



CITY OF STAMFORD, CONNECTICUT

**City of Stamford Smith House Board of Directors Meeting
October 22, 2013**

Board Members: Christopher Tasik, Dr. Henry Yoon, Jay Fountain, Michael Handler, Anne Fountain, Susan Bradley, Chuck Pace, Michael Pansini, Maria Mallozzi, Ted Jankowski

Other: Robert Mislow, Executive Director, Robert Robitaille, (David Yanik – telephone)

1. Call to Order by Chairman Christopher Tasik at 8:10 a.m.

2. Approval of September meeting minutes (board & subcommittees)

3. Chairman's Items – Strategic Planning Session

Subcommittee to be led by medical committee and Mr. Mislow to set up a half day event in February 2014 off site location with a six week lead time. Mr. Mislow to get pricing on speakers from conference he attended.

4. Policy and Procedure Revision Updates

Each department holds weekly update meetings to replace current outdated policies & procedures. A decision to be made on whether to purchase entire package (\$950) or just portion (\$159) of fully integrated Med-Pass (formerly Heaton) standardized examples. This package is used by other facilities in Connecticut and over 35,000 nationally. Certain policies and procedures that are unique to SHHCC will be revised. The medical committee will also review the updates. Some job description changes would need to be reviewed with HR. HIPAA compliant documents are being reviewed by HR and Legal to institute with the business associate agreement. From their work with BOE and City FOI, Dr. Yoon and Ms. Fountain to identify emails with sensitive medical information and what would be brought to attention of Legal.

5. IT Updates

The Business associate agreement is under review for web based modules and NTT data is ready to go. A trip to NJ facility is planned to see how they use it. Emphasis was placed again on support for a RUG score increase of 1 step +\$200K increase in revenue in 1 year. Mr. Tasik is meeting with the Board of Finance to request second half of IT money needed for the project. The date will be emailed to the Board and he would appreciate support from members, would go to the Board of Representatives in January 2014. The request has also been included in 2014 and 2015 capital expenditures budget.

6. Board Committee Updates

Finance:

The Finance Committee reviewed the financial statement of June 30, 2013 noting a cash loss of \$2.78M with possible increase of \$165K for back wages associated with arbitration award for 2012. This

would bring the total loss for 2012 to \$2.95M. Cost comparison per patient day was reviewed to facilities in the state. The cost of wages (199 vs 133), benefits (91.08 vs 41.05), and maintenance (10.42 vs 3.09) all far exceed State averages. 1199 Union has mentioned they would like to take nurses under their plan for insurance (would not include LPNs) rather than the city's insurance plan. They offered this because it was portrayed as an astronomical cost. This was discussed at length but the benefit to SHHCC would not be recognized as much as originally perceived because the savings would be spread across multiple departments. Retiree healthcare was also a large expense \$500K and the city has 40 people listed while SHHCC only has 18. This will be looked into to reconcile the difference. Previously the group met with Greenwich facility that had a 5 year plan including financials and would like to set up a meeting with them again. There is still strong collection activity but there is not a full time person. An RFP will need to be prepared but hope to not lose current people as they have shown great results. Capital expenditures still have 7 projects under consideration.

Marketing:

50 Years of Caring event to be held at SHHCC in February or March 2014. The committee with the Foundation will set a budget and plan in next committee meetings. There is a chance the hold a fundraising event prior to the 50 years event to help defer the costs. Nestlé Waters donated a pallet of water used with Smith House Health Care Center labels for Diabetes walk at Westhill High School on October 6th and other SHHCC signage was posted. The event was well attended.

Operations:

It was requested the SHHCC is a priority for snow plow this winter. New vehicles are being requested to bring staff in bad weather, plow, and bus with more wheelchair capacity. In the meantime, Mr. Mislow will look into using a grant with Norwalk Transit that is a dedicated bus door to door. They require 48 hours notice to go out twice a month. Security analysis with Lt. Hann was completed and is recommended to get new windows so people don't fall out and have proper locks, also time clocks upgrade. Floor replacement needed for East 1 & 2 based on state inspection. Furniture and room renovations are still being requested. The Operations committee will take a walk through to view all the requests before the end of the month to prepare for the Planning Board meeting.

Medical:

Currently the credentials of physicians exists within house that requires licensure and liability insurance but does not have review of medical malpractice or test of physical ability and would like to move to Gayco and hospital compliant. There are new physician requests that under the old way would be approved but there is no vote by the medical committee or medical Director. It has been discussed with Dr. Hennesy that he is not registered as a Medicaid provider and the pharmacy will not fill patient orders. Dr. Yoon will discuss and point out that he can register as a prescriber only. A date is to be determined for a meeting with Stamford Hospital for a program to divert a physician to SHHCC. Other examples of the program include UCONN and Bristol hospitals. The committee would also like to review medical polices. The national standards must have a section on credentialing that can help correct the earlier issues. There will be a focus on merging the state requirements and incorporating best practices. The pharmacy Omnicare manual is a component existing already. Currently the team meets on Wednesdays for discussion and also focuses on risk management. The committee will schedule a date to review.

Foundation:

They are still looking for someone to be the head of the Foundation and are requesting all talk to people they may know of to also be part of the Foundation. The bylaws need to be reviewed and updated. The Foundation needs to be registered with Connecticut because currently they are only federally registered and need to report to Consumer Protection. Mr. Pace to try to get in touch with Mr.

Selkowitz from Mill River to get ideas on how to make this Foundation successful. Mr. Pace was approved as signatory for the Foundation.

7. Other Business:

Marketing Committee to meet 11/13 5:15 at SHHCC.

The date for the November Board meeting is moved up by 1 week (11/19/13).

There will not be a Board meeting in December and move to early January (1/14/14).

Meeting adjourned at 9:30 a.m.

Next meeting will be November 19th at the Stamford Government Center at 8:00am. Financials to be sent prior to meeting will be an estimate.

Respectfully submitted,

Maria Mallozzi, Secretary