

CONFIDENTIAL MINUTES

ZOOM MEETING



Community Health Services
 "Community Health Service .
 ..
 caring for our families
 into the 21st century"

Community Health Services, Inc.
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DATE: February 24 2021

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

STAFF: Greg Stanton, Dianna Kulmacz and Susan Hirth

ABSENT: Raicheen Blanks and Judith Burchell

TOPIC	DISCUSSION	ACTION
A. CALL TO ORDER Randy McKenney		<ul style="list-style-type: none"> Mr. McKenney called the meeting to order at 6:02 p.m.
B. Consent Agenda Items 1) Approval of January 27, 2021, Minutes 2) Chief Executive Officer's Report	<ul style="list-style-type: none"> Minutes – January 27, 2022 CEO Report – February 24, 2022 	<ul style="list-style-type: none"> MOTION by Mr. Michalik, seconded by Mr. Rosario and approved by unanimous vote of the board to accept the Consent Agenda.
C. COMMITTEE REPORTS		
1) Finance Committee (Ms. Blanks) a) January 2022 Financial Statements	<ul style="list-style-type: none"> Ms. Kulmacz presented the highlights of the January 2022 financial statements: <ul style="list-style-type: none"> Cash on hand = \$6,851,205 in cash, which is an increase of \$500k from December 2021. The increase in cash is a combination of drawdowns from additional COVID related grants as well as a drawdown of funds in January that typically would occur in the following month, along with a higher-than-average cash received on a monthly basis. Cash on hands days – 125 days as of January 31, 2022; increasing by 9 days as compared to the prior month. Net Patient Fee Revenue totaled \$921,563 which is (4%) lower than budget and 22% higher than the same month last year. Patient visits are (4%) lower than budget for the month and (19%) lower compared to the same month last year. The average net patient fee per visit was \$131.75 for January; 	<ul style="list-style-type: none"> MOTION by Mr. Michalik, seconded by Mr. Lewis and approved by unanimous vote of the board to accept the January 2022 Financial Statements.

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	<p>\$1.77 higher than December.</p> <ul style="list-style-type: none"> – January Total Operating Revenue = \$3,499,783 and is higher than budget by 195% as well as 237% higher compared to the same month in the prior year. Full Forgiveness was granted by the SBA in January resulting in an additional \$1.75 million that wasn't included in the 2022 budget. Patient revenue was (\$37k) lower than budget for the month, grant revenue was higher than budget for the month by \$17k and pharmacy revenue was under budget by (\$21k). – Total Operating Expense for January was \$1,551,584 which was under budget by (\$251k). – CHS generated an operating surplus for the month of January of \$1.9 million compared to a projected deficit of \$13k. Without recognition of the PPP forgiveness the surplus would have been \$197,200. 	<ul style="list-style-type: none"> • Included in the motion above.
<p>1) Quality, Safety & Risk Management Committee (Carlos Rosario) a) Acting CMO Credentialing Report</p>	<ul style="list-style-type: none"> • Ms. Kulmacz presented the following: <ul style="list-style-type: none"> – Recredentialed <ul style="list-style-type: none"> ➤ Kelly Sullivan, APRN, Women' Health ➤ Craig Williams, Dental Hygienist, Dental – Credentialed <ul style="list-style-type: none"> ➤ Rayana Williams, Per Diem LPN, Quality ➤ Samantha Czaja, LMSW, Contractor, Behavioral Health 	<ul style="list-style-type: none"> • Informational.
<p>2) 2021 Quality, Safety and Risk Management Plan Annual Review</p>	<ul style="list-style-type: none"> • Ms. Hirth reviewed the results of the 2021 Quality, Safety and Risk Management Plan annual review. 	<ul style="list-style-type: none"> • MOTION by Mr. Lewis seconded by Ms. Tate and approved by unanimous vote of the board to accept the 2021 Quality, Safety and Risk Management Annual Review.
<p>3) Proposed 2022 Quality, Safety and Risk Management Plan</p>	<ul style="list-style-type: none"> • Ms. Hirth reviewed the changes to the 2022 Quality, Safety and Risk Management Plan. • Mr. Stanton reviewed the draft 2022 priority initiatives. 	<ul style="list-style-type: none"> • MOTION by Ms. Tate seconded by Mr. Rosario and approved by unanimous vote of the board to accept the proposed 2022 Quality, Safety and Risk Management Plan with the understanding there will be updates in March.
<p>4) QAPIC Minutes</p>	<ul style="list-style-type: none"> • January 21, 2022 	<ul style="list-style-type: none"> • Informational.

