



Harmonia Collaborative Care
November 2022 Minutes
Wednesday November 16, 2022

Members Present: Howard Martin, Lou Atti, Tristan Keelan, Francesca Tioleco, Raj Patel, Sue Jasiniski, Andrew Belden, and Christine Kluckhohn
Staff: Valerie Nowak and Michelle Chiappetta
Excused: Kathleen Armstrong and John Grennell

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

MOTION: Motion to approve October 2022 meeting minutes by Lou Atti and seconded by Sue Jasiniski. **Motion Carried.**

Quality Assurance Q3: Val Nowak. There was One incident in 3rd quarter. Wait time over 30 days zero and 1-3 days zero. No show rate average 10%. Average days to intake Derby 12 days and Hamburg 11 days. From Value Network we received \$9,344. 05, for outcomes/payouts.

Department Reports

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) Dip in Mental Health treatments. This would be the lowest number of treatment sessions this year. We have hired staff and there on boarding is coming along. No longer have a waitlist. Still recruiting for a MH Program Manager, a School Program Manager (non-clinician) and three clinicians in MH. In Health Home two case managers needed. 2) Hamburg Bash Tuesday December 13. Sponsored in part by HCC. Board Members invited.

Finance Report

- **Financials Budget to Actual Review: Highlights:** 1) Greatest concern was staffing but improving. 3rd Q loss: \$11,500. 2) In 2022 we had Grants of \$131,000 and not this year. 3) There was an extra payroll in this quarter. 4) Reimbursement Model of Senior Services changed from 2021 with \$26,000

less than last year in reimbursement. 4) 4th Quarter expect improvement in financials because of improvement in staffing. 5) Work Force Health Grant will be used towards bonus and will pay for half. 6) Discussion occurred around Productivity Model and Recruitment Model with CCNY. **Over all summary: 1st Q** Excellent similar to 2021; **2nd Q** Painful down turn; **3rd Q** Improvement with almost break-even; **4th Q** Expect significant improvement, being in the black. Need to keep a close monitor on expenses.

- **Bonus Review:** Recommendations reviewed. Approved by Finance Committee previously. These dollars (\$67,289) have been budgeted. Motion to approve bonus as recommended made by Lou Atti and seconded by Sue Jasiniski. **Motion Carried.** Work Force Grant (\$34,000) will be applied. Amendment revised as noted.
- **Financials September 2022:** Monthly Revenue overall \$226,900. 4% less than 2021 (<\$8,800) and 5% less (<\$107,300) YTD to 2021. Monthly Net income (\$-48,100), -281% less than 2021 (<\$74,700). YTD Net Income - \$11,500, 103% less than 2021 (<\$402,400). Reviewed each service area to income (contribution margin).
- Request for Michelle to check into Employee Retention Credit to see if we qualify.
- **New Business:**
 - 1) Marketing and Development. Francesca Tioleco looking for first event in February 2023.
 - 2) Foundation Committee: Building at 77 S. Buffalo Street Hamburg is part of the Foundation. Skip's company (The CRS Company) now owns access road. Trevor (Gross-Shuman Firm) reviewing contract to assure access road remains cleared (maintenance). Easement agreement is no longer necessary. We have contingency for snow removal.
 - 3) Investment Committee: Policy sent out to be finalized by the Investment Committee. Once policy is finalized it will be brought to full board for approval. Meeting November 17, 2022.
 - 4) Proposed 2023 Schedule Discussed. Open discussion for remote or virtual meetings in 2023.
- Adjourn at 9:15.