



Harmonia Collaborative Care
February 2024 Minutes
February 21, 2024

Members Present:

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

Staff: Valerie Nowak and Michelle Chiappetta

Excused: Francesca Tioleco

Howard Martin called the meeting to order at 8:19am
Motion made by Lou Atti and seconded by Christine Kluckhohn to approve January 2024 meeting minutes. **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) Next month BOD will need 45 minutes for presentation and education about Corporate Compliance plan and work to date. 2) Upper Edge going well. Appears there are many grants available. See list provided in CEO report. 3) ESC working with Beverly Eagan to develop full utilization of HRIS and Applicant Tracking. 4) Hired Director of MH Clinics Laura Skotarczak, Ph.D., LMHC starting 2/26 and MH Program Manager Jessica Slomiany, LCSW starting 4/8

Finance Report December 2023: Monthly Revenue overall \$214,100, 18% less than 2022 (<\$46,600) and 8 % greater (>\$235,300) YTD to 2022. Monthly Net income was (\$150,400), 66% less than (\$60,000) 2022. YTD Net Income is \$(148,800), 58% less than 2022 (>\$54,00). Overall Net Income for 2023 was a loss of \$148,800. Reviewed each service area to income and contribution margin. See specific notes provided by Michelle for further detail and explanation to finance performance. Hiring is critical to our performance. A Rolling 13 month revenue snapshot document was shared.

Approval for Budget 2024: Motion made by Raj Patel and seconded by Howard Martin to approve 2024 Budget. **Motion Carried.**

MH QA Report Q4 2023 Chris Kluckhohn.

1) Four new incidents in the 4th Quarter of 2023 were reported. Discussed 2) Client Satisfaction/Testimonials: Derby 4/5 with 24 responses and Hamburg 3.8/5 with 14 responses. 3) Quality Improvements. 86% of initial appointments were within 30 days from referral date. Twenty-six clients were given an appointment within 3 days and eighteen greater than 30 days. Total average days to intake decreased from 19 to 17. Average no-show rate increased from 10% to 12%. 4) 2023 compared to 2022: 14 % increase in number of referrals; 4% increase in treatment sessions; 1% decrease in people served. Statistics show clients were seen more frequently than in the past and having longer episodes of care, resulting in less people served.

Committee Reports

- **Governance and Executive- Committee Charters.** See minutes in portal.
 - **Finance-Investment-Raj Patel.** Minutes in portal. No additional update
- **Sub-Committees/Work Groups Report**
 - **Marketing and Development** “Garden Party” June 13, 2024. Updates on sponsorships and vendors given. Tickets in progress.
 - **Strategic Planning.** Deferred

Old Business

- **Vision and Planning Workgroup.** No new updates.

Adjourn at 9:27

Christine J. Kluckhohn PT, DPT, MSHSA