



Harmonia Collaborative Care

December 2023 Minutes

December 20, 2023

**Members Present:**

Howard Martin, Lou Atti, John Grennell, Tristan Keelan, Christine Kluckhohn and Raj Patel

**Staff:** Valerie Nowak and Michelle Chiappetta

**Absent:** Francesca Tioleco

**Consultants:** Magellan Advisory (Marta and Greg Hiczewski)

Howard Martin called the meeting to order at 8:16 am

Motion made by Lou Atti and seconded by Christine Kluckhohn to approve November meeting minutes. **Motion Carried.**

**Strategic Plan Review:** Greg and Marta of Magellan. Partially completed updated Strategic Plan form was sent to all. Because of individual illnesses and holiday associates time off December's meeting was cancelled. Next meeting January 12, 2024 updates will be completed. Need to discuss at next meeting "What does the strategic planning process look like after 2024" As this plan is in the final year. "How will the plan be operationalized?" Discussion followed.

**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) Upper Edge Consulting was engaged early. Contract was signed. They will be helping us with Health Home Plus Grant and Loan Repayment Grant. 2) Mother Cabrini Health Foundation was applied for and received (\$150,000). 3) Discussed situation that occurred with employee requiring psychiatric care. Attorney Kevin Burke was contacted to assist with employee incident and provided PIP for return to work of associate. 4) Our attorney has again tried to reach out to "Skip" Cerio of CRS Company, still no reply from them. 5) Our attorney has stated the following policies are required A) COI, B) Harassment, C) Privacy, D) Whistle Blower. They will provide template of these. 6) Discussion occurred around Federal Government moving exempt employee status yearly earning. Operational policy and training

needs to occur to assure associates finish documentation in allotted time and establish checks and balances to those who require over-time.

**Finance Report October 2023:** Monthly Revenue overall \$236,600, 2% greater than 2022 (>\$5,300) and 16 % greater (>\$369,500) YTD to 2022. Monthly Net income was (\$20,600); 45% greater than (\$6,500) 2022. YTD Net Income is \$91,200, 409% greater than 2022 (>\$121,400). Reviewed each service area to income and contribution margin. Michelle reported that since there are detailed finance discussions at the Finance Committee meeting and notes are on the Monthly Financial Reporting Snapshot she will give high level updates and answer any questions.

### **Committee Reports**

- **Governance and Executive- Committee Charters.** Lou Atti thanked all especially Val Nowak for getting Committee Charters reviewed and approved by the Governance Committee to move forward to the Board for final acceptance. Charters presented: 1) Governance and Executive Committee 2) Foundation-Building Committee 3) Finance and Investment Committee and 4) Audit Committee. Howard Martin made the motion to approve the Committee Charters as presented, second by Tristan Keelan. **Motion Carried.**
  - **Term Limit Change:** Christine Kluckhohn made the motion to extend current term members to the annual meeting of the Board. Second by Tristan Keelan. **Motion Carried.**
  - Governance Committee: actively looking for four new board members. Looking for specific areas of expertise. Raj developed and shared a spreadsheet so all could see and populate where we are in the recruitment of Board Members.
  - Val Nowak informed the Board that we are moving forward with amendment of incorporation of the Foundation, which is a separate entity from Harmonia.
- **Finance-Investment-Raj Patel. 1) 2024 Budget** approval deferred. Finance committee met December 15, 2023. Budget is almost complete and requires some minor updates. Will be ready for approval next meeting. 2) Barb Hauser CPA presented 2024 Audit Plan and CFR at Finance Committee 12/15/2023. Discussion followed. 3) Upper Edge Contract signed. Already two potential grants being sought after 4) Three additional days off for associates brought forward by Val. Two would be Mental Health Days and one on Juneteenth. Discussion followed. These additional days have been incorporated into the 2024 budget

### **Sub-Committees/Work Groups Report**

- **Marketing and Development-Deferred.** Save the Date June 13, 2024 at the Legacy flyers finished. Val will be signing contract with Legacy in Hamburg. Frontier Catering in place to provide food service. Sponsorship packages being developed.

#### **New Business**

- **2024 Meeting schedule:** See Attached. Discussion followed. 1) Strategic Plan should it be quarterly reported? This is final year of the plan. Recommendation for Strategic Plan reporting- if there are issues, objective is completed, could be reported in CEO report. 2) Framework for Program Presentations discussed. What changes would the Board like? What should be included or removed? Agreed that the presentation of the programs are important and should continue.
- Sue Jasiniski accepted happily the Emeritus Status.

Adjourn at 9:31

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Christine J. Kluckhohn PT, DPT, MSHSA