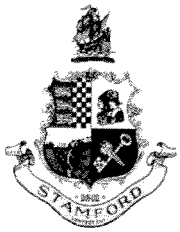
MAYOR
MICHAEL A. PAVIA



THE SMITH HOUSE HEALTH CARE CENTER

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CITY OF STAMFORD, CONNECTICUT

# City of Stamford Smith House Board of Directors Meeting
# July 23, 2013

**Board Members:** Sharon Bradley (via teleconference), Gerald Bosak, Anne Fountain, Jay Fountain, Michael Handler, Ted Jankowski, Maria Mallozzi, Chuck Pace, Michael Pansini, Vito Quivelli , Christopher Tasik, Dr. Henry Yoon,

**Other:** Robert Mislow, Executive Director, David Yanik, City Controller

1. **Call to Order by Chairman Christopher Tasik at 8 a.m.**
2. Welcome to Vito Quivelli our newest appointee to the Smith House Board of Directors and introduction of board members.
3. Voted Maria Mallozzi as the Secretary of the Smith House Board of Directors.
4. A request from the Board of Representatives Fiscal Committee for attendance by the Executive Director/members of the Board was made for the scheduled meeting on Monday, August 26, 2013. The Board of Finance has also requested Smith house present its year-end operating results to them and a date will be scheduled.

**Board Committee Updates**

The Board Committees that were set up in November 2012 (Finance, Operations, Marketing and Medical), had additional members added. The members of the committees were once again reviewed and a request for meetings of these committees was made by the Chairman before 8/26/2013.

**Operations:**

The RFP for the upgrade of technology/software was submitted to OPM and IT Departments; however, a lack of funding to meet the proposed cost was noted. Perhaps a replacement of another project can be reviewed to add monies to the funding of this project. The new elevator is operational and there are few modifications that need to be completed, Engineering is working on that.

The proposed cell tower may need an alternative plan in place to meet the interim needs of the Center while approvals are sought. A sample lease was sent to Legal to review and the developer is looking for a 75 x 75 foot pad to place it on. We are looking at a location for the tower. This will generate at least $15,000.00 a year in income to the City and end the lack of cellular service at Smith House.

**Marketing:**

Smith House was included in the Mayor's most recent bulletin to the taxpayers of the City of Stamford by way of noting its five star rating and the variety of services offered at the Center.

The Center is in the process of creating a one page website with the assistance of Headrush Marketing firm. Updated pictures recently taken of Smith House will be posted on the website and may also be used for a brochure. Chairman Tasik asked each committee to meet at least twice before the next meeting and bring at least two goals and objectives for Smith House for the coming year.

**Finance:**
Mr. Mislow reported a GL analysis for 2014 versus 2013's budget has been completed and will be sent to all board members. Mr. Mislow & Mr. Robitaille are to look at outstanding accounts receivable and come up with a recommendation for an AR Bad Debt Allowance so that we can look back at our old AR and really establish what the net collectible amount would be. There was a State audit and an adjustment of the 2009-2011 Nursing Home Resident Fee payments as it was found that an additional $14,000.00 was owed to the State.
Revenue has been strong and collection process is approximately 91%. We should reach our goal of $13,000,000 plus in deposits by September 30th 2013. (All collections through September 30th are counted as adjusted FYE June 30.) Census has been strong, private line item has exceeded budget. Medicare is under budget. We still have a reduction in Medicaid each month, trends are good. Gloria Blick and a financial intern will assist with collections pro bono at the Center.

**Medical:**
The State inspection is completed and we had no major deficiencies. We have on-going projects including Policy and Procedure revisions for all Departments. All issues are being addressed.

**Other Business:**
An offsite Strategic Planning meeting will be held in the Fall 2013 to develop and brainstorm the future of Smith House over the next 3 years. New ideas for services will be reviewed to reduce the dependency on Government funds and work to make the Center's subsidy by the City less or removed in total.

The Foundation that was established in the 1980's needs assistance from the Board and the community to revitalize itself. Although it is a separate entity from the Smith House and is not a part of the City it serves a vital function for all current and future patients/residents of Smith House. Chuck Pace has agreed to serve as the Board Liaison to the Foundation. The Foundation will receive a donated handicapped equipped van in August 2013. It is being donated by a former resident of Stamford whose children still reside in Stamford. The Center is very grateful for this opportunity.

**Executive Directors Report**
As indicated above in the Committee reviews.

Meeting adjourned at 9:10 a.m.

Next meeting will be September 24th at the Government Center.

Respectfully submitted,
Maria Mallozzi, Secretary
Smith House Board of Directors

Transcribed by,
Glenda McLean, Executive Secretary
Smith House Health Care Center