discussion: K. Clark stated that the County Board's intention was to sell, not lease.

Yes: 6 No: 0

⌘ Resolution: by D. Lindberg, seconded by R. Eastman

Resolved: to sell Otsego Manor and its associated 18 acres.

Yes: 6 No: 0

⌘ Resolution: by C. Kiehn Kirkey, seconded by D. Lindberg

Resolved: not to include a minimum purchase price in the RFP for the sale of Otsego Manor.

Discussion: D. Pryor noted that purchase prices can range from \$10,000 - \$70,000 per bed. In the interest of maximizing the number of potential bidders, it might be advantageous not to include a minimum purchase price in the RFP.

Yes: 6 No: 0

⌘ Resolution: by C. Kiehn Kirkey, seconded by K. Stulgross

Resolved: to utilize a more inclusive style for the RFP document, similar to that used in the Washington County document.

Discussion: C. Kiehn Kirkey mentioned that any discussion in the RFP document regarding staffing levels at Otsego Manor should include staffing levels before and after cost saving actions were taken and a description of the effect such reductions have had on resident care.

Yes: 6 No: 0

⌘ Responses to the RFP will be sent to CGR, however, no final decision was reached regarding how and in what format they will be distributed to OCHFC board members. Harris Beach will be consulted for advice on how much of this information can be shared with the public.

⌘ A discussion was held concerning inclusion of a requirement of an earnest money deposit from each bidder. This could be a flat rate or a percent of the bid price. Harris Beach will be consulted for advice on this issue.

⌘ It is not clear at this point whether or not an appraisal of the property is required. Harris Beach will be consulted for advice on this issue.

⌘ Specific expectations/minimum requirements/terms and conditions to be included in the RFP should include:

≈ Otsego Manor is a “social model” nursing facility and this should be **noted** in the RFP.

We will create a list of criteria including those **services that create the unique quality of life at Otsego Manor**.

≈ Is it possible to mandate that the buyer continue to operate Otsego Manor as a long term care facility for a period of time; i.e. 10 years.? Harris Beach will be consulted for advice on this issue.

≈ We will ask the bidders to respond to the following issues:

- ⌘ how do they plan to operate the facility
- ⌘ will beds be converted from nursing care to other use; i.e. assisted living, etc.
- ⌘ **C. Kiehn Kirkey expressed concern that a new buyer may not wish to continue the services on the dedicated dementia unit which is the only such unit in the county. We will ask bidders to comment on whether they would** operate an Alzheimer’s/dementia/memory care unit, how it would be staffed, what special training will be offered to staff, and how the unit will be managed
- ⌘ what are the buyer’s admission policies, will they accept residents whose cases are difficult to manage, will they restrict admission to Otsego County residents
- ⌘ how will they deal with the employment of our current staff
- ⌘ how will they be accountable to the public
- ⌘ how will they provide medical services to residents

≈ Bidders will be asked to provide financials and Medicare evaluations/reports for at least the last 3 years.

®Next steps:

⌘ D. Pryor will prepare a draft RFP that will be distributed to OCHFC board members within 2 weeks.

⌘ D. Pryor will be away from 6/20 - 7/20. He will be available by email and cellphone.

⌘ Next OCHFC board meeting: 6/18/2013 at 3:30 PM at Otsego Manor.

⌘ Advisory Committee meeting: 6/10/2013 at 2:30 PM at Otsego Manor.

®Meeting adjourned: 5:30 PM

Submitted by C. Kiehn Kirkey