



Harmonia Collaborative Care

April 2023 Minutes

Wednesday April 19, 2023

Members Present:

Howard Martin, Lou Atti, Francesca Tioleco, Raj Patel, Christine Kluckhohn, and Tristan Keelan

Staff: Valerie Nowak, Michelle Chiappetta and Jennifer Gunia

Excused: Kathleen Armstrong, Sue Jasiniski and John Grennell

Howard Martin called the meeting to order at 8:15

MOTION: Motion to approve March 2023 meeting minutes by Francesca Tioleco and second by Lou Atti. **Motion Carried.**

Senior Services: Jennifer Gunia, Senior Services Program Coordinator. Some of presentation highlights 1) Case Management- New Contract from County for case management started April 1, 2023. Total Contract is \$225,595, (County portion \$191,400, and HCC portion \$34,195). Currently there are 300 clients. 2) CarePanion- Goal 5 new hires at 20hrs/wk. Increase in reimbursement rate to \$34 was granted. Starting salary for CarePanions rose to \$16/hr, which should help with recruitment. 3) WNYICC- Employees building caseloads. Currently 5 Falls Prevention clients and 3 Community Health Coach clients. Board members asked questions. Jennifer thanked for her dedication and presentation.

Departments Report

Service reports and volumes per service area provided. See attached detail report of each service area.

CEO report was provided. CEO highlighted the following: 1) A compensation market "level-up" was completed based on market analysis. Memo sent to employees who were to receive an adjustment in 4/14 pay. Over the summer performance evaluations will be completed without pay raise at that time. In the fall, merit based raises will be given. Considering 1-3%, exceptional employee performance may be rewarded at a higher rate. 2) MH received Clinic Operating Certificate valid through 1/31/25. Director Megan Brautlacht is Implementing Performance Improvement Plan as approved by OMH. 3) Attended Best Place to Work Awards luncheon on 3/16. Harmonia did not win, but being a finalist allows for us to continue promoting our self as a Best Place to Work. 4) Request made to

Board Members who have not completed the two Compliance Trainings to please do so. This is a requirement of OMIG.

Finance Report

- **Financials February 2023:** Monthly Revenue overall \$255,500. 5% greater than 2022 (>\$11,700) and 10 % greater (>\$51,400) YTD to 2022. Monthly Net income \$22,700. 333% greater than (\$32,600) 2022. YTD Net Income \$97,800, 206% greater than 2022 (> \$65,800). Reviewed each service area to income (contribution margin).

Committee Reports

- **Marketing & Development** Francesca Tioleco reported on our Encore event of March 30th. She provided an excellent summary report, including lessons learned. Francesca requested BOD provide missing information about attendees.
 - **Investment Committee.** Scheduling 3-4 potential advisors in next six weeks. Planning on a one- hour interview. Will be sending questions and our investment policy ahead to each applicant. First interview April 10th at 9 am with Andrew Gaerte, Community Foundation for Greater Buffalo.
 - **Old Business:**
 - 1) Board Retreat scheduled for June 9th, 8:30- 1:30 at Freed Maxick CPAs on Main Street Buffalo.
 - 2) Bylaws Update: Nike Pusateri, Esq. (from Gross-Shuman Firm) has just sent prior to this meeting the updated bylaws with a summary of alterations and recommended changes. Committee Charters and policies of the Board may be maintained separately from the bylaws. Howard will set-up meeting to review with those BOD that can participate. Plan is to be able approve next meeting.
 - CRS Roadway summary received. Val will share document with BOD. Waterline Easement concern appears to be no longer an issue. No response from CRS regarding Gross-Shuman revisions to Roadway Agreement.
 - 3) Building Exploration: Facility Committee will be resumed. May need to move on a new place in 2024 with our continued growth.
 - Adjourn at 9:35.
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Christine J. Kluckhohn PT, DPT, MSHSA