

# CONFIDENTIAL MINUTES

## ZOOM MEETING



Community Health Services, Inc.  
 500 Albany Avenue  
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 Phone (860) 249-9625  
 FAX (860) 808-1540

**DATE:** August 25, 2022

**PRESENT:** Randy P. McKenney, Judith Burchell, Raicheen Blanks, Lillard Lewis, Robert Michalik, Nettie Roberts, and Carlos Rosario

**STAFF:** Greg Stanton and Dianna Kulmacz

**ABSENT:** Rebecca Addai and Tiffany Pak

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 6:02 p.m.</li> </ul>
<b>B. Consent Agenda Items</b> 1) Approval of July 28, 2022, Minutes 2) Chief Executive Officer's Report	<ul style="list-style-type: none"> <li>Minutes – July 28, 2022</li> <li>CEO Report – August 25, 2022</li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION</b> by Mr. Michalik seconded by Ms. Burchell and approved by unanimous vote of the board to accept the Consent Agenda and to amend the minutes to reflect that Mr. Michalik as present.</li> </ul>
<b>C. COMMITTEE REPORTS</b> 1) Finance Committee (Ms. Blanks) a) July 2022 Financial Statements	<ul style="list-style-type: none"> <li>Ms. Kulmacz presented the highlights of the June 2022 financial statements:                             <ul style="list-style-type: none"> <li>Cash on hand = \$7,166,746 in cash, which is a decrease of (\$352k) from June 2022. The decrease in cash is primarily attributable to an additional payroll in the month with typical amounts received for patient and not-patient cash.</li> <li>Cash on hands days – 127 days as of July 31, 2022; decreasing by 8 days as compared to the prior month.</li> <li>Net Patient Fee Revenue totaled \$842,685 which is (16%) lower than budget and (8%) lower than the same month last year. Patient visits are (16%) lower than budget for the month and 7% lower compared to the same month last year.</li> <li>The average net patient fee per visit was \$132.37; \$2.43 higher than June. 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 Mr. Lewis seconded by Ms. Burchell and approved by unanimous vote of the board to accept the July 2022 Financial Statements.</li> </ul>

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	<p>\$130.97.</p> <ul style="list-style-type: none"> <li>- Total Operating Revenue for the month of July = \$1,597,152 and is lower than budget by (13%) as well as (5%) lower compared to the same month in the prior year. Patient revenue was (\$156k) lower than budget for the month, grant revenue was lower than budget for the month by (\$72k) and pharmacy revenue was behind budget by (\$6k).</li> <li>- Total Operating Expense for July was \$1,597,808 which was under budget by (\$227k).</li> <li>- CHS generated an operating deficit for the month of July of (\$657k) compared to a projected surplus of \$6k. YTD CHS is running a surplus of \$2,622,557 versus a budgeted surplus of \$562,384.</li> </ul>	<ul style="list-style-type: none"> <li>• Included in the motion above.</li> </ul>
<p>b) Approve FY 2023 HRSA 330 Budget</p>	<ul style="list-style-type: none"> <li>• Ms. Kulmacz reviewed the FY 2023 HRSA 330 Budget.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MOTION</b> by Ms. Burchell seconded by Mr. Michalik and approved by unanimous vote of the board to accept the FY 2023 HRSA 330 Budget.</li> </ul>
<p>c) Approve FY 2021 IRS 990</p>	<ul style="list-style-type: none"> <li>• Ms. Kulmacz reviewed the FY 2021 IRS 990 filing.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MOTION</b> by Mr. Lewis seconded by Mr. Rosario and approved by unanimous vote of the board to accept the FY 2021 IRS 990 filing.</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. Hirth reported the following on behalf of Dr. Orett Brown: <ul style="list-style-type: none"> <li>- Credentialing <ul style="list-style-type: none"> <li>➢ Jenna Smith, APRN, Behavioral Health</li> <li>➢ Jene Beckford, RN, Quality</li> </ul> </li> <li>- Re-Credentialing <ul style="list-style-type: none"> <li>➢ Deniesha Lindsey, APRN, Pediatrics</li> <li>➢ Andrea Lombard, RN, Infection Control Manager, Quality</li> </ul> </li> </ul> </li> <li>• Ms. Hirth highlighted the results of the Q2 2022 Patient Satisfaction Survey.</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
<p>b) Q2 2022 Patient Satisfaction update</p>		<ul style="list-style-type: none"> <li>• Informational.</li> </ul>
<p>c) Peer Review</p>	<ul style="list-style-type: none"> <li>• Ms. Hirth presented highlights of the Q2 2022 Peer Review by department. Overall, each of the Clinical Directors stated that all</li> </ul>	<ul style="list-style-type: none"> <li>• Informational.</li> </ul>

TOPIC	DISCUSSION	ACTION
d) QAPIC Minutes	<p>providers met the minimum threshold for acceptable peer review except Dental where one provider was below threshold. Retraining and auditing monthly until next cycle.</p> <ul style="list-style-type: none"> <li>July 15, 2022</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
3) Executive Committee (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) Standing Committees	<ul style="list-style-type: none"> <li>Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
a) Fund Development (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) Governance Committee (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) Strategic Planning (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) Advocacy (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) Compliance (Executive Committee)	<ul style="list-style-type: none"> <li>Did not meet.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
D. Chair's Report	<ul style="list-style-type: none"> <li>Mr. Stanton spoke about what needed to be done to complete the preparation of background work for the strategic planning. He proposed a meeting on Saturday, September 24, 2022 or Saturday October 1, 2022 for a half day (8:00 a.m. – 1:00 p.m.) to complete the strategic planning.</li> <li>Ms. Burchell requested BOD training on viruses. Mr. Stanton noted that a 30 minute training can be scheduled for a near regular BOD meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Lawrence to poll the board to confirm date.</li> </ul>
(a) Strategic Session	<ul style="list-style-type: none"> <li>Mr. Stanton shared that an active shooter functional drill would take place on Friday morning September 2, 2022. The purpose of the drill is to assess over all how the staff responds with respect to the training that's been provided over the last eight months. This will also allow for assessment of the notification systems and to what extent our staff is aware of the actions they should take in the event of an active shooter event.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>

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	<ul style="list-style-type: none"> <li>Mr. McKinney suggested the strategic planning session possibly be the first event to meet in person or at least hold a hybrid event.</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
E. Other	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
G. DATE/TIME OF NEXT MEETING	<ul style="list-style-type: none"> <li>Thursday September 22, 2022</li> </ul>	<ul style="list-style-type: none"> <li>Informational.</li> </ul>
D. ADJOURNMENT	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li><b>MOTION</b> by Ms. Burchell seconded by Mr. Rosario and approved by unanimous vote of the board to adjourn the meeting at 7:01 p.m.</li> </ul>

  
Secretary, Board of Directors

10/27/2022  
Date