



Harmonia Collaborative Care

May 2023 Minutes

Wednesday May 17 2023

**Members Present:**

Howard Martin, Lou Atti, Francesca Tioleco, Raj Patel, Sue Jasiniski, and Tristan Keelan

**Staff:** Valerie Nowak and Michelle Chiappetta

**Excused:** Kathleen Armstrong and Christine Kluckhohn

**Absent:** John Grennell

Howard Martin called the meeting to order at 3:45

**MOTION:** Motion to approve April 2023 meeting minutes by Francesca Tioleco and second by Sue Jasiniski **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) Spring Update letter to Towns/Foundation sent to approx. 100 town legislators and foundation contacts. This is being done 2x/year as a personal touch-point to the towns we serve and the foundations that have/may support us. 2) Val, Michelle and Beverly attended the National Convention for Mental Wellbeing (May 1-3<sup>rd</sup>) in Los Angeles, CA. New/old connections made and established. 3) Board Schedule for 2023 has been updated: Board Compliance training will occur at the September and December Board Meeting. The June Board meeting was cancelled and replaced with the retreat. The June Strategic Planning meeting was cancelled and replaced with the retreat. 4) Val and Marta had lunch with Lou Billittier last week. Lou seems to be very compassionate about Mental Health issues. 5) Wilson Legacy Grant was reduced to \$16,582 for Caregiver Support Project. 6) New contract received from County Senior Services. It will be expenditure based.

**Finance Report March 2023:** Monthly Revenue overall \$302,900. 9% greater than 2022 (>\$25,600) and 10% greater (>\$77,100) YTD to 2022. Monthly Net income (\$30,000). 162% less than (\$78,400) 2022. YTD Net Income \$67,700, 16% less than 2022 (< \$12,500). Reviewed each service area to income (contribution margin). Notes about the month: There were 3 payrolls in March 2023 and 2 in

March 2022. CFR to be finalized next week. MH treatment sessions down 8% but due to increase in rates for Medicaid and Medicaid Managed care. Expected revenue has increased 9%. See additional notes on Finance snapshot report. Budget to Actual will be presented to Board at retreat in June.

**Facilities.** Assessment was made on solar panels by Liberty. Told panels were working but not able to tell us how much savings were. Required to purchase an app to determine or do manually monthly. Discussion followed.

### **Quality Assurance Report 1<sup>st</sup> Quarter**

- There were five incidents in First Quarter. One death was natural causes of an 89 year old; four were suicide attempts.
- 2) Clinic wait times: 82% of initial appointments were given within 30 days, an increase from 79% in Q4 of 2022.
- 3) No Show Rate 10 %. Providing Telehealth services have improved the no show number rate over the past 2 years.

### **Committee Reports**

- **Investment Committee.** Scheduled 3 potential advisors (and our current advisor) over the past 2 months. Had a one- hour interview with each. First interview was May 8<sup>th</sup> at 9 am with Andrew Gaerte, Community Foundation for Greater Buffalo. Who is now gone from CFGB. Interviewed Evans Bank Investment. Setting a meeting with Trubee Wealth Advisors. Finalize in next two months. Extensive discussion followed.
- **Old Business:**
  - 1) Board Retreat scheduled for June 9<sup>th</sup>, 8:30- 1:30 at Freed Maxick CPAs on Main Street Buffalo. Request to complete survey by board members as soon as possible for Board Retreat.
  - 2) Bylaws Update: Nike Pusateri, Esq. (from Gross Shuman Firm) sent 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 after discussion at Board Retreat. Plan is to approve in September 2023.
  - 3) Building Exploration: Facility Committee will be resumed. May need to move on a new place in 2024 with our continued growth.
- Adjourn at 5:30 pm.