

BOARD OF TRUSTEES MEETING

February 20, 2018

Minutes

Present: Richard Breuninger, Megan Gardner, Richard Dibble, Anne Emmerson, Meryl Jackelow, Doris Shaw, Ellen Spiegel, Edward Murphy, Rebecca Kooper

By Phone: Ellen Alexander, Donald Mitzner

Board Liason: Tom Emmerson

Guest: Alan Spiegel

Absent: Joseph Ortego, Sharon Cimino, Caryn Pincus, Ernest Gonzalez

ACLD Staff: Robert Goldsmith, Robert Ciatto, Anthony Perfetti, Aimee Keegan, Joel Santana, Christine Brown, Carol Engler, Sandi Gutmanstein

Executive Session

- Executive Session took place at 5:30 p.m. followed by the Board meeting which was called to order at 6:00 p.m.

Consent Agenda

- Motion to approve the Board of Trustees minutes from the November 21, 2018 meeting, Doris Shaw motioned, Ellen Spiegel seconded, all in favor, motion approved.
- **Salary Increases for Direct Care and Support Salaries:** WHEREAS, ACLD has received increased reimbursement from New York State of 3.25% for direct care staff and support professional salaries and related mandated fringes for OPWDD programs which have been rate rationalized (Day Habilitation, Supervised and Supportive IRA's). RESOLVED, all eligible employees would receive a salary increase retroactive to April 1, 2017. RESOLVED, after evaluating the actual salary increases and related fringe costs at year end and finding that there are any remaining dollars, those unused funds will be distributed in a manner determined by management to ensure that the full amount of funding was expended on direct care, clinical and support staff. RESOLVED, the salary increase will be reflected in employees' paychecks as soon as possible after Board approval retroactive to April 1, 2017. Don Mitzner motioned, Ellen Alexander seconded, motion unanimously approved.
- **Approval to Purchase Property at 1339 Spur Drive South, Islip, NY:** WHEREAS, the Office of People with Developmental Disabilities (OPWDD), through the LIDDRO has transferred the operations of LIDDSOO's ICF located at 913, 918, 921, and 923 Rainbow Commons, Melville, New York 11747 to ACLD; and WHEREAS, ACLD is committed to maintaining quality services for the individuals residing in the ICFs,

assuring continuity of care and minimizing any unnecessary disruption to the individuals, daily activities; and WHEREAS, ACLD is desirous of transferring these individuals in these facilities to more suitable surroundings; and WHEREAS, the property at 1339 Spur Drive South, Islip, NY was deemed suitable for six (6) of these individuals under our care; Now therefore it be RESOLVED, the Board of Trustees approves the purchase of the property at 1339 Spur Drive South, Islip, NY for a purchase price not to exceed \$380,000. Anne Emmerson motioned, Rebecca Kooper seconded, all in favor, motion approved.

