



CITY OF STAMFORD, CONNECTICUT
SMITH HOUSE BOARD OF DIRECTORS MEETING
April 22, 2013

Attendees:

Board Members Present: Gloria Blick, Sharon Bradley, Anne Fountain, Michael Handler, Ted Jankowski, Maria Mallozzi, Robert Mislaw, Christopher Tasik

Board members absent: Gerald Bosak, Jay Fountain, Chuck Pace, Michael Pansini, Dr. Henry Yoon

Other: Robert Robitaille

1. **Call to Order by Anne Fountain**

Meeting was called to order at 8:10 a.m. A quorum was present.

2. **Approval of Meeting Minutes:**

Minutes of March 26, 2013 were unanimously approved.

3. **Board Committee Updates**

Financial Committee: Mr. Mislaw reported the Board of Finance was looking for a one paragraph overview of how things have improved from 2010 to current. A census and case mix analysis was forwarded depicting this improvement over time prior to this request. Also an earned revenue analysis was also sent covering this same period. A collections overview will also be provided to the BOF and Fiscal Committee of the BOR. It reflects Smith House having improved significantly for 2012 thru 2013.

The Board of Finance reduced Smith Houses' budget by \$125,000. The reduction was from a capital project funded by Bond issue. The revised budget will be presented to the Board of Representative Fiscal Committee on May 29th at 8 p.m. Smith House is now collecting 88% of billed revenue for this fiscal year. The expenses for March were \$1,352,000 which includes five payrolls. Smith House was budgeted to lose \$97,000 for March 2013 but the actual was \$1,015,000 which once again included five weeks of payroll.

We are formulating an RFP for upgrading the existing software and hardware. It will also expand the use of technology into the medical care of the patients/residents.

Marketing Committee Report: The initial thrust will be getting a website of our own and use the money in this year's budget to put a simple one page basic website up. Also consider a marketing firm, hire a photographer to shoot a photo data base for future marketing efforts, and appoint someone who can do some Google wording. Also prepare an RFP to have a professional management firm come in and help us put together a multifaceted marketing approach (around the 50th Anniversary of Smith House) in the next fiscal year's budget. We are having a 20+ years of service appreciation dinner for the staff next month with the Mayor and we are inviting the Board of Representatives and the Board Finance to come and join us.

Mr. Mislow stated that the Foundation and Smith House have been determined to be separate organizations. Sharon Bradley would like the City Law Department to look at the Smith House Foundation's By-laws and recommend revisions as they indicate reporting mechanisms to the City.

Operations: The East Elevator renovation will start this week with a completion date of June 15th. The vendor has done an onsite of the air conditioning revision for the West Wing. The vendor suggest instead of having the air conditioners on the roof they are recommending that three units be on the ground in the rear where the service entrance is. Mr. Mislow asked for a plan which would reflect this so it can be reviewed. One of the three boilers has been repaired and the Hartford Steam Boiler Company will be out this week to re- inspect it. There is a recommendation to have two rehab gyms, one upstairs which will make it easier for those on the rehab unit and to facilitate care of the outpatient rehab patients without having to go to the basement area. The drawings will be sent to Engineering for review.

Medical Committee: The Committee is coordinating different medical meetings. The Medical Director of Smith House would like to have an insurance policy cover his administrative duties while acting as the Medical Director here. A meeting was held with Dr. Demetri Miranov of Norwalk Hospital who would like to be the consultant pain management physician here at Smith House. This would help the patients as well as enable a niche market for Smith House. An appointment with the Norwalk Hospital will be arranged to further evaluate the feasibility of such an endeavor.

4. The Board will review the existing Policies and Procedures of Smith House over the course of the next five meetings which will conclude prior to our State license expiration of September 30, 2013.
5. Note: A motion was made to go into Executive Session by Ted Jankowski and was seconded to discuss an employee related matter.
6. Meeting adjourned at 9:47 a.m.

Next meeting date May 28, 2013 at the City of Stamford Government Center