



CITY OF STAMFORD, CONNECTICUT

**Smith House Skilled Nursing Facility
Board of Director's Meeting
88 Rock Rimmon Road
Stamford, CT 06903
Thursday, November 20, 2014
8 A.M.**

Board Members Present: Sharon Bradley, Moira Colangelo, Mary Fedeli, Michael Handler, Ted Jankowski, Dorothy Mueller, Larry (Chuck) Pace, Vito Quivelli, Christopher Tasik, Dr. Henry Yoon

Member(s) Absent: Anne Fountain, Sal Gabriele, Michael Pansini

Other Attendees: Robert Mislow, Robert Robitaille

1. Call to order by Chair Christopher Tasik at 8:14 a.m. A quorum was present.
2. Motion was made by Michael Handler to approve the minutes as submitted for the October 18, 2014 meeting. Motion was seconded by Christopher Tasik.
3. Motion was made by Moira Colangelo to modify the agenda to have the Financial Report reviewed as the first item. Motion was seconded by Sharon Bradley.
4. **Financial Report** – Robert Robitaille reported on the Census for the month of October continues in the downtrend. Director Mislow stated that we are still above average census for Fairfield County which is 89%. On a year-to-date basis we remain at 90%. The Center's monthly net billing for room and board and Med B remain fairly consistent through this first quarter. Director Mislow stated that the census has been on a downward trend since April. Impacting is the lack of an active marketing plan being instituted since last fiscal year. The RFP award was given in July 2014 and the actual agreement remains unsigned. Referrals from Stamford Hospital have decreased over the past six months. Alternate hospitals have been marketed to in an effort to obtain viable admissions. Moira Colangelo requested a report be developed by the Admissions Director with explanations as to why patients are not choosing to come to Smith House. Director Mislow stated the report will be available for the next board meeting. Revenue is down by \$319,000.00 from July thru October. Total expenses are down by \$98,000.00. An effort will be made to increase census over the remaining fiscal year.
5. **Executive Director's Report** – The Odonnell Company (was awarded the agreement for marketing) Agreement is still pending signature as the amount to be spent on the first year is under review.

- 2). **The State Grant Funding RFP** for modifications to current business plans for Smith House was made available at the beginning of November. Initially, we reviewed the possibility of opening an inpatient hospice unit on the West I side of the building. The inpatient potential census figures may not warrant a 12 bed unit. However, a request for funding a feasibility study within the parameters of the grant RFP will be made. The RFP is due in December.
- 3). **The EMR & TAR status of the RFP** - All bids have been received and are currently under review by Director Mislow and the Information Technology Department of the City of Stamford. Additionally the Smith House Board Medical Sub-Committee will review the proposals.

- 4). **Dining rooms** - Designer Mary Gray will be here Monday (November 23rd) for review and consult for the seven dining rooms aesthetic reconfiguration. She will put together color patterns for review by the board for the next board meeting.

- 5). **Garden Room** – Director Mislow has received the plans for the Garden Room configuration into a short term rehab gym. According to preliminary review by the City’s Engineering Department it will cost approximately \$88,000.00 to renovate that room. Discussion by the board included whether a vote will be taken to approve this new use. The board tabled such discussion until the next meeting.

- 6). **APRN Services** – Services will start December 1, 2014.

- 7). **The Psychiatrist Consult Contract** - Revised agreement language has been sent to Integrated Rehab Consultants LLC for their review and signature. The board was provided the marketing materials for the psychiatry group. The Psychiatrist will consult with the Center’s staff on neurological orthopedic pain management and clinical programmatic approaches for its patients/residents. The psychiatrist will be a driving force in coordination of short term rehab patients return to the community and/or lesser care environment. They will also assist the RN Care Manager position in coordinating post discharge clinical needs.

- 8). **Hospitalist** – A formal plan for a hospitalist (from Stamford Hospital) to be on the organized Medical Staff/Attending Medical Staff is still being coordinated thru Dr. Yoon and Director Mislow.

- 9). **RN Care Manager** – The RN Care Manager position has not been posted to-date.

Committee Reports

Marketing Sub-Committee – Meeting scheduled for December was discussed to overview the proposed marketing plan (once agreement is signed as indicated above).

Operations Sub-Committee - Capital Expenditure requests were submitted in October to the Capital Committee.

Medical Sub-Committee

December meeting schedule will be communicated to review the RFP for clinical upgrades to the software and hardware here at the Center. OPM will be coordinating with Director Mislow in a renegotiation of the Medical Director's current agreement.

Financial Sub-Committee – December 2nd was proposed as the next meeting which will include a review of the financial package software proposed in the RFP noted in the EMR & TAR Report above. Efforts will be made at that meeting to review the operating budget for fiscal year 2015-2016. Department requests for their respected operating budgets will arrive from OPM shortly. An overview of the Medicare and Medicaid Cost Report information will also be reviewed at the next meeting.

Other Business

Chairman Tasik proposed 2015 meeting dates and their locations. As this schedule will need to be submitted next month to the City, Michael Handler made a motion to meet at Smith House during the summer months (June & July) and the remainder of meetings to be held at the Government Center. It was seconded by Mary Fedeli.

Moira Colangelo requested that new board members be oriented and tour the Center to familiarize themselves with the Center and its operations.

Meeting adjourned at 9:37 AM

Respectfully submitted by

Moira T. Colangelo
Secretary