

# CONFIDENTIAL MINUTES

## ZOOM MEETING



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

Community Health Services, Inc.  
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Phone (860) 249-9625  
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**DATE:** May 26, 2022

**PRESENT:** Randy P. McKenney, Raicheen Blanks, Rosemary Tate, Lillard Lewis, and Carlos Rosario

**STAFF:** Greg Stanton, Dianna Kulmacz and Susan Hirth

**ABSENT:** Judith Burchell, Rebecca Addai and Robert Michalik, Tiffany Pak

TOPIC	DISCUSSION	ACTION
<b>A. <u>CALL TO ORDER</u></b> Randy McKenney		<ul style="list-style-type: none"> <li>Mr. McKenney called the meeting to order at 6:10 p.m.</li> </ul>
<b>B. <u>Consent Agenda Items</u></b> 1) <i>Approval of April 28, 2022, Minutes</i> 2) <i>Chief Executive Officer's Report</i>	<ul style="list-style-type: none"> <li>Minutes – April 28, 2022</li> <li>CEO Report – May 26, 2022</li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION</b> by Ms. Blanks seconded by Mr. Lewis and approved by unanimous vote of the board to accept the Consent Agenda.</li> </ul>
<b>C. <u>COMMITTEE REPORTS</u></b>		
1) Finance Committee (Ms. Blanks) a) April 2022 Financial Statements	<ul style="list-style-type: none"> <li>Ms. Kulmacz presented the highlights of the April 2022 financial statements: <ul style="list-style-type: none"> <li>Cash on hand = \$7,421,782 in cash, which is an increase of \$376k from March 2022. The increase in cash is attributable to a combination of higher than usual patient cash received and lower than normal monthly disbursements.</li> <li>Cash on hands days – 134 days as of April 30, 2022; increasing by 7 days as compared to the prior month.</li> <li>Net Patient Fee Revenue totaled \$862,338 which is (15%) lower than budget and (1%) lower than the same month last year. Patient visits are (15%) lower than budget for the month and 23% higher compared to the same month last year.</li> <li>The average net patient fee per visit was \$131.11; \$8.05 lower than March. Year to date, the average net patient fee per visit is</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION</b> by Ms. Blanks seconded by Mr. Rosario and approved by unanimous vote of the board to accept the April 2022 Financial Statements.</li> </ul>

TOPIC	DISCUSSION	ACTION
	<p>\$131.87</p> <ul style="list-style-type: none"> <li>– Total Operating Revenue for the month of April = \$1,620,424 and is lower than budget by (12%) as well as 371% higher compared to the same month in the prior year. Patient revenue was (\$150k) lower than budget for the month, grant revenue was lower than budget for the month by (\$70k) and pharmacy revenue was over budget by \$3k.</li> <li>– Total Operating Expense for April was \$1,526,643 which was under budget by (\$224k).</li> <li>– CHS generated an operating surplus for the month of April of \$94k compared to a projected surplus of \$93k. YTD CHS is running a surplus of \$2,344,782 versus a budgeted surplus of \$277,589.</li> </ul>	<ul style="list-style-type: none"> <li>• Included in the motion above.</li> </ul>
<p>b) Presentation of FY 2021 Audit Report <i>Jim Lacroix and Shelby Drummond, Cohn Reznick</i></p>	<ul style="list-style-type: none"> <li>• Mr. Jim Lacroix stated the audit is substantially completed and expects to issue the basic financial statements on Tuesday due to the holiday weekend. He reported a more in-depth review was performed and resulted with no findings or questions. Ms. Kulmacz acknowledged Ms. Maggie Andrew and her staff for working so diligently with providing the necessary documentation and interaction with the auditors to ensure positive audit results.</li> <li>• Mr. McKinney thanked Mr. Stanton, Ms. Kulmacz and her staff for their efforts all year long to make sure every detail is in order and that the results are positive.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MOTION</b> by Ms. Blanks seconded by Mr. Rosario and approved by unanimous vote of the board to accept the FY 2021 Audit Report.</li> </ul>
<p>2) Quality, Safety &amp; Risk Management Committee <i>(Carlos Rosario)</i> a) Acting CMO Credentialing Report</p>	<ul style="list-style-type: none"> <li>• Ms. Hirth reported the following: <ul style="list-style-type: none"> <li>– Credentialing <ul style="list-style-type: none"> <li>➢ Dr. Monique Martin, Staff Physician, Adult Medicine</li> <li>➢ Julie Burns, APRN, Behavioral Health</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
<p>b) IC Outbreak Investigation Policy</p>	<ul style="list-style-type: none"> <li>• Ms. Hirth reviewed the revisions of the policy.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MOTION</b> by Mr. Rosario seconded by Ms. Blanks and approved by unanimous vote of the board to accept the IC Outbreak Investigation Policy.</li> </ul>

TOPIC	DISCUSSION	ACTION
c) Vaccine Storage Handling Excursion and Transport Policy	<ul style="list-style-type: none"> <li>Ms. Hirth reviewed the new policy created to address the scientific monitoring system with the refrigerators and freezers. It also includes the procedures for staff to follow in the event of an excursion.</li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION</b> by Ms. Blanks, seconded by Mr. Rosario and approved by unanimous vote of the board to accept the Vaccine Storage Handling and Transport Policy.</li> </ul>
d) QAPIC Minutes	<ul style="list-style-type: none"> <li>March 18, 2022 and April 8, 2022.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
3) <u>Executive Committee</u> (Randy McKenney)	<ul style="list-style-type: none"> <li>Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
4) <u>Standing Committees</u> a) <u>Fund Development</u> (Randy McKenney)	<ul style="list-style-type: none"> <li>Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
b) <u>Governance Committee</u> (Judith Burchell)	<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> (Randy McKenney)	<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> (Robert Michalik)	<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> (Executive Committee)	<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> (a) Compensation Philosophy Policy	<ul style="list-style-type: none"> <li>Mr. Stanton presented Compensation Philosophy policy for review.</li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION</b> by Ms. Blanks seconded by Mr. Rosario and approved by unanimous vote of the board to accept the Compensation Philosophy Policy.</li> </ul>
b) Update regarding schedule for 2022 Strategic Planning	<ul style="list-style-type: none"> <li>Mr. Stanton reviewed the process in developing the strategic plan.</li> <li>Mr. Stanton asked the board for and received a consensus to defer the annual retreat until August or early September.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
c) Discussion/training on issues identified in the Board Self-Assessment.	<ul style="list-style-type: none"> <li>Mr. Stanton reviewed the overall results of the Board Self-Assessment survey scores that disagreed or were neutral, which tends to indicate that the board is not clear whether those attributes of the survey are conducted or not.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>

TOPIC	DISCUSSION	ACTION
E. Other	•	
G. <u>DATE/TIME OF NEXT MEETING</u>	• Thursday June 23, 2022	• Informational.
D. <u>ADJOURNMENT</u>	•	• <b>MOTION</b> by Ms. Blanks seconded by Mr. Rosario to adjourn the Board meeting at 7:05 p.m.

  
 Secretary, Board of Directors

06/23/2022  
 Date