

# CONFIDENTIAL MINUTES

## ZOOM MEETING



Community Health Services  
 "Community Health Service .  
 ..  
 caring for our families  
 into the 21<sup>st</sup> century"

Community Health Services, Inc.  
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**DATE:** January 27, 2022

**PRESENT:** Randy P. McKenney, Robert Michalik, Raicheen Blanks, Lillard Lewis, Rosemary Tate, Rebecca Addai, Judith Burchell, Tiffany Pak and Carlos Rosario

**STAFF:** Greg Stanton, Dianna Kulmacz, Susan Hirth, and Michelle Smith Cotto

**ABSENT:**

TOPIC	DISCUSSION	ACTION
<b>A. CALL TO ORDER</b> Randy McKenney		<ul style="list-style-type: none"> <li>Mr. McKenney called the meeting to order at 6:03 p.m.</li> </ul>
<b>B. Consent Agenda Items</b> 1) Approval of November 23, 2021, Minutes 2) Chief Executive Officer's Report	<ul style="list-style-type: none"> <li>Minutes – December 28, 2021</li> <li>CEO Report – January 27, 2022</li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION</b> by Ms. Tate, seconded by Ms. Burchell and approved by unanimous vote of the board to accept the Consent Agenda.</li> </ul>
<b>C. COMMITTEE REPORTS</b> 1) Finance Committee (Ms. Blanks) a) December 2021 Financial Statements	<ul style="list-style-type: none"> <li>Ms. Kulmacz presented the highlights of the December 2021 financial statements:                             <ul style="list-style-type: none"> <li>Cash on hand = \$6,405,517 in cash, which is an increase of \$55k from November 2021. The PPP dollars have been exhausted and drawdowns from our 330 grant are resuming back to their average monthly amounts as well as additional grant funds provided specifically due to COVID. The increase in cash is a combination of drawdowns from additional COVID related grants and higher-than-average cash received on a monthly basis.</li> <li>Cash on hands days – 116 days as of December 30, 2021; increasing by 2 days as compared to the prior month.</li> <li>Net Patient Fee Revenue totaled \$1,008,280 which is (9%) lower than budget and 7% higher compared to the same month last</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION</b> by Ms. Tate, seconded by Mr. Michalik and approved by unanimous vote of the board to accept the December 2021 Financial Statements.</li> </ul>

TOPIC	DISCUSSION	ACTION
	<p>year. Patient visits are (7%) lower than budget for the month and 6% higher compared to the same month last year.</p> <ul style="list-style-type: none"> <li>– The average net patient fee per visit was \$129.98 for December; \$6.93 higher than November.</li> <li>– December Total Operating Revenue = \$12,058,387 and is higher than budget by 20% as well as 11% higher compared to the same month in the prior year. Patient revenue was (\$94k) lower than budget for the month, grant revenue was higher than budget for the month by \$431,159 and pharmacy revenue was over budget by \$12k.</li> <li>– Total Operating Expense for December was \$1,644,453 which was under budget by (\$8,116).</li> <li>– CHS generated an operating surplus for the month of December of \$413,934 compared to a projected surplus of \$56,513.</li> <li>– YTD CHS is running a surplus of \$2,869,335 versus a budgeted surplus of \$224,959.</li> </ul>	<ul style="list-style-type: none"> <li>• Included in the motion above.</li> </ul>
<p>2) Quality, Safety &amp; Risk Management Committee (Carlos Rosario) a) Acting CMO Credentialing Report</p>	<ul style="list-style-type: none"> <li>• Ms. Smith Cotto reported the following: <ul style="list-style-type: none"> <li>– Recredentialed <ul style="list-style-type: none"> <li>➤ Victoria Zuckerman, APRN, Pediatrics and Adolescent Medicine</li> <li>➤ Dr. Gurender Sahani, Staff Psychiatrist, Behavioral Health</li> </ul> </li> <li>– Credentialed <ul style="list-style-type: none"> <li>➤ Danielle Darley, LMSW, Behavioral Health</li> <li>➤ Susan Hirth, RN, Chief Quality Officer</li> <li>➤ Jessica Wright, Registered Dental Hygienist, Dental</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
<p>b) Revised CHS Employee COVID-19 Vaccine Policy</p>	<ul style="list-style-type: none"> <li>• Ms. Smith Cotto reviewed the revised CHS Employee Covid-19 Vaccine Policy.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MOTION</b> by Ms. Tate, seconded by Mr. Michalik and approved by unanimous vote of the board to accept the revised CHS Employee COVID-19 Vaccine Policy.</li> </ul>
<p>c) QAPIC Minutes</p>	<ul style="list-style-type: none"> <li>• December 17, 2021</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
<p>5) Executive Committee (Randy McKenney)</p>	<ul style="list-style-type: none"> <li>• Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
<p>6) Standing Committees a) Fund Development</p>	<ul style="list-style-type: none"> <li>• Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>

TOPIC	DISCUSSION	ACTION
<i>(Randy McKenney)</i>		
b) <u>Governance Committee</u> <i>(Judith Burchell)</i>	<ul style="list-style-type: none"> <li>• Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
c) <u>Strategic Planning</u> <i>(Randy McKenney)</i>	<ul style="list-style-type: none"> <li>• Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
d) <u>Advocacy</u> <i>(Robert Michalik)</i>	<ul style="list-style-type: none"> <li>• Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
e) <u>Compliance</u> <i>(Executive Committee)</i>	<ul style="list-style-type: none"> <li>• Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
<b>D. Chair's Report</b> 1) Draft Annual Board Work Plan 2022	<ul style="list-style-type: none"> <li>• Mr. Stanton spoke briefly regarding the draft Annual Board Workplan and its purpose of outlining major decisions, reports, and plans that require Board approval.</li> <li>• Other than the Governance and Finance committees, who have met when necessary, the goal is to reconvene other committees, specifically to reconvene the Quality &amp; Safety committee.</li> <li>• Governance training indicated on the workplan for this month has been postponed until March.</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
<b>E. Other</b>	<ul style="list-style-type: none"> <li>• Mr. Stanton referenced a comment in the CEO report regarding a shooting event a block away from CHS resulted in a random bullet penetrating a window in one of the pediatric exam room.               <ul style="list-style-type: none"> <li>– Ms. Smith Cotto read the message that went out to the staff that afternoon to dispel any misinformation.</li> </ul> </li> <li>• Mr. Rosario gave a shout out to the Outreach team for doing such an amazing job particularly during November and December with the turkey distribution and children's toy drive.</li> <li>• Mr. Stanton discussed the impact the Omicron variant has had on CHS staff. During the last 5-10 days there was a significant spike in testing in the brief lobby medical screening area; seeing over 100 patients per day. There was good deal of collaboration and staff stepping up to accommodate this demand for patient safety and quality of care.</li> </ul> <p>He also referenced the increased number of positive tests among the employees. To date there are 45 new infections and is</p>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>

TOPIC	DISCUSSION	ACTION
	occurring at the same time as the increased patient demand resulting in the additional stress on the organization.	• Informational.
<b>G. DATE/TIME OF NEXT MEETING</b>	• <b>Thursday February 24, 2022</b>	• Informational.
<b>D. <u>ADJOURNMENT</u></b>	•	• <b>MOTION</b> by Ms. Tate seconded by Mr. Rosario to adjourn the Board meeting at 6:35 p.m.

  
 Secretary, Board of Directors

February 24, 2022 \_\_\_\_\_  
 Date