

Lines of Business Phase 2

MEETING INFORMATION:

Committee Name:	Adult Day Health Care
Meeting Location:	Lincolnia Senior Center Dining Room
Date & Time:	October 10, 2017, 9 a.m.
Note taker:	Jennifer Robinson

ATTENDEES:

Shauna Severo, Brian Allen, Daniel Harlan, Katie Horstman, Kathy Hoyt, Darcy Franz, Kay Larmer, Robin Wilson, Rosalyn Foroobar, Ellyn Crawford, Evan Braff, Jennifer Robinson, Pat Sweeney

AGENDA ITEMS ADDRESSED:

Agenda Item	Discussion	Outcome/Action Steps
Introductions	Shauna Severo, Assistant Director of Patient Care Services called the meeting to order and the attendees introduced themselves.	None
Review of Financial Assessment and Benchmarking Analysis By A&M	<ul style="list-style-type: none"> • Discussed the need for clarification of “capacity”. Rather than benchmarking licensed capacity, we need to ask about their capacity to serve based on staffing. • Suggestion made that when A&M are comparing wages and benefits with private providers, that they note that the higher salaries for the Fairfax County employees are related to their longevity with the program, and recognize that this has an impact on increased quality and decreased onboarding cost. • Discussion on how the cost of facilities (utilities, maintenance, etc.) was determined. The 	<ul style="list-style-type: none"> • Shauna, Robin, and Shauna to develop another survey for centers previously benchmarked with this and any other follow up questions that are determined to be important to include in the data • A&M will address in their report • None

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	<p>way the county captures the cost varies widely, depending on the location of the facility. A&M stated they used an average given by FMD which was based on square footage.</p> <ul style="list-style-type: none"> • Discussion on the report of the staff capacity to serve additional clients at our centers. Because the data did not account for the hours of staffing provided by a temporary staffing agency during Fairfax County staff's extended absences, but the cost was included in the operating budget, it would need to be adjusted to reflect that. • Regarding the referral source and conversion rate data, it was decided that there is a need to employ additional measures for follow up. It was also recommended that the reasons for non-admission categories be changed • Discussed the need to develop a plan to increase enrollment over a designated period of time with the assistance of the newly hired marketing professional. If unable to increase enrollment then would need to decrease staffing to accommodate lower enrollment. • Time did not allow for the review of the benchmarking results which were tabled until a follow up meeting could be scheduled 	<ul style="list-style-type: none"> • Suzanne Lane to provide accurate temporary staffing hours to better predict the capacity to serve additional clients. • Jennifer will work with Allyson Pearce, the new Marketing Rep. • This will be closely monitored by the Health Department • Shauna to send out a survey to determine best time to meet in the near future
<p>Review Work Plan and Timeline</p>	<p>Shauna Severo reviewed the work that has taken place including providing A&M with information that will be needed for their analysis, and a final report. She reassured committee this would not be moved</p>	<p>(See attached)</p>

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	forward until all the work had been adequately completed and vetted by the stakeholders. The BOS make the final decision on what option to implement.	
Set Next Meeting Agenda	1. Review benchmarking results	
Adjournment	The meeting was adjourned at 11:30 a.m.	http://www.fairfaxcounty.gov/hd/adhc/caregiver-center.htm Link to notes posted on ADHC website.

Next Steering Committee Meeting Date: Lincolnia Senior Center TBD