



**CITY OF STAMFORD, CONNECTICUT**

**City of Stamford Smith House Board of Directors Meeting  
February 12, 2014**

**Board Members:** Christopher Tasik, Chuck Pace, Maria Mallozzi, Sal Gabriele, Anne Fountain

**Other:** Robert Mislow, Executive Director, Robert Robitaille, Director of Finance

1. **Call to Order by Chairman Christopher Tasik at 8:05 a.m.**

2. Approval of January Board meeting minutes was postponed to next meeting

**3. Chairman's Report**

The ongoing meetings will be scheduled for the 2<sup>nd</sup> Wednesday of the month at 8 am either at Government Center or Smith House. The financial reports will change to a projection for the meetings and a monthly recap at the end of the month. A video recording device will be looked into for meetings to be held at the Smith House.

There was a discussion about the icy & snowy conditions in the parking lot and stairs. A pick-up truck and plow is to be delivered today. Ms. Fountain to follow up with Mr. Orgera, and a suggestion was made to remind them of plowing the Smith House parking lot. No personal vehicles are to be used for this.

**4. Executive Director Report**

A review of postings for job descriptions is needed. Two positions will need to be filled due to retirement, Director of Nursing and Manager of Food Services. The position can be posted once the job description is updated, approved by the Union, Personnel review, and Board of Reps approval, but cannot be hired until position actually vacant which affects training. Other positions that need to be filled are a Register Dietician, Case Manager, and MDS Coordinator. A request for a recruiter is in the budget. Other possibilities would be the websites Onewire and indeed. Mr. Mislow, Ms. Fountain, Mr. Tasik and Mr. Handler to meet with Mr. Hibson to clarify what is needed and training time.

Mr. Mislow is waiting for a meeting to review a Hospitalist with Stamford Hospital. They have started already and Regency is participating. They will have a focus on bundled payment and EHR capability of the facility will be considered.

A discussion about multiple technology requests that were made. A suggestion was made to make a list of priorities and go after each one step by step rather than lump together in one large request. Especially the technology needed of \$45k, focus on loss of reimbursement without this capability next year increasing the net loss to the City. Also, once requests are finalized they can be

added quickly if needed to the Fiscal Committee, Board of Representatives and Board of Finance agendas.

The Operating Budget was developed using last 18 month actuals and other requests. This is in draft status and can be reviewed once it is finalized.

## **5. Committee Reports**

### **Marketing:**

The RFP for Marketing Management Services will be posted to the City website on 2/25, with a mandatory walk through 3/4 at 10 am, and final proposal due 4/3 at 4:30pm. The Music & Memory event will be on 3/5 at 9:30am and press release to be submitted. Facebook page will be updated with pictures and add to different City Facebook pages. It will also be updated to link to the Foundation and online donation link.

### **Foundation:**

The Foundation is looking for a "Brand Champion" and others interesting in joining. Christel Truglia will be asked as a possible Brand Champion and Gail Malloy for Foundation members. A Foundation kick off Open House will be held Saturday April 26, 3-5pm at The Smith House Health Care Center. Will get a donations clarification from Kathryn Emmett.

### **Operations:**

Reviewed during Executive Director report.

### **Medical:**

Dr. Yoon is working to have a hospitalist from Stamford Hospital become an attending physician at SHHCC. Ms. Fountain will also send the request to Kathleen Silard, COO of Stamford Hospital.

Policies & procedures are being reviewed and 18 hours of consulting services have been obtained for \$2,980 to help with the pre-survey and can upgrade the ratings.

### **Finance:**

January collections were down and being reviewed. About \$100K to be applied. Run rates are consistent. YTD forecast is \$2.3MM loss verses \$1MM budgeted. A majority of the cost is in wages. Next year projections are \$10MM Medicaid billing and \$2MM Medicare billing.

## **7. Other Business:**

Mr. Pace requested a written report of what is to be discussed prior to the meetings to provide more focus.

Next meeting is Wednesday March 12, 2014 at 8am at Stamford Government Center 4<sup>th</sup> Floor Republican Caucus Room.

Meeting adjourned at 9:30 a.m.

Respectfully submitted,

Maria Mallozzi, Secretary