



Harmonia Collaborative Care
 December 2022 Minutes
 Wednesday December 20, 2022

Members Present: Howard Martin, Lou Atti, Tristan Keelan, Francesca Tioleco, Raj Patel, Sue Jasiniski and Christine Kluckhohn

Staff: Valerie Nowak and Michelle Chiappetta

Consultants: Greg and Marta Hiczewski of Magellan

Excused: Kathleen Armstrong, Francesca Tioleco and Sue Jasiniski

Howard Martin called the meeting to order at 8:15.

MOTION: Motion to approve November 2022 meeting minutes by Christine Kluckhohn and seconded by Tristan Keelan. **Motion Carried.**

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) Facilities had significant damage because of the storm. Hamburg had \$500 expense because of gutter damage. Damage to Derby more extensive and roof repairs will be needed. This will be complicated due to the solar panel. Discussion followed. Recommendation made to make a claim now with insurance company.

Finance Report

- **Financials October 2022:** Monthly Revenue overall \$229,400. 0% less than 2021 (<\$700.00) and 4% less (<\$107,900) YTD to 2021. Monthly Net income -\$15,800, \$60,900 greater than 2021 (<\$76,800). YTD Net Income -\$28,400, 109% less than 2021 (<\$342,600). Reviewed each service area to income (contribution margin). Discussed one off expenses for October (expenses increased 10%, no grants, recruitment expenses \$2,700 monthly, three payrolls and auditor paid \$7,400.) There is no longer a waiting list. Practice First agency assisting us getting staff credentialed.
- **Commercial Loan:** Motion made by Lou Atti to payoff the loan of approx \$95,000 (we have the financial resource), seconded by Raj Patel. **Motion Carried.**

Investment Policy Review: Community Foundation and Trubee Collins to be scheduled to make presentation to Board Members to be our Investment Advisor. Recommendation by the Finance Committee is to approve current investment policy as presented. Lou Atti made motion to approve Investment Policy. Seconded by Raj Patel. **Motion Carried.**

Strategic Plan Review: Q4 Update. Marta Hiczewski reviewed process of reviewing the strategic plan with Board Members. Strategic Planning Committee meets quarterly. Committee consists of Board Members Suzanne Jasinski, Howard Martin and Christine Kluckhohn and leadership and program leads of HCC. Some changes planned in 2023: Committee will be

meeting two weeks prior to the board meeting where strategic plan is presented. Champion of a strategy will meet two weeks prior to committee meeting. A yearly Strategic Retreat is being planned for this summer.

See document updates for Q4. **First Goal Area: Programs and Services:** A) Oishei released ½ of the \$75,000 for school program expansion. B) Exhale Grant collaboration with Cradle Beach. Program is called Pathways. HCC will provide mental health support/education to the caregivers after they drop off their loved one. Program incorporates Senior Services and Mental Health service areas. C) Farris Foundation donated \$35,000 for our CarePanion program. Relationship with Community Foundation was connection to the donation. **Second Goal Area: Our People.** A) Recruitment is high priority, especially in Mental Health. B) Board of Directors assessment of what expertise do we need as board member. C) Working with Gross-Shuman to finalize By-Laws. D) Marketing/Develop- Board Member Frankie Tioleco newly appointed Chairperson of Marketing/Development Committee. **Third Goal Area: Fiscal Viability.** A) Budget review process has been updated to engage service lead individuals. Budget process is now more comprehensive and inclusive.

- **New Business:**

- 1) Board Director Terms discussed. Each member was assigned term limit. Howard Martin and Christine Kluckhohn term ends in 2022. Motion to approve Howard Martin for a three-year term made by Tristan Keelan and seconded by Christine Kluckhohn. **Motion Carried.** Motion made by Howard Martin to approve Christine Kluckhohn for a three-year term and seconded by Tristan Keelan. **Motion Carried.**
- 2) Andrew Belden has put in his resignation as a Board Member due to personal reasons. Howard Martin thanked him for his service and wished him the best.
- Adjourn at 9:37.

Christine J. Kluckhohn PT, DPT, MSHSA