

VERSION 0.1



Approach to Securing information

SCOPE OF WORK

Local, state and federal financial, work force and occupancy percent resources have seen significant changes in the field of long-term-care support and services in recent years. Securing sustainability requires an understanding of the healthcare environment and an ability to work within a fast-changing, financially challenged and high pressure. The expectations of consumers and the difficulty in maintain a viable work force only add to the challenges. As your consultant I will need to understand aspects of city regulations and requirements and determine the interest in the city owning a long-term care facility. The availability of a community workforce will be researched. Securing resources, information, facts and data that may affect this project will require vigilance, expertise, and a coordinated and sustained effort. I will do my best to put the information needed in the hands of the leadership of the city White so they can make the decision necessary for its future. I will provide timely information on the progress of the project and address issues of concern.

COMMUNICATION

Communication is critical to the success of any relationship. Through the course of my work experience, I have found that it is not uncommon to spend as much as half of my time communicating with the client, and the other half devoted to communicating with agency officials. I will strive to ensure that the client has the most up-to-date information available. From the outset, I must work closely with city of White to establish open lines of communication. I am committed to preparing and submitting monthly reports on activities and meetings, as well as time-sensitive reports that affect each part of this process. This may include regular summaries of meetings, regulatory actions, budgetary breakdowns, and third party analysis of issues of concern. Further, I am prepared to coordinate calls and meetings with local officials to ensure shared information and that there is a coordinated strategy. Additionally, I am committed to participating in city meetings if requested.

Cost Proposal

SDHCCS structures its relationships with clients in a way that ensures complete and open communication. I charge a flat fee for services. Communications must remain open, unhindered, and my client knows exactly what my services are going to cost. I base my rates on the number of principals and the expected scope of work.

I propose for this project a fee of \$25,000.00. With a completion date of no later than October 1, 2015. The statements for payment will be billed as follows:

07 days after the an agreement is signed by all parties \$4167.00

September 1, 2015-\$8334.00

October 1, 2015-\$8334.0

November 1, 2015-\$4167.00

State Sales Tax: City of White is exempt from Sales tax. .

Acceptance of Proposal

Sally Damm_____Date:_____
MSA, LNHA, QALA, LSWA and Preceptor

Terry Wright_____Date:_____
Mayor of White, South Dakota

FIRM OVERVIEW

SALLY DAMM HEALTHCARE CONSULTING AND SERVICES (SDHCCS)

My mission is to advocate for the aging, witness for their protection and mentor individuals and organizations that chose this rewarding and professional field. I am a Licensed Nursing Home Administrator, Qualified Assisted Living Administrator, and Licensed Social Worker Associate, with over 38 years of leadership experience in not-for-profit organizations. I have a sound grasp of the financial challenges. I have established proven methods, vision for the future and a passion for continual organizational growth. I have the ability to effectively and efficiently respond to dynamic political, business and group environments.

My particular strengths are utilizing my advocacy experiences, visionary aptitude and expertise in building appropriate relationships. I am known for substantive and procedural knowledge and comprehensive involvement in public and communal services. This knowledge and experience allows me to develop and implement creative solutions to seemingly inflexible difficulties. Simply put, I am known for achieving results.

SDHCCS was established as an LLC in 2015 in the healthcare, social and human service fields. I have earned a Master's of Science in Administration from the University of South Dakota. I am a qualified Preceptor. The formula for my success lies in the fact that I understand the responsibility for working directly with and for my clients on a daily basis, supported by people that can collaborate and design a pathway forward. Because of this hands-on approach, I am ready to implement a strategy to achieve the goals set forth by the Mayor and Council of the city of White.

SDHCCS does not have any existing or past financial relationships with current members of the City of White.

SDHCCS provides the human touch of an entrepreneurial firm by researching and working in partnership with the leadership of the City of White to develop specific goals. I encourage innovation and I foster a dynamic working relationship with agencies, association staff and elected officials. A central component of my approach is regular communication. Effective and timely communication is a crucial part of my philosophy. I believe that without this communication, particularly in today's competitive environment, it is difficult to achieve success.

Resources: I will summon the skills and expertise of the citizens in the city of White, the South Dakota Department of Social Services, Health, and Labor, South Dakota Health Care Association, South Dakota Association of Healthcare Organizations and other agencies or individuals that will assist us in reaching our goal.

Balance: I work to maintain an unbiased balance. This commitment makes SDHCCS extremely effective. I have a strong commitment to educating and providing information to the client so there can be a positive and creative solution. After the information is received by the leadership of White, SD the decision remains with leadership of White to answer the question: Should we return the White Healthcare Center to its original use as a long-term-care support and services facility or should we pursue other options?

Skill: Budget constraints and fierce competition for financial assistance require knowledge and skill to navigate the decision making processes. I position clients to take advantage of opportunities and ensure their concerns and priorities are addressed.

