MAYOR
MICHAEL A. PAVIA

THE SMITH HOUSE HEALTH CARE CENTER

SKILLED NURSING CARE FACILITY
88 ROCKRIMMON ROAD
STAMFORD, CONNECTICUT 06903-2817
(203) 322-3428
FAX: (203) 322-0848

CITY OF STAMFORD, CONNECTICUT

Smith House Board of Directors Meeting
September 30, 2013

Board Members: Dr. Henry Yoon (via teleconference), Anne Fountain, Jay Fountain, Michael Handler, Ted Jankowski, Maria Mallozzi, Chuck Pace, Michael Pansini, Vito Quivelli , Christopher Tasik,

Other: Robert Mislow, Executive Director, Robert Robitaille, Michael Albanese, Manager Application Support, Michael Pensiero, Director Information Technology

1. **Call to Order by Chairman Christopher Tasik at 8:30 a.m.**
2. Approval of July meeting minutes
3. Request for anything to be reviewed at Board meetings to be sent by Thursday before the meeting In order to allow appropriate time to review items in advance of the Board meeting it is requested to have items distributed by the Thursday before the meeting.
4. **Policy and Procedure Revision Updates:** A review of HIPPA Compliance and the Policy & Procedure associated.

Members to review and revise policies & procedures are: Anne Fountain, Ted Jankowski, Sharon Bradley, and IT to ensure HIPAA compliance with new rules as of 9/23. Contracts need to be updated and contain specific rules for Business Associate Agreement (non-compliance would result in fines). Other updates include a Quality Improvement Plan, Risk Management Plan, and Preventative Maintenance; the Nursing Policy Manual is currently being updated by the Director of Nursing and revisions to the Admission Agreement are to be updated. The action plan to be in compliance will continue to be on the Board agenda for progress updates.

5. IT Updates

Update from Mike Albanese regarding the server and the Keane Software System at Smith House which continues to be at risk for "crashing". A recommendation to move to Keane, now NTT Data hosted in the cloud versus on site. Currently we are using a virtual server, weekly maintenance on indexes and back up data nightly. To maintain current solutions, we would need a down payment of $3,300 and $1,335 a month for 1 year plus additional training & transportation cost. An ROI was provided for Keane & Net Solutions (want the $150K proposal that included WiFi). Option to lease touch screen to chart and evaluate data daily. Laptops would be used for meds and treatments. In 2014 must have EMR. All the benefits are to be put together to be presented with the budget. RUG score increase of 1 step +$200K increase in revenue in 1 year.

6. Board Committee Updates

Finance:

To follow up on drivers of cost compared to other facilities. A one page summary of financials will be presented at the next meeting. Projected deficit of $2.7 million but is a 10% improvement from 2012. What actions can be done in next 180 days. $20/day that was being added in error is being removed and corrected. July/August hit with $165K wrongful discharge and more potential from past 6 years.

Foundation:
Continue to seek someone to be the Chairperson of the Foundation. A van was donated from Kentucky and is being inspected and then registered. The Foundation will work with the Marketing Committee on an event to celebrate Smith House at the Smith House.

Marketing:
Nestlé Waters have donated 72 cases of water to Smith House Health Care Center to be used as refreshments for those who work and walk for Diabetes on October 6th at Westhill High School in Stamford.

Medical:
Mission – Responsibility for overseeing the clinical aspects of Smith House Health Care Center and serve as an advisory board.
Focus on performance improvement, policy and procedure review, and best practices

Operations:
Security analysis with Lt. Hohn will be performed at the Smith House Health Care Center on Friday the 4th of October. Quotes for closed circuit TV are being reviewed. Floor replacement needed for East 1 & 2 based on State Inspection. Plow truck, van, and bus are out of service and need a plan to address these issues; the solar roof project is still in review; 34 32" TVs are needed; Cablevision $2,200/month for phone and WiFi in every room. The elevator is running but need handrails on each side to be compliant. Flooring is not what was picked out and will be reviewed against the contract.

7. Other Business:
Board book with Organizational Chart, Committees, and Bi-Laws. Revisions to City Organizational Chart are to be sent to Jim Ricki's office. Current chart to be reviewed and updated as needed.
A list of what furniture needs (tables & chairs) to be sent to Stamford Partnership and Stamford Chamber of Commerce for donations.

Marketing Sub-Committee meeting October 9, 2013 at 5:15 at the Smith House Health Care Center.
Finance Sub-Committee to meeting October 18, 2013 (time to be announced) at the Government Center
Next Smith House Board of Directors meeting October 22nd at the Smith House Heath Care Center.

Meeting adjourned at 10:15 a.m.

Respectfully submitted,
Maria Mallozzi, Secretary
Smith House Board of Directors

MAYOR
MICHAEL A. PAVIA

THE SMITH HOUSE HEALTH CARE CENTER

SKILLED NURSING CARE FACILITY
88 ROCKRIMMON ROAD
STAMFORD, CONNECTICUT 06903-2817
(203) 322-3428
FAX: (203) 322-0848

CITY OF STAMFORD, CONNECTICUT

Smith House Board of Directors
Marketing Sub-Committee Meeting Minutes
Wednesday August 14, 2013
5:15 p.m. – 6:16 pm at Smith House

- Attended by Gerald Bosak, Maria Mallozzi, Robert Mislow, and Christopher Tasik
- Reviewed presentation attended by Mr. Mislow at Leading Age
  - Main focus on The Birth Dearth that showed due to fewer births from 1925 to 1935. The next 10 years we are facing a declining market (average age is 83 years for assisted living) and Marketing will play a key role
  - Will inquire if presenters or a related group would be available for fall strategies planning meeting.
- Review of SHHCC Marketing Overview
  - Web Site development, Photos – updated photos given to Kristen and are being updated (mostly outdoors and some rooms, look to add more event photos)
  - Longevity - "50 Years of Caring" – Looking to hold event at Old Town Hall or Knights of Columbus around 10/18/13 sponsored by the Foundation. Get info if they have called, need prices, dates 10/18, 10/19, 10/25, 10/26, 11/15, 11/16
  - Sponsor waters at Cancer Walk & Autism – looking into if Nestle Waters could help provide water for Diabetes walk at West Hill on 10/6/13
  - Minimal usage of drugs (antipsychotic) – focus for marketing efforts
    More time with patients and care – focus for marketing efforts
  - End of Life/Masonicare Agreement and their efforts to provide optimal care for those they serve at Smith House Health Care Center
  - Touch a Truck – Need to pick a date, school and how many trucks are needed
- Others
  - 932 cumulative years of service of 35 people
  - Daily Voice focus piece – Ask the Director
  - Historical Society – Partners in the community 1x month starting 11/5/13 maybe can piggyback messages some months
  - Work with UCONN for a marketing intern for 10-15 credit hours – to hear back this week, will set up program for January on but for this semester maybe a volunteer or small amount of credit
  - Marketing Committee Meetings to be held the 2nd Wednesday of the month at 5:15 at the SHHCC, except for September. September to be held 9/18/13

Respectfully submitted,
Maria Malozzi, Secretary