



THE SMITH HOUSE HEALTH CARE CENTER

SKILLED NURSING CARE FACILITY
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CITY OF STAMFORD, CONNECTICUT

Smith House Board of Directors Meeting January 29, 2014

Board Members: Christopher Tasik, Sharon Bradley, Chuck Pace, Sal Gabriele, Dr. Henry Yoon, Ted Jankowski (by phone and in-person), Michael Handler

Others: Robert Mislow, Executive Director, Robert Robitaille, Director of Finance

1. Call to Order
Chairman Tasik called the meeting to order at 8:20 AM. A quorum was present.
2. Approval of December 2013 Meeting Minutes.
Meeting Minutes of December 13, 2013 were approved with changes.
3. Chairman's Report
Chairman Tasik requested all to plan to attend a joint meeting with representatives from the Board of Representatives and Board of Finance. The meeting will be held in a Saturday in March. Details to follow.

Chairman Tasik reaffirmed the plan to convene a Strategic Planning session in the spring. Details to follow.

Chairman Tasik advised the Board of the need for each member's attendance at Freedom of Information (FOI) and City Code of Ethics educational sessions. These sessions will be appended to the next two Board meetings.

4. Executive Director Report
 - a. Medicare/Medicaid Cost report update – Marcum LLC has assisted in the preparation of the required documents. Final documents are expected within 2 weeks. Smith House has completed its re-enrollment for participation in the Medicaid program.
 - b. Board of Finance Presentation Summary – The BOF report included favorable collection and census trends. Discussion continued regarding labor costs which are materially higher than benchmarks. Year end losses are projected; however approximately \$300K lower than last year.
 - c. Policy & Procedure update – External consultation has been sought for a 'mock survey' as preparation for the anticipated Medicare and Medicaid survey in April 2014. Some gaps have been noted in policy manuals and presentation of staff hours. Work has commenced in these areas with a goal on returning to the "5 Star" status.

- d. Dementia Care recognition – Smith House has been recognized its music therapy program for dementia patients. This certification effort was supported by several local community partner corporations. A celebratory breakfast for staff and the community partners is planned for February 5 at 9:30 AM at Smith House. Media outlets have been notified.

5. Committee Reports

- a. Marketing – Director Mallozzi’s report was distributed. Several events are planned. An RFP for marketing management services is in process.
- b. Operations –
 - i. Flooring & Furniture and other items – Dept. of Public Health had noted matters related to flooring and need for certain furnishings. RFPs are pending. Capital funds exist to address the flooring.
 - ii. Safety report completed earlier by City staff recommended certain additions. RFP for security camera is in development. Capital funds exist to support this project.
 - iii. Donated van is moving through required approval processes. Expectation is that van can be put to use within the month.
 - iv. Elevator is functioning.
- c. Medical – Remedy review (Stamford Hospital project), Drug Utilization/Formulary, Psych Services/APRN.
 - i. Stamford Hospital Project with Remedy partners focuses on decreasing unnecessary hospitalizations/re-hospitalizations. Extended discussion held regarding the importance of a strong information system/electronic medical record to enable Smith House to be a full partner in this project. Director Jankowski noted that funding is available for the first stage of this project with further development to be considered in next budget cycle. Discussion held of possible outreach to community corporate partners through the Foundation.
 - ii. Formulary – plans underway to further decrease pharmacy costs through attention to formulary refinement.
 - iii. Psych/APRN – contracted service providers have had staff turnover with resulting inconsistencies. Alternative contract providers are being explored.
- d. Financial update
 - i. Collection of \$1.2-1.3 million year to date with 97% collection of billings.
 - ii. Revenue improving. Payor mix trends discussed. Consideration of increase to private pay rates which are less than regional benchmarks.
 - iii. Projected FYE loss is \$2.6 million - \$300K improvement over last year.
 - iv. Request for Supplemental funding schedule reviewed.

7. Other Business

Director Handler advised the Board of the Mayor’s plan to video-tape all Board and Commission meetings to increase the public’s access to proceedings. Future Board meetings will continue to be held on Wednesday AMs at the GC to enable access to required technology. Meeting schedule is in development and will be forwarded to Board upon completion.

8. Executive Session – Motion made by Chairman Tasik to enter Executive Session at 9:20 AM.

Respectfully submitted.

Sharon Bradley, Vice-Chair