



Board of Directors Meeting Minutes January 10, 2013

Attendees:

Board Members:

Gerald Bosak, Chair; Sharon Bradley, Co-Vice-Chair; Anne Fountain, Co-Vice-Chair; Gloria Blick, Secretary; Michael Handler; Ted Jankowski; Lewis “Chuck” Pace; Dr. Henry Yoon

Other:

Robert Mislow, Executive Director; David Yanik, Controller; Peter Privitera, OPM Director; Clemon Williams, Assistant Director of Human Resources

1. Call to Order by Chairman Bosak:

Meeting was called to order by Chairman Bosak at 8:04 a.m. A quorum was present. Chairman Bosak extended best wishes for the New Year.

2. Approval of Meeting Minutes:

The minutes of the October 23, 2012 and November 27, 2012 meetings were unanimously approved.

3. Human Resources – Status of Open Positions and Negotiations Status:

Open positions as reported by Mr. Mislow:

- Admissions Director – An offer was made to an internal candidate. The offer was accepted. There are some administrative matters to be resolved. A remedy was proposed by Mr. Williams. After discussion, all present endorsed the recommended course of action.
- Director of Social Services – Posting of this position is contingent upon resolution of matter above.
- Nursing Administration/Supervision – The Director of Nursing, Assistant Director of Nursing and Day Supervisor positions were discussed.
- Finance Manager – Position has been offered to an internal candidate. The candidate is to reply by January 14, 2013.

Mr. Williams noted that labor discussions are ongoing. Arbitration is set to begin January 25, 2013.

4. Financial Services Report:

- Connecticut Nursing Home Medicaid and Medicare Cost Report Questionnaire Timeline - Marcum is preparing reports. Medicaid cost report was due December 31, 2012. The Medicare cost report questionnaire will be submitted to Marcum today. The Medicare

cost report is due in February. Discussion ensued regarding additional information needed for the Medicare report and approaches to obtain same.

- October and November Financials - October and November financials were reviewed. Favorable revenue, census and payor mix trends noted. Expenses for holiday compensation, patient medical supplies and patient prescription drugs were material negative variances. An accounts receivable update will be provided at the next meeting, with periodic updates to follow. The Board discussed cash versus accrual basis of reporting and other reporting formats and information needed to further inform planning and decision making.
- Operating Budget Presentation Overview – The Board discussed information needed for budget planning and reporting.

5. Board Committees:

The Board briefly discussed the sub-committees.

6. Other Business:

- The Board discussed the auditor's recommendations.
- Director Jankowski recommended a meeting to discuss various aspects of financial considerations and related reporting needs and to include: Director Jankowski, Mr. Mislow, Mr. Yanik and Mr. Privitera.
- Chairman Bosak recommended that a presentation be made soon to the Board of Finance for a Smith House progress update.

7. Dates and location of the 2013 Board of Director's Meetings:

Dates and locations of 2013 Board of Director's meetings will be discussed at the next meeting.

8. Adjourn:

The meeting adjourned at approximately 9:04 a.m.

Next meeting date and location TBD

Respectfully submitted,

Sharon Bradley