



Harmonia Collaborative Care

November 2023 Minutes

Wednesday 15, 2023

Members Present:

Howard Martin, Lou Atti, John Grennell, Tristan Keelan, Francesca Tioleco and Sue Jasiniski

Staff: Valerie Nowak and Michelle Chiappetta

Excused: Christine Kluckhohn and Raj Patel.

Howard Martin called the meeting to order at 8:20 am

Motion made by Lou Atti and seconded by Tristan Keelan to approve September and October 2023 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) ESC implementation has started and is going well. Transition will start December 17 for employees, with first payroll January 5, 2024. 2) Annual Report sent to 1621 recipients. Great stories in the report and all are very pleased with the end result. 3) Nick from Gross-Shuman will contact atty for CRS to open lines of communication, at least to gain insight into their development plans. 4) Harmonia has entered Business First Best Places to work for the 2nd year. Surveys to be distributed to all staff. 5) Caregiver Support for Caregivers article published in Buffalo News was well received and praised by the foundations that support both Pathways and these support series.

Finance Report September 2023: Monthly Revenue overall \$249,800, 11% greater than 2022 (>\$24,400) and 18 % greater (>\$364,300) YTD to 2022. Monthly Net income was (\$67,500); 31% greater than (\$15,800) 2022. YTD Net Income is \$111,900, 817% greater than 2022 (>\$127,500). Reviewed each service area to income and contribution margin. Also presented for Board Members review were Q3 Budget vs. Actual and YTD Quarterly Actual vs. Budget. Michelle reported that since there are detailed finance discussion at the Finance Committee meeting she would now give high level updates of decisions made at that meeting,

With that: 1) Accrual for budgeted Bonuses of 4% will be monthly. 2) Months that have 3 payrolls accruals will be made. 3) Our Auditor Barb will be invited to the Finance Committee meeting in December to discuss timing of required reports and when the audit will be completed for Board review.

Mental Health Quality Assurance Review- Q3. Val reported secondary to Chris Kluckhohn's absent. There were three incidents in the Qs. One was previously reviewed; two were deaths unexpected and one was a suicide attempt. Wait times remained 10-30days (62%). No Show rate was 10% and Average wait time in Derby was 19 days and wait time of 24 day in Hamburg secondary to staff leaving. Value Network payout by Monroe-Molina was \$816.18. We are waiting for payouts from Highmark and Amerigroup.

Committee Reports

- **Governance and Executive-Lou.** Lou Atti thanked all, especially Val Nowak for getting the By-Laws to the finish line. The Governance Committee has reviewed and approved them for moving to the Board for final acceptance. Howard Martin made the motion to approve the By-Laws as presented, second by Francesca Tioleco. **Motion Carried.**
 - Governance Committee: actively looking for four new board members. Looking for specific areas of expertise. Val Nowak informed the Board that we are moving forward with incorporation of the Foundation, which is a separate entity from Harmonia.
 - Lou Atti asked if the Foundation is insured? Michelle will follow up.
- **Finance-Investment-Raj Patel.** Motion made by Lou Atti and second by Sue Jasinski to approve the bonus for employees as presented. **Motion Carried.** Val wanted to note about discussion about Upper Edge consultant we reviewed and agreed to the two-year contract. Also discussed three additional three days off (2 mental health and Juneteenth day. ECS getting information and comparing to other organizations. This will be presented to Finance Committee in December for discussion.
- **Sub-Committees/Work Groups Report**
 - **Marketing and Development-Frankie.** 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.
- **New Business**
- **Sue Jasinski** has submitted her resignation after 20 years. Howard thanked her for her twenty-year of service and dedication. She will be greatly missed. Val presented Sue will a plaque of recognition and thank you. Motion was made Lou Atti and second by Howard Martin to accept Sue's resignation.

Her last meeting is today. Amended motion to offer Sue an Emeritus position on the Board was made by Lou and second by Howard. **Motion Carried.** Val will follow up with Sue.

- **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. 3) Question the reporting of Compliance more than once a year. What are Boards needs and recommendations. All present agreed that once a year is sufficient.

Adjourn at 9:30

Christine J. Kluckhohn PT, DPT, MSHSA