



**CITY OF STAMFORD, CONNECTICUT**

**Smith House Skilled Nursing Facility  
Board of Director's Meeting  
Government Center  
888 Washington Boulevard  
4<sup>th</sup> Floor – Democratic Caucus Room  
Stamford, CT 06901  
Thursday, March 26, 2015  
8 A.M.**

**Board Members Present:** Moira Colangelo, Mary Fedeli, Board of Representative liaison, Anne Fountain, Health Department Director, Salvatore Gabriele, Board of Finance liaison, Michael Handler, Administration Director, Ted Jankowski, Director of Health, Safety and Welfare, Dorothy Mueller, Vito Quivelli, Christopher Tasik.

**Member(s) Absent:** Sharon Bradley, Lewis (Chuck) Pace, Dr. Henry Yoon.

**Other Attendees:** Robert Mislow, Executive Director, Robert Robitaille, Regional Finance Director, Ellen Bromley, Social Service Coordinator for the City of Stamford, David Yanik, Controller.

Meeting called to order at 8:16 AM

1. The minutes of the February 19, 2015 meeting were approved. Mr. Handler and Mr. Gabrielle abstained (they were absent at the February 2015 meeting)
2. **Financial Report:** Mr. Robitaille distributed the latest financial, cash flow and census reports and AR aging. There was discussion regarding the drop in private pay and commercial patients and related effects on revenue and cash flow. The AR aging was reviewed, with Mr. Robitaille reporting that the cash received for February was low (and therefore the current AR higher than usual). The funds will be received in the next billing cycle. A question arose regarding what methods are used or could be used to collect private pay outstanding balances (currently approximately \$500k over 180 days). Ms. Bromley offered to research what had been done historically and report back to the board. Due to revenue decrease, case mix and occupancy issues the projected shortfall for Smith House for 2015 is over 4 million. Mr. Mislow reported that there is a strategic plan being formulated to address the referral dip.
3. **Chairman's Report:** Mr. Tasik reported that Mr. Mislow would be presenting the Smith House proposed FY 2015-2016 budget to the City Finance Board on Tuesday, evening March 31<sup>st</sup> and encouraged board members to attend. Mr. Mislow offered comments on his presentation and board members offered suggestions asking Mr. Mislow to focus on the multiple positive aspects and services of Smith House, especially the fact that 90% of the residents are from Stamford. Ms. Fountain asked that the positive effect of the new Rehab unit – for both patients

and revenue – be presented to the board of Finance, highlighting how continued investment in Smith House is beneficial to the City and Smith House patients and their families.

Mr. Jankowski left the meeting at 9:05.

4. **Executive Director’s Report:** Mr. Mislow reported that the contracts for the EMR project were tentatively awarded and agreements are pending from the Legal Department. The City has agreed to assist with some of the electrical and other construction issues to assist in keeping the installation costs of the EMR on budget. The anticipated “go live” date for the EMR is September 30, 2015.

The Physiatrist is starting the week of the 23<sup>rd</sup> of March 2015; and will begin by servicing the Center two days per week.

The RN Case Manager position has been posted on the City HR website.

Mr. Gabriele left the meeting at 9:15.

#### 5. **Committee Reports**

- a. **Marketing:** The new logo will begin appearing in Smith House Public marketing efforts. The proposed marketing budget for FY 2016 is \$5k less than FY 2015.
- b. **Operations: Capital Expenditure Budget Review & Requests:**
  - i. Emergency Generator replacement grant funding from the State of Connecticut is in the process of being received.
  - ii. City Engineer Department members have begun their review of the plan to replace the existing roof(s) at Smith House.
  - iii. The Center has requested to begin replacement of the existing windows on the East Side (North and South sections) of the building to a more efficient type. They will work with the Engineering Department to facilitate the process if funding is made available.
- c. **Medical:** No report.
- d. **Financial:** As addressed above.

Having no further business the meeting adjourned at 9:15 AM.

Respectfully submitted by

Moira T. Colangelo  
Secretary