Detail: I will begin our relationship with discussion with the leadership of the city of White. I will thoroughly identify the needs and priorities. I will facilitate discussions with the South Dakota Department of Health, Social Services and Labor. I will seek assistance from the South Dakota Healthcare Association and South Dakota Association of Healthcare Organizations. The staff in each of these agencies will assist in developing appropriate and current information. We will evaluate the White Healthcare Center strengths and relationships to identify how best to attain the goals set. After there is agreement how best to represent the White Healthcare Center, I pledge to keep the city of White's leadership abreast of developments, mutually revising plans as needed to reflect any changes. The details provided to the city leadership will be designed to provide information gathered from the identified partners.

Integrity: I will represent the city of White in a dignified and ethical manner.

Experience: My background has prepared me to assist the city of White in the development of future plans for the White Healthcare Center building. I have worked in environments focused on collaboration and consultations. This deliberation process has prepared me to effectively participate in the development and/or reuse of the facility.

TEAM STRUCTURE: The leadership and community of the City of White, South Dakota and SDHCCS. Individuals and agencies listed below.

***TEAM MEMBERS AND PROJECT COMMUNICATION TABLE**

Position	Name	E mail	Phone
Finance Officer	Melanie Haber	whitesd@heartlandpower.org	605-629-3661
Mayor	Terry Wright		605 629-2631
Council	Tammy Byers		605 629-4651
Council	Christi Wilts		605 629-3361
Council	Wayne Kelm		605629-3361
Council	Chris Willmott		605 629-6261
Council	Deborah Hopfinger		605 629-2007
Mr. Mark Lyons, CPA	Casey Peterson & Associates, LTD 909 St Joseph St, Ste. 101 Rapid City, SD 57701	Markl@caseypeterson.com	PHONE: 605.348.1930 FAX: 605.348.7298
Chad Stroschein LTC ADM Caring Professionals	Caring Professionals Corporate Office Dell Rapids, SD 57022	chad@caringprofessionals.org	Phone: 605-670-9855 Fax: 605-428-6229
South Dakota Department of Health Robert Hayes Building 600 E. Capitol Ave. Pierre, SD 57501-2536	Kim Malsam-Rysdon, Secretary of Health	DOH.INFO@state.sd.us	Phone: 605-773-3361 Fax: 605-773-5683
South Dakota Department of Social Services Adult Services and Aging 700 Governors Drive Pierre, SD 57501	Lynne A. Valenti &/ or Marilyn Kinsman	DSSInfo@state.sd.us	Phone: 605.773.3656 Fax: 605.773.4085
Department of Labor 700 Governors Drive Pierre, SD 57501-2291	Marcia Hultman, Secretary		Tel. 605.773.3101 Fax. 605.773.6184

ISSUES THAT NEED ANSWERS

Key issues	Needed action	Member expert	Team roles
5 year agreement for	management of the facility	Chad Stroschein LTC ADM Caring Professionals	City of White to communicate with Mr. Stroschein
The city of White to have a clear idea of the long-term viability of the facility and what would be required to make the facility financially stable. To make an educated decision as to whether or not it's realistic.	Mr. Stroschein's projections and financial information from the prior operating company	Chad Stroschein LTC ADM Caring Professionals	City of White to request information from Mr. Stroschein
VA certification of the facility.	told the city to never lose that designation	Peggy Vosted LPN &AL administrator	
Purchase of the building, license and some equipment	Close on the purchase of the building	City of White/ SD Department of Health & Social Services	
Updating the inside of the facility	What needs up dating	City of White/SD Department of Health	
Possible replacement of roof at what cost	Roof evaluation	City of White / Professional roofer	

Key issues	Needed action	Member expert	Team roles
What occupancy is the break-even point; financially viable	Financial assessment	Casey Peterson & Associates, LTD 909 St Joseph St, Ste 101 Rapid City, SD 57701	
Number of beds in the area		SD Department of Social Services	
Number of open beds in the area		SD Department of Social Services	
Number of staff in each category needed		SD Department of Health	
Number of staff openings in each category in the area		SD Department of Labor	
August 16 is the last day of operation for Tealwood		City of White	
A Time Crunch to evaluate the situation	City of White did not know or was not contacted by Tealwood concerning the closing	City of White	
City of White citizens want to continue the facility of 61 beds		City of White	
Average occupancy has been 26 people		SD Department of Social Services	
Estelline/Bowdle city owned LTC facility		SDHCCS	
Purchase of equipment	Estimation of what equipment is needed and cost of computers, medical record & financial software, etc.	SDHCCS	
Building is in bad shape plumbing an issue		Butch Sherman of Elkton/White area	
Brookings Health System has the clinic in White staffed with 2 Physician Assistants.		Brookings Health System	
To return the White Healthcare Center to its original use as a long-term-care-support and services facility or to pursue something else with the building?		City of White and SDHCCS	
What are some of the other possibilities		City of White and SDHCCS	