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5) <u>Executive Committee</u> (Randy McKenney)	<ul style="list-style-type: none"> • Did not meet. 	<ul style="list-style-type: none"> • Informational.
6) <u>Standing Committees</u> a) <u>Fund Development</u> (Randy McKenney)	<ul style="list-style-type: none"> • Did not meet. 	<ul style="list-style-type: none"> • Informational.
b) <u>Governance Committee</u> (Judith Burchell) 1) Annual review of Board Composition	<ul style="list-style-type: none"> • Mr. Stanton reported on behalf of the Governance Committee. <ul style="list-style-type: none"> – The outcome of the analysis is to continue to target recruitment of Hispanic consumer board members and board members who are parents or guardians of the population under nineteen. 	<ul style="list-style-type: none"> • MOTION by Ms. Tate seconded by Mr. McKenney and approved by unanimous vote of the board to accept the recommendation of the Governance committee to continue to target recruitment of Hispanic consumer board members and board members who are parents or guardians of the population under nineteen.
2) Board Self-Assessment	<ul style="list-style-type: none"> • Mr. Stanton reported that: <ul style="list-style-type: none"> – The recommendation of the committee is to conduct the annual Board Self-Assessment using Dr. Paula Woods legacy tool through Survey Monkey. The proposed launch date is March 1, 2022 with a completion date of March 21, 2022 so the results can be covered at the next board meeting. 	<ul style="list-style-type: none"> • MOTION by Ms. Tate seconded by Mr. McKenney and approved by unanimous vote of the board to accept the recommendation of the Governance committee to conduct the Board Self-Assessment with a launch date of March 1, 2022 with a completion date of March 21, 2022.
c) <u>Strategic Planning</u> (Randy McKenney)	<ul style="list-style-type: none"> • Did not meet. 	<ul style="list-style-type: none"> • Informational.
d) <u>Advocacy</u> (Robert Michalik)	<ul style="list-style-type: none"> • Did not meet. 	<ul style="list-style-type: none"> • Informational.
e) <u>Compliance</u> (Executive Committee)	<ul style="list-style-type: none"> • Did not meet. 	<ul style="list-style-type: none"> • Informational.
D. Chair's Report 1) Active Shooter Emergency Response Policy	<ul style="list-style-type: none"> • Ms. Hirth gave a brief overview of the Active Shooter Emergency Response Policy. • The active shooter video that was part of the employee training was shown. 	<ul style="list-style-type: none"> • MOTION by Mr. Rosario seconded by Mr. Lewis and approved by unanimous vote of the board to accept the Active Shooter Emergency Response Policy.

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E. Other	<ul style="list-style-type: none"> Mr. Stanton reported that unfortunately, CHS is not in compliance with the Office of Civil Rights, Section 1557 non-discrimination requirements. Management actions to achieve compliance include adoption and posting of a non-discrimination statement and employee training. Mr. Stanton reviewed the Non-Discrimination Statement. Adoption of this statement is the result of receiving a patient complaint from the Office of Civil Rights. 	<ul style="list-style-type: none"> MOTION by Mr. Lewis seconded by Mr. Rosario and approved by unanimous vote of the board to accept the Non-Discrimination Statement.
	<ul style="list-style-type: none"> Mr. Stanton stated that by contract, the board should begin the CEO's annual performance review within 90 days of the close of the fiscal year. He asks that the walkthrough of the results of the 2021 priority initiatives and introducing some of the 2022 priority initiatives indicate the beginning of the CEO performance review for 2021. 	<ul style="list-style-type: none"> Informational.
G. DATE/TIME OF NEXT MEETING	<ul style="list-style-type: none"> Thursday March 24, 2022 	<ul style="list-style-type: none"> Informational.
D. <u>ADJOURNMENT</u>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> MOTION by Mr. Lewis seconded by Mr. Rosario to adjourn the Board meeting at 7:22 p.m.


 Secretary, Board of Directors

March 24, 2022
 Date