



Board of Directors Meeting Minutes March 6, 2013

Attendees:

Board Members:

Chair Gerald Bosak, Jr.; Co-Vice-Chair Anne Fountain; Gloria Blick, Secretary; Michael Handler; Ted Jankowski; Lewis “Chuck” Pace; Michael Pansini; Christopher Tasik;

Other:

Robert Mislow, Executive Director; David Yanik, Controller; Robert Robitaille, Director of Finance - Smith House

1. Call to Order by Chairman Bosak:

Meeting was called to order by Chairman Bosak at 1:02 p.m. A quorum was present.

2. Approval of Meeting Minutes:

The minutes of the January 10, 2013 meeting were unanimously approved.

3. Dates and location of the 2013 Board of Director’s Meetings:

Dates and locations of 2013 Board of Director’s meetings were discussed. Ms. Fountain entered the meeting. A motion was made and seconded to accept proposed 2013 meeting dates and times, varying location 50/50 between Smith House and the Government Center. The motion carried.

4. Human Resources – Status of Open Positions

Mr. Mislow reported that Smith House is almost completely staffed:

- Admissions Director – position is filled, still on an interim basis split with the Director of Social Services position.
- Director of Social Services – offer letter, with a tentative start date of March 18th, was mailed to the candidate.
- Nursing Administration/Supervision – has been filled and candidate has started.
- Finance Manager – Position has been filled by Robert Robitaille.
- Staff Nurse – position is open (because an internal candidate took the Nursing Supervision job).

5. Board Committees:

The Board briefly discussed the sub-committees. Ms. Fountain will send the Board Members a list of the committees.

- Marketing Committee – Mr. Mislow requested that a meeting be held to discuss Smith House’s 50th anniversary.
- Operations Committee – The Board discussed the status of elevator repairs. Completion is expected by May.

- Medical Committee – Ms. Fountain reported that the committee met to set goals and will set another meeting in March. Mr. Tasik entered the meeting.
- Financial Committee – No report. The committee will meet to set goals. The Board discussed ways to improve financial reporting.

6. Executive Director Report: Robert Mislow:

Mr. Mislow distributed the financials. The Board discussed the billing and collections process. The financials are converted from cash to the accrual basis of accounting and net revenue is divided into the program categories in the City budget. Cash applied includes the \$400,000 withheld for Medicare. At the request of a board member, census information will be included in future reports. Mr. Mislow delineated expenses. At the request of a board member, a line item “process pending” will be added to future reports. Occupancy rate, sources of referral, and competing facilities were discussed. Budget issues and the effects of sequestration were discussed.

7. Other Business:

- Mr. Mislow reported on his meeting with Scofield Manor managers.
- Mr. Mislow reported on the State strategy to reduce beds and long- term nursing care. In relation to that, the state is offering \$90 million in funds for skilled nursing homes to diversify into new services. Mr. Mislow is investigating State offered funds.
- Mr. Mislow reported on the status of the generator project.
- The Board discussed the status of the Smith House Foundation. It is a separate organization and not an agency of the City.
- The Board discussed the upcoming Smith House budget presentation to the Board of Finance.
- Public perception, media exposure, and marketing of Smith House were discussed.

8. Adjourn:

The meeting adjourned at approximately 2:10 p.m. public relations

Next meeting date March 26, 2013 at the Government Center