

# CONFIDENTIAL MINUTES

## ZOOM MEETING



Community Health Services, Inc.  
500 Albany Avenue  
Hartford, CT 06120-2599  
Phone (860) 249-9625  
FAX (860) 808-1540

**DATE:** July 28, 2022

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

**STAFF:** Greg Stanton and Dianna Kulmacz

**ABSENT:**

| TOPIC   | DISCUSSION   | ACTION  |
|---|--|---|
| <b>A. CALL TO ORDER</b><br>Randy McKenney   | <ul style="list-style-type: none"> <li>Mr. McKenney called the meeting to order and introduced the newest board member, Ms. Nettie Roberts to those present.</li> </ul>  | <ul style="list-style-type: none"> <li>Mr. McKenney called the meeting to order at 6:05 p.m.</li> </ul>   |
| <b>B. Consent Agenda Items</b><br>1) Approval of June 23, 2022, Minutes<br>2) Approval of the Annual Meeting minutes – June 23, 2022<br>3) Chief Executive Officer's Report | <ul style="list-style-type: none"> <li>Minutes – June 23, 2022</li> <li>Annual Meeting Minutes – June 23, 2022</li> <li>CEO Report – July 28, 2022</li> </ul>  | <ul style="list-style-type: none"> <li><b>MOTION</b> by Mr. Lewis seconded by Ms. Pak 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)<br>a) June 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 = \$7,572,728 in cash, which is an increase of \$345k from May 2022. The increase in cash is attributable to a combination of an additional grant draw for a 3<sup>rd</sup> payroll in the month as opposed to the typical two along with dollars received for the rooftop unit HVAC replacement from the HRSA capitol grant award.</li> <li>Cash on hands days – 135 days as of June 30, 2022; increasing by 5 days as compared to the prior month.</li> <li>Net Patient Fee Revenue totaled \$937,507 which is (16%) lower</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><b>MOTION</b> by Mr. Lewis seconded by Ms. Blanks and approved by unanimous vote of the board to accept the June 2022 Financial Statements.</li> </ul> |

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|   | <p>than budget and (5%) lower than the same month last year. Patient visits are (15%) lower than budget for the month and 7% higher compared to the same month last year.</p> <ul style="list-style-type: none"> <li>- The average net patient fee per visit was \$129.94; \$2.85 higher than May. Year to date, the average net patient fee per visit is \$130.76.</li> <li>- Total Operating Revenue for the month of June = \$1,838,587 and is lower than budget by (5%) as well as (39%) lower compared to the same month in the prior year. Patient revenue was (\$175k) lower than budget for the month, grant revenue was higher than budget for the month by \$88k and pharmacy revenue was behind budget by (\$17k).</li> <li>- Total Operating Expense for June was \$1,671,073 which was under budget by (\$67k).</li> <li>- CHS generated an operating surplus for the month of June of \$168k compared to a projected surplus of \$205k. YTD CHS is running a surplus of \$2,623,214 versus a budgeted surplus of \$555,944.</li> </ul> | <ul style="list-style-type: none"> <li>• Included in the motion above.</li> </ul>  |
| <p>2) Quality, Safety &amp; Risk Management Committee<br/>(Carlos Rosario)<br/>a) Acting CMO Credentialing Report</p> | <ul style="list-style-type: none"> <li>• Mr. Stanton reported the following on behalf of Dr. Orett Brown: <ul style="list-style-type: none"> <li>- Credentialing <ul style="list-style-type: none"> <li>➢ Maria Ruiz, APRN, Behavioral Health</li> </ul> </li> <li>- Re-Credentialing <ul style="list-style-type: none"> <li>➢ Daniel Lierena, LCSW, Behavioral Health</li> </ul> </li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>• Informational.</li> </ul>   |
| <p>b) Informed Consent Policy and Patient's Rights to Participate in Decisions about Care, Treatment, or Services</p> | <ul style="list-style-type: none"> <li>• Mr. Stanton gave an overview of revisions to the policy.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>MOTION</b> by Mr. Lewis seconded by Ms. Blanks and approved by unanimous vote of the board to accept the Informed Consent Policy and Patient's Rights to Participate in Decisions about Care, Treatment, or Services.</li> </ul> |
| <p>c) List of Abbreviations, Acronyms, and Symbols <b>NOT</b> Acceptable for Use In Clinical Documentation</p>        | <ul style="list-style-type: none"> <li>• Mr. Stanton gave an overview of revisions to the policy.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>MOTION</b> by Ms. Blanks seconded by Mr. Addai and approved by unanimous vote of the board to accept the List of Abbreviations, Acronyms, and Symbols <b>NOT</b></li> </ul>  |

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|   |  | Acceptable for Use In Clinical Documentation.  |
| d) Service of Legal Documents on CHS Premises   | <ul style="list-style-type: none"> <li>Mr. Stanton gave an overview of the revised Service of Legal Documents on CHS Premises</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 Service of Legal Documents on CHS Premises.</li> </ul>  |
| e) HIPAA Privacy, HIPAA Breach Notification and State Privacy Law Policies and Procedures | <ul style="list-style-type: none"> <li>Mr. Stanton gave an overview of the HIPAA Privacy, HIPAA Breach Notification and State Privacy Law Policies and Procedures</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 HIPAA Privacy, HIPAA Breach Notification and State Privacy Law Policies and Procedures</li> </ul> |
| f) QAPIC Minutes  | <ul style="list-style-type: none"> <li>June 17, 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<br>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>   |
| <b>D. Chair's Report</b><br>(a) Certificate of Authority Corporate Resolution             | <ul style="list-style-type: none"> <li>Mr. Stanton spoke on the resolution which is required by the state as well as many other grant sources. It identifies himself or Mr. McKenney to make and approve contracts and contract amendments, including contracts with the State of Connecticut and its various departments and commissions, and other legal documents on behalf of Community Health Services, Inc.</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 Certificate of Authority Corporate Resolution.</li> </ul>  |

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| (b) HRSA Notice of Deeming Action for CY 2023 | <ul style="list-style-type: none"> <li>Mr. Stanton shared that this is a confirmation from HRSA that they have reviewed our FTCA application and they are deeming us for the calendar year beginning January 1, 2023. This deeming saves CHS approximately a half million dollars a year in premium expenses.</li> </ul>   | <ul style="list-style-type: none"> <li>Informational.</li> <li>Informational.</li> </ul>   |
| E. Other                                      | <ul style="list-style-type: none"> <li>Mr. Stanton stated that the work plan included the quarterly peer review presentation for this month, however it will be presented at the next board meeting.</li> <li>The Q2 Patient Satisfaction update has been received and will be presented the next board meeting.</li> <li>Mr. Stanton continues to ready the discussion documents for the annual retreat to be scheduled at the end of August or early September.</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 August 25, 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. Lewis and approved by unanimous vote of the board to adjourn the meeting at 6.38</li> </ul> |

  
Secretary, Board of Directors

10/27/2022  
Date