

Newtown Youth and Family Services
Minutes
Board of Directors Business Meeting March 28, 2011 - 6:30 PM

Members Present: Susan Improta, Layne Lescault, Paul Mangiafico, Cindy McIntyre, Steve Meeker, Ashley Mele, Tom Murtha, Rosalie Newman, Ron Pekar, Leonard Penna, Denise Rodriguez, Jim Solomon

Members Not Present: Maureen Birden, Diane Savinelli

Staff Members Present: Jessi Zeigler, Jill Pluta, Sheila Russo

Guest Present: Pat Llodra

1. Call to Order

The meeting was called to order at 6:31 pm on March 28, 2011 by Tom Murtha in the downstairs meeting room at 17 Church Hill Road.

a) Roll Call- The roll of the Board of Directors was taken by signing in and a quorum was established.

b) Approval of February 2011 Minutes - Motion made by Layne Lescault to approve minutes and seconded by Ron Pekar. Motion passed unanimously.

2. Chairman's Report

a) Donations are down from last year.

b) Moving expenses totaled \$7K vs. budgeted \$10K. Deposit of \$5,700 will be returned from Mount Pleasant landlord.

c) The bookkeeping position should be filled soon.

d) More board members are needed, at least one preferably with counseling background.

e) There are two possible candidates for the Executive Director position. Sheila has been doing a great job screening all applicants.

f) Discussed the policy concerning priority of handicapped space usage. Motion made by Layne Lescault to approve; seconded by Jim Solomon; passed unanimously

3. Interim Executive Director's Report - See attached.

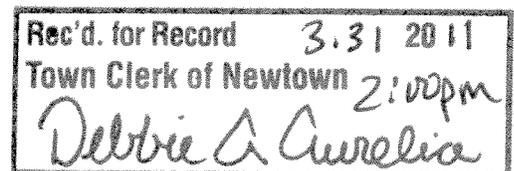
a) Clinical sessions for February were up, even with 2 snow day closures. Supportive program hours were up due to full days at RIS and NMS.

b) Medicare reimbursements for Jan.-Mar. are missing due to our system not being compatible with the new electronic format. A claims clearing house will be used in the interim.

c) Sheila will attend training on how to develop succession plans for staff members.

d) \$74K was requested from United Way.

e) Currently have 12 volunteers and 35 houses for Independent Living Day on April 23.



Low response is due to April vacation and Easter weekend.

4. Treasurer's Report

- a) Savings from the Mount Pleasant move will show up in March.
- b) Medicare processing is now \$.15 per claim; new system will cost \$4,800.

5. Reports of Committees

- a) Executive/Governance (Policy and Procedure) – see Chairman's Report.
- b) Personnel – no report.
- c) Finance – see Treasurer's Report.
- d) Development and Fundraising – Mr. NHS has been cancelled due to lack of interest. Cindy discussed the Family Fun Day on May 14 from 4-7pm at Newtown Youth Academy. We need more sponsors at \$500 each, silent and live auction donations, and volunteers to help. Cindy will email a list of jobs and time slots to board members. Advertising will be done through the schools and Newtown Patch.
- e) Long-Range Planning – Steve and Layne will work with the new Executive Director on a new grant for FFH space. They will start by resending Beth's letter to the FFH committee to confirm our interest.
- f) Audit – no report
- g) Continuous Quality Improvement – no report
- h) Facilities – see above.

6. Old Business

First Selectman Pat Llodra shared her vision for use of the duplex area at Fairfield Hills as a social services hub for Newtown. She suggested that NYFS express our interest to the FFH review committee before the next master plan. If Newtown's budget gets passed, they will move ahead with Kevin's Community Center at FFH. Most of the hazmat work is completed but about \$500K is needed per building for rehab.

7. New Business - None

8. Adjournment

At 7:34 pm motion made by Layne Lescault and seconded by Susan Improta to adjourn meeting. Motion passed unanimously by the Board.

Respectfully submitted by Denise Rodriguez March 29, 2011

Newtown Youth & Family Services

Interim-Executive Director Report

Behavioral Health sessions are up this month, due to less snow days as last month and client cancellations, due to inclement weather.

Medicare Behavioral Health Income has not been collected since December 31, 2010. Due to the Federal Governments change to electronic data interchange claims submission and payment system. The agencies initial plan was to purchase electronic medical record and billing software January 2011 which would be compatible with the claims submission requirements. Due to lack of funds the software has not been purchased, therefore, we've been unable to bill Medicare. We have developed a temporary solution utilizing a fee per claim clearinghouse. Enrollment is in process, it is expected to be running as of May 2011. Medicare allows up to one year for claims to be submitted, so we will not be losing any money.

Supportive Services hours are up this month as well, due to less snow days and it should be noted that Reed Intermediate Homework Club is thriving.

The agency as a whole is doing well and is adjusted with the move. Clients have reported all positive feedback on the move; they love the building and have a general sense of comfort in the building.

Sheila began the CCFSA Senior Executive Leadership Training this month. Her project will be creating a succession plan for agency staff.

United Way Grant 2011- 2014 presentation this morning went very well

Independent Living Day update

Newtown Youth & Family Services

Interim-Executive Director Report

Clinical Sessions Previous Year Comparison

Month	07 08 Sessions	08 09 Sessions	% Change	09 10 Sessions	% Change	10 11 Sessions	% Change
July	218	254	16.51%	236	-7.09%	262	11.02%
Aug	214	183	-14.49%	265	44.81%	224	-15.47%
Sept	217	248	14.29%	282	13.51%	302	7.28%
Oct	238	337	41.60%	307	-8.90%	273	-11.07%
Nov	234	301	28.63%	230	-23.59%	271	17.83%
Dec	180	208	15.56%	241	15.87%	223	-7.47%
Jan	233	341	46.35%	298	-12.61%	213	-28.61%
Feb	239	270	12.87%	166	-38.46%	218	31.02%
March	221	268	21.04%	288	7.66%		
Apr	251	263	4.68%	295	12.27%		
May	282	283	0.18%	269	-4.78%		
June	199	287	44.22%	284	-1.05%		
YTD	2,726	3,242	18.91%	3,161	-2.50%	1,985	6.82%

Supportive Programming Hours of Service

Month	07 08	08 09	% Change	09 10	% Change	10 11 Hours	% Change
July						269	
August						328	
Sept	421	674	60.10%	845	25.37%	524	
Oct				1,049		762	
Nov				1,024		712	
Dec	1,263	2,025	60.33%	900	46.81%	807	
Jan				690		606	
Feb				605		689	
Mar	1,467	1,984	35.24%	810	6.10%		
April				746			
May				748			
June	1,212	1,381	13.94%	236	25.22%		
YTD	4,363	6,064	38.99%	7,652	26.19%	4,696	4.18%