



Board of Directors
Thursday, September 12, 2013
8:30am – 10:00am

Members Present: Mr. Craig Connors, Mr. Larry Fitzgerald, Dean Dorrie Fontaine, Mr. Dick Gibson, Dr. Dick Lindsay, Dr. Marcus Martin, Mr. Michael Martin, Ms. Bruce Murray
Members Absent: Dr. Michael Ashby, Mr. Gordon Walker
Guests: Ms. Jo Reeder (Site Director), Dr. Mark Newbrough (Medical Director), Ms. Courtney Scott (Project Coordinator), and Ms. Jenny Hale (Administrative Assistant), Ms. Drew Stevenson (JABA), Ms. Marta Keane (JABA)

Introduction of the Blue Ridge PACE Interdisciplinary Team

- Ms. Reeder introduced her newly hired interdisciplinary team to the Board.

Call to Order

- Dean Fontaine called the meeting to order at 8:40am.

Conflict of Interest Disclosure

- None reported.

Review & Approval of the July 11, 2013 Meeting Minutes

- The meeting minutes from July 11, 2013 were approved as written.

Nomination of Maggie Short as a Member At-Large

- Mr. Walker put forth his recommendation to nominate Maggie Short to the Board as a member at-large, noting her thorough understanding of the needs of the geriatric population.
- Ms. Reeder said Dr. Mike Ashby approved the appointment of Maggie Short as an At-Large Member.
- All voted in favor of electing Maggie Short to the Blue Ridge PACE Board of Directors.

Operations Update

Construction Update

- Dean Fontaine said the building looks outstanding.
- Dr. Martin said he did not see very much diversity on the interdisciplinary team. He suggested keeping a watchful eye on the composition of the team moving forward. Ms. Reeder agreed.
- Ms. Scott said construction is 99% complete. Keys will be turned over on Monday, September 16th with a final walk-through.
- Ms. Murray gave high praise for how the project was run, the efficiency of the project, and the final outcome.
- Mr. Connors said that as the owners Fountainhead has certain responsibilities including the shell of the building and landscaping. Landscaping has been warrantied for a year. Internal maintenance will be addressed through equipment contracts and a maintenance person.

Exhibit SE9.e

- Ms. Reeder said she would like to pursue a contract with UVA. Marcus Martin said to contact Don Sundgren. Ms. Reeder added that she does have the added support of Riverside and JABA.

State Readiness Review Update

- Ms. Scott said DMAS has the response for additional information. They have a couple of weeks and will return for the State Readiness Review on October 1st.
- Ms. Reeder said she is waiting for a date for the Adult Day Care review, which must occur prior to the State Readiness Review.
- Dr. Martin asked if there is a plan for a receptionist. Ms. Reeder said yes, closer to opening. Mr. Connors added there are roughly 20 more positions to hire. Ms. Reeder said she has advertised in newspapers, radio and by word of mouth. Marcus Martin agreed to support Ms. Reeder in seeking diverse candidates.
- Mr. Connors listed potential risks to getting the State Readiness Review to CMS in time for a December 1 opening. Overall, the State has to feel everything is ready and clean enough to send to CMS with a couple weeks of the SRR.
- A draft response to the RAI (Request for Additional Information) was submitted 1 month in advance.
- We hope that any issues found during the review will take no more than a week or two to correct.
- Mr. Gibson asked if there will be a dry-run of the State Readiness Review. Ms. Reeder said that she has requested the quality director of Riverside to come, as well as an individual from a PACE center in Chattanooga at the end of the month, Vicki Guertin.
- Mr. Martin asked if there have been any security issues. Ms. Reeder said there have been a couple of nights that the alarms have gone off, but they were by an alarm fault which has been fixed. Ms. Reeder said the WanderGuard System has also been tested.
- Dr. Martin asked about the signage required for opening so that people know where to find the building.
- Mr. Connors said Ms. Reeder, Ms. Scott, and Dr. Newbrough have done a wonderful job. Ms. Reeder has done a phenomenal job. He said he doesn't know it could have been done any better noting Ms. Reeder's attention to detail.
- Ms. Scott added that of the three openings she has been a part of this opening is by far the smoothest.

Contracts Update

- Ms. Reeder said she has a clean, signed contract with UVA for provider services, and another with a home care agency. She said she hopes to sign an additional contract with a home care agency with the goal of having our own home care staff.
- Ms. Reeder said a contract with JAUNT is close to completion. She met with the drivers and communicated the expectations and they were very supportive.
- A Pharmacy supplier is still in the works. One plan was to have the Riverside Pharmacy transport drugs to this center but she and Dr. Newbrough are also in communication with CareKinesis, who will mail medication via FedEx. CareKinesis works with 20 other PACE centers across the country and is very well experienced. The Pharmacy space is big enough and secure enough to be its own licensed pharmacy in the future.

Opening Timeline

Financial Pro Forma and 2014 Budget Review

- Mr. Connors distributed the Income Statement, Balance Sheet, Pro Forma & Five Year Projection, and the Summary of Financial Performance.
- Mr. Connors discussed the Fill Assumptions, starting with a census of 15, and then aggressively recruiting the following months.
- Dr. Lindsay asked what has been done immediately when census goals have not been reached. Mr. Martin said it is important for the Board to be tuned in and take responsibility for our census. He noted the model with JABA will be a huge advantage in understanding the local senior population.
- Dr. Lindsay asked for a summary of what can and cannot be said with regards to PACE. Mr. Connors said we can educate about the PACE model but not specifically about Blue Ridge PACE (no cold calling, no knocking on doors, etc.). We cannot market for Blue Ridge PACE until receiving CMS approval.
- Mr. Connors reviewed the Pro Forma, positive equity in mid-2017, payouts to the owners in 2018. Line of credit is \$2.4 million. Mr. Connors agreed to email the documents.

Plans of Opening Celebration

- Ribbon Cutting & Opening Celebration on Monday, November 25th.
- Mr. Connors said Save the Dates will go out without mention of Senator Warner's attendance.
- Mr. Connors encouraged the Board to reach out to their contacts as soon as possible.
- Mr. Connors suggested discussing the details of the opening celebration at the October meeting

2013 PACE Quality Assessment & Performance Improvement (QAPI) Plan

- Ms. Reeder said Dr. Mike Ashby approved the QAPI Plan.
- Mr. Connors said this plan is based on Riverside's current QAPI Plan. A plan directly applicable to Blue Ridge PACE's opportunities for improvement will be developed after opening and presented to the Board for approval in early 2014.
- Mr. Gibson moved to approve the QAPI Plan, Ms. Murray seconded.
- All voted to approve the QAPI Plan.

JABA Consulting Services Report, including Marketing Plan

- Ms. Stevenson distributed Outreach Activity Re-Cap for Blue Ridge PACE.
- In response to Dr. Lindsay's question, Ms. Reeder said she spoke to the Charlottesville Area Dentist Association but has not reached out further.
- Mr. Gibson asked if ACAC had been contacted, and Ms. Reeder said they have been presented to in the past and she is reaching out to their therapy department specifically as a potential referral source.
- The group agreed to go over the Marketing Plan at the October meeting.

Next Meeting

- October 10, 2013 at 8:30am at Blue Ridge PACE

Adjournment & Tour of PACE Center

- Dean Fontaine adjourned the meeting at 10:00am.
- The group toured the Blue Ridge PACE facility.