



CITY OF STAMFORD, CONNECTICUT

Smith House Skilled Nursing Facility
Board of Director's Meeting
88 Rockrimmon Road
Stamford, CT 06903
Garden Room
Wednesday, April 9, 2014
8 A.M.

Board Members Present: Maria Colangelo, Anne Fountain, Sal Gabriele, Michael Handler, Ted Jankowski, Chuck Pace

Member(s) Absent: Sharon Bradley, Michael Pansini, Christopher Tasik, Vito Quivelli, Dr. Henry Yoon

Other: Robert Mislow, Robert Robitaille, David Yanik

1. Call to Order at 8:05 a.m. by Co-Chairperson Anne Fountain

2. Approval of March 12, 2014 Board Meeting Minutes

3. Chairman's Report

Status of Funding Request – Continues to be a priority to maintain in the short term capital funding for the electronic medical records system within the 2014/15 budget. Additionally, the funding for replacement of the patient/resident transportation bus also continues to be a priority to maintain in the short term capital funding budget as well as the purchase of a plow and sander truck.

Update Foundation Open House – The Open House has been postponed due to scheduled construction of the application of carpeting throughout the Center as well as redesign of the Garden Room into a rehab gym. Once these projects have been completed the Open House will be rescheduled. A meeting will be conducted with the Mayor's Office to potentially recommend Foundation Board Members.

Music & Memory Program – Board members were encouraged to donate iPods and/or headphones that are currently not being used in their household and/or company to enhance the program at the Center. The Stamford Advocate wrote an article on the Music & Memory Program here at Smith House highlighting its benefits.

Election of Secretary - A motion was made by Michael Handler and seconded nominating Sal Gabriele as Board Secretary. We look forward to having Mr. Gabriele as the Secretary of the Smith House Board of Directors.

4. Executive Director Report

Smith House is pending State & Federal Inspection any day now. The flooring identified in last year's inspection is pending installation.

The Board of Finance Budget Presentation was made on March 31 by the Executive Director with the Divisional Finance Director Robert Robitaille, Director Jankowski and members of the Board of Directors of Smith House. Overall the presentation was uneventful.

The Board of Representation Fiscal Committee Presentation was made on April 5 with Robert Mislow, Ted Jankowski, Christopher Tasik and Anne Fountain with resounding support from the board.

Policy and Procedure Update – The Nursing Policy and Procedure Manual has been fully updated to reflect current standards of practice and will be delivered to the Board of Directors at the next meeting for review and/or comment.

The following Job Descriptions are pending approval and or posting:

- 1). RN Patient/Resident Assessment MDS Coordinator
- 2). Director of Nursing Services
- 3). Director of Food Service
- 4). RN Care Manager

We continue to be in arbitration hearings with Union 1199.

The following RFPs are pending finalization:

- 1). Marketing Services
- 2). Hardware and Software for the Electronic Medical Record
- 3). Pharmacy and Pharmacy Consultant
- 4). Rehabilitative Services

5. Committee Reports

Marketing Committee:

We continue to await the finalization of the RFP process which should be completed by May 25, 2014.

Operations:

We are working closely with the City of Stamford to receive grant funding for the replacement of our emergency generator. Additionally the Operations Committee reviewed both the need for a new roof and the continued installation of the West Side HVAC unit. The Garden Room architectural plans are still pending completion. The Dining Room flooring, furniture design and invoices were reviewed for submittal to OPM.

Medical Committee:

Review of the termination of the current APRN Consultant Group and the termination of the current Psych Services was conducted. Hospitalist utilization was again discussed and is pending response back from Stamford Hospital.

Finance:

Divisional Finance Director presented preliminary financials to the board, revenue and expenses still remain on target for this fiscal year. The overview of the Mayor's Budget was conducted by the Financial Committee; additional reductions are pending from the Board of Finance and the Board of Representatives.

Meeting adjourned at 9:10 a.m.

Respectfully submitted by,

Robert Mislow, MHA, LNHA
Executive Director



CITY OF STAMFORD, CONNECTICUT

**Smith House Skilled Nursing Facility
Board of Director's Meeting
88 Rockrimmon Road
Stamford, CT 06903
Garden Room
Thursday, May 22, 2014
8 A.M.**

Board Members Present: Moria Colangelo, Sal Gabriele (joined at approx... 8:40 a.m.) Ted Jankowski, Christopher Tasik, Vito Quivelli, Dr. Henry Yoon

Members present via teleconference: Sharon Bradley, Michael Handler (both excused at approx... 8:25 a.m.)

