



Harmonia Collaborative Care
 March 2023 Minutes
 Wednesday March 15, 2023

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

Staff: Valerie Nowak, Michelle Chiappetta

Consultants: Magellan Group

Excused: Kathleen Armstrong

Howard Martin called the meeting to order at 8:18

MOTION: Motion to approve February 2023 meeting minutes by Sue Jasiniski and second by Tristan Keelan. **Motion Carried.**

Strategic Plan Review: Magellan Group. High lights of presentation 1) New reporting spreadsheet format. New format will allow greater concentration of the overall plan, progress, and indicate where alterations need to be made to keep on target. 2) Business Plan for Mental Health and Senior Services to be completed by end of summer. 3) Under People: 3A) Job Descriptions finished. 3B) Staff Recruitment process finalized. 3C) Bylaws will be finalized next month. 4) Under Fiscal Viability: 4A) Budget review with managers and leads complete. 4B) Productivity Model for Mental Health being refined with CCNY.

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) Stats numbered were reviewed. Mental Health staffing differently; Senior Services Case Management contract ends next month. 2) Exhale kick off March 16th. First time Mental Health and Senior Services working together with Cradle Beach. 3) Health Home Plus doing well with referrals. 4) End of year appeal brought in \$3,370. \$2,000 was the EOY Magellan donation. 5) New hallway carpet installed at Deby and new cubicle partitions in the Senior Case Management offices. The SS County monies grated through the "wish list" supported these updates. 6) Compliance Program with Bonadio assisting us with regulatory changes and strengthening our program and decreasing our risk.

Finance Report

- **Financials January 2023:** Monthly Revenue overall \$289,100. 15% greater than 2022 (>\$36,900) and 15 % greater (> 36,900) YTD to 2022. Monthly Net income \$71,100. 71% greater than (\$29,500) 2022. YTD Net Income \$71,100, 71% greater than 2022 (> \$29,500). Reviewed each service area to income (contribution margin).
- **YTD Quarterly Actual vs. 2022 Budget:** Revenue 22% under budget secondary to staffing shortage. Administrative costs 13 % above budget secondary to unexpected

increase in snow removal, flooding and waiting room furniture. Net Income 93 % below budget (\$107,700). \$7,500 overall Net Income compared to 2022 budget of \$115,200.

Committee Reports

- **Marketing & Development** Francesca Tioleco spoke of our Encore event March 30th. Please be sure to invite friends, buy tickets. Looking forward to having 30 maximum participants.
- **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.

- **New Business:**
 - 1) Board Retreat to be scheduled for June 9th or the 16, 2023. Considering 8:00-1:00 PM. Need to decide location.
 - 2) Bylaws Update: Nike Pusateri, Esq. (from Gross Shuman Firm) has been assigned to our files. The updated version will be provided to the Board, along with a summary of alterations and recommended changes. Committee Charters and policies of the Board may be maintained separately from the bylaws.
 - 3) Building Exploration: Facility Committee will be resumed in later March. May need to move on a new place.

- Adjourn at 9:30

Christine J. Kluckhohn PT, DPT, MSHSA