MAYOR
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CITY OF STAMFORD, CONNECTICUT

Smith House Board of Directors Meeting
June 25, 2013

Board Members: Gloria Blick, Sharon Bradley, Gerald Bosak, Anne Fountain, Michael Handler, Ted Jankowski, Maria Mallozzi, Michael Pansini, Christopher Tasik, Dr. Henry Yoon (via conference call)

Other: Robert Mislow, Executive Director, David Yanik, Controller (via conference call), Robert Robitaille, Divisional Finance Manager (Smith House)

Board Member(s) Absent: James Fountain, Lewis Pace,

1. **Call to Order by Chairman Gerald Bosak at 8 a.m.**

2. **Board Committee Updates**

Marketing Committee: The marketing committee members met with a local firm (Head Rush) to review the development of a single page temporary webpage. The progress continues with photos and comments being discussed to develop Smith House's own webpage. As you are aware the former management company claims the content is their property, therefore once this page is developed we will turn off their website and replace it.

The committee is also developing new 50th anniversary items and events to celebrate the 50th anniversary including a gala event in October and having 50 years of caring seals inscribed on the facility transportation bus.

Operations Committee: The Operations Committee reported on the completion of the East side elevator. It was inspected and approved and the certificate for operation will be sent shortly from the State Department of Safety.

The board reviewed the observation by the state inspectors during the most recent federal inspection regarding replacing the East I & II South flooring. Various scenarios will be reviewed in the next several months and the City Department of Engineering has been notified and is also reviewing the observation.

The replacement of the septic system pumps is scheduled for tomorrow, Wednesday, June 26th. Repairs to the secondary ejector pump system will be completed within the next two weeks.

Medical Committee: Mr. Mislow has recommendations from Stamford Hospital for having a hospitalist see patients here at Smith House. Details will be discussed with Stamford Hospital, Dr. Yoon and other members of the Medical Committee. A meeting will be set up with medical committee to discuss.

Mr. Mislow discussed the potential revisions to the Dementia Special Care Unit on West II, including hiring a consultant to provide guidance in renovating the program currently provided.

At the recommendation of Sharon Bradley the committee will meet to discuss the observations of the most recent federal inspection.

Financial Committee: Robert Robitaille, Divisional Finance Manager reported on the April & May Financial Statements cash flow and collections. The cash flow and collections are on target and the 180 plus category has been reduced by half a million. April & May Financials reflect a strong case mix and census and control of expenses.

Committee meeting schedule: Each committee will schedule a meeting prior to the next board meeting to review these various subjects.

3. **Nominations:** The elections were conducted and Christopher Tasik was nominated and appointed for the position of Chairman; Co-chairs for Vice Chairman, Anne Fountain and Sharon Bradley were nominated and appointed and for the position of Secretary, Maria Malllozzi was nominated and appointed.

4. **Executive Director Reports**

Software Update & Review: Mr. Mislow reported that the portion of the City's IT budget for Smith House SNF was $40,000.00. Review and discussion of actual needs to upgrade and/or replace the existing software/hardware and installation of a wireless network will exceed $150,000.00. Therefore RFPs will be formulated and sent to OPM for their review.

Budget Review: The new City budget was finalized within the last two days therefore a thorough review of it will be conducted by the Executive Director.

State & Federal Inspection: The Federal Inspection Review results will be reviewed by the various committees noted above.

Policy & Procedures: Updates to the Policy & Procedure Manuals are ongoing.

Next meeting scheduled for Tuesday, July 23rd at the Government Center Mayor's Conference Room.

Meeting adjourned at 9:15 a.m.