Member(s) Absent: Anne Fountain, Chuck Pace, Michael Pansini,

Other: Marty Levine, Robert Mislow, Robert Robitaille, David Yanik via phone.

1. Call to order by Chairperson, Christopher Tasik at 8:12 a.m.
2. Approval of April 9, 2014 Meeting minutes
 - a. Note: Mr. Handler and Ms. Bradley terminated participation via teleconference at this point

3. Chairman's Report

Status of Funding Requests – Board of Representatives cut funding for the new generator (\$200k) from requested budget. C. Tasik asked Mr. Jankowski to review the evacuation plan for Smith House should an emergency arise and the generator fails. Functional Exercise (Mock evacuation or accepting displaced residents) is scheduled for June 10, 2014 with Connecticut Mutual Aid Plan program.

Foundation Open House – still to be rescheduled pending carpet installation and Rehab Gym renovation. Plans for Gym from architect due to be reviewed with Engineering Department on 5/28/2014.

Election of Board Secretary – Sal Gabriele was elected at the April 2014 meeting as Secretary. All officers to the board will be nominated and elected at the June 2014 meeting.

4. Executive Director's Report

State & Federal Inspections Report – The State of Connecticut Department of Health arrived for an inspection on April 16, 2014. Mr. Mislow reviewed the findings of the inspection with the board and provided the board with the report from the State. The Fire Plan for Smith House will be reviewed with the City and State Fire Marshals to address areas indicated in the inspection on June 2, 2014. Mr. Mislow expects that as a result of the inspection Smith House should retain a four star rating.

2014/2015 Budget Overview – The software and hardware RFP's requested remain in the Short Term Capital Budget for the coming Fiscal Year. Once RFP's are responded to and a vender(s) awarded the projects installation can begin. The purchase of a Handicapped Accessible Bus and plow truck with sander was also noted to still be funded ion the new Fiscal Year Budget. Some cuts were made to staffing, specifically seasonal reception and administrative salaries.

Job Description Revisions Report - Mr. Mislow provided an update clinical organization chart and a copy of the updated RN Care Manager position. The new job description more accurately depicts the actual duties of the Care Manager. The last time the job description was updated was 2004. Smith House will need to hire a consultant registered dietician after July 1, 2014 as the current Manager of Dietary is retiring July 12, 2014 who has been providing these services. Normally, the positions of Dietary Manager and Dietician are separate functions.

Note: At this point Sal Gabriele joined the meeting, Dr. Yoon excused himself.

Capital Budget – Capital requests for converting the Garden Room into a Rehab Gym with an ADA compliant bathroom are progressing with the help of the Engineering Department. Repair to the East 1 Roof which is leaking continues to be prioritized. The opportunity to cut Smith House utility costs by 40% - 60% by connecting with natural gas lines from Scofield Town road was discussed. Mr. Mislow reported that he has had discussions with Yankee Gas and that the project is feasible and may involve Scofield Manor as well.

Committee Reports – Mr. Quivelli reported that he and Mr. Mislow had reviewed six proposals as a response to the marketing RFP for Smith House. The next step is to review the RFP's with the OPM and possibly have the top three candidates make a presentation to the panel that reviewed the proposals.

9:45 a.m. – Moved to executive session: to discuss personnel matters. Present were: Moria Colangelo, Sal Gabriele, Ted Jankowski, Vito Quivelli, Robert Mislow was asked to stay in the closed session. Messer's Marty Levine and Robert Robitaille were excused.

10:05 a.m. Executive session ended. Messer's Marty Levine and Robert Robitaille rejoined the meeting.

Note: At this point Vito Quivelli left the meeting

Medical – Mr. Mislow announced that three new consultants had been engaged to provide various medical services to Smith House patients/residents: APRN Services – West Haven Medical Group Psychiatric Consultant – Med Op Behavioral Health Associates, PC, and Physiatrist Consultant – Integrated Rehab Consultants. These services will enhance onsite medical overview.

Financial Update – Mr. Robitaille distributed current financial statements. He also reviewed again, the combined cash and accrual accounting practices of the City. Cash flow is ahead of schedule, annual loss is expected to be as projected. The census was down slightly; cash has improved with the recovery of old receivables. Mr. Mislow pointed out that the new accounting software would allow for more timely and accurate financial reporting for Smith House.

Other Business – The Nursing Policy and Procedure Manual update is complete and needs to be signed off on by the board. Mr. Tasik will direct the Medical Committee to review and report to the board for approval.

Respectfully submitted by
Sal Gabriele

Next meeting will be Thursday, June 19, 2014 at the Stamford Government Center – 4th Floor - Republican Caucus Room.