- **Approval to Purchase Property at 484 Nichols Road, Hauppauge, NY:** WHEREAS, the Office of People with Developmental Disabilities (OPWDD), through the LIDDRO has transferred the operations of LIDDSOO's ICF located at 913, 918, 921, and 923 Rainbow Commons, Melville, New York 11747 to ACLD; and WHEREAS, ACLD is committed to maintaining quality services for the individuals residing in the ICFs, assuring continuity of care and minimizing any unnecessary disruption to the individuals, daily activities; and WHEREAS, ACLD is desirous of transferring these individuals in these facilities to more suitable surroundings; and WHEREAS, the property at 484 Nichols Road, Hauppauge, NY was deemed suitable for six (6) of these individuals under our care; Now therefore it be RESOLVED, the Board of Trustees approves the purchase of the property at 484 Nichols Road, Hauppauge, NY for a purchase price not to exceed \$390,000. Ellen Alexander motioned, Anne Emmerson seconded, all in favor, motion approved.
- **Expansion of the Spiegel Center:** WHEREAS, ACLD has determined that in order to provide new and better services to the children attending the Spiegel Center, four new classrooms need to be added to the current building configuration; and WHEREAS, ACLD has determined that a passageway between the Spiegel Center and the gymnasium would provide a safer alternative than walking between buildings in an open unprotected area as is currently done; and WHEREAS, ACLD has received a quotation totaling approximately \$2.3 million including architectural and miscellaneous costs to provide for the addition of four classrooms and the passageway between the Spiegel Center and the gymnasium; and WHEREAS, ACLD has determined that current restricted donations totaling approximately \$632,000 can be used to offset a portion of the total cost; and WHEREAS, ACLD has determined that the construction costs will be covered by the rates reimbursed and that there is ample room in the indirect cost screen to absorb the additional costs; Now Therefore it be RESOLVED, the Board of Trustees, in order to better support the children in the Spiegel Center, approve management taking all steps necessary to obtain the balance of the construction costs not covered by restricted donations described above, including seeking a mortgage, if necessary, in an amount not to exceed \$1.7 million. Meryl Jackelow motioned, Rebecca Kooper seconded, all in favor, motion approved.
- **Approval to Purchase Property at 296 Blake Avenue, Bohemia, NY:** WHEREAS, the Office of People with Developmental Disabilities (OPWDD), through the LIDDRO has transferred the operations of LIDDSOO's ICF located at 913, 918, 921, and 923 Rainbow Commons, Melville, New York 11747 to ACLD; and WHEREAS, ACLD is committed to maintaining quality services for the individuals residing in the ICFs, assuring continuity of care and minimizing any unnecessary disruption to the individuals, daily activities; and WHEREAS, ACLD is desirous of transferring these individuals in these facilities to more suitable surroundings; and WHEREAS, the property at 296 Blake Avenue, Bohemia, NY was deemed suitable for six (6) of these individuals under our care; Now therefore it be

RESOLVED, the Board of Trustees approves the purchase of the property at 296 Blake Avenue, Bohemia, NY for a purchase price not to exceed \$485,000. Ellen Spiegel motioned, Rebecca Kooper seconded, all in favor, motion approved.

Affordable Housing Project – Timothy Henzy from Smith & Henzy presented an update on the Oyster Bay Gardens Affordable Housing project. The closing of this project will be taking place on or about June 2018. July 2018 will begin construction on this project.

SERVICE EXCELLENCE

- **Employee Recognition Committee** – Rob discussed the goals and purpose of this committee. This committee recognizes our valued staff members who have clearly demonstrated leadership and an unwavering commitment in helping people supported achieve principles. This committee is chaired by Rob Ciatto and Sharon Geiselman.
- **Employee of the Quarter Award** – is an award that employees and people supported can utilize to recognize, on an agency wide basis, those employees who excel in their positions and are highly regarded by their peers, supervisors, and program and/or departmental directors. These employees display consistent leadership on the job as well as an commitment to ACLD's Core Values. The winner of the Employee of the Quarter award receives a \$100 gift card and lunch and is presented this by our management team with balloons. This month's Employee of the Quarter, we recognized Lisa Fauerbach. The luncheon is scheduled to take place in the month of March.
- **Opening of the 4 Houses** – All of the people residing in Melville Estates have moved into the four new homes located in North Baldwin, East Islip, Nesconset and Huntington at the end of December 2017. The people supported in these locations have adjusted well to their new environments. Both the families and those who reside in the homes have been extremely happy with the new locations and the quality of life that these homes have provided.
- **Stonybrook Leadership Program** – Rob discussed that 30 staff participated in this leadership program which consisted of 15 Managers and 15 Assistant Managers.
- **Food Literacy** – 20 people participated and this took place in the Levittown Day Hab kitchen.
- **New Autism Day Program** – The Director of Day and Community Support Services continues to conduct research and visits that will aid in the development of the new thirty person Autism programs.
- **CQL Re-accreditation** – reminded all Board members to re visit the sites. Rob has recorded a chart in his report on the visits.
- **ADP Conversion** – we processed our first payroll. Bob thanks Sandi Gutmanstein, Barbara Lubrano, and her department on a job well done. Next phase that will be implemented will be accruals on paychecks.

- **RewearABLE** – received application from Under Armour. We are researching opportunities with them.
- **PWW** – are going to set up a rummage sale. We will receive all of the leftover clothing from this sale.
- **Non-Certified Housing** – possibility of a certified house in Bayshore. This can lead into 4 properties which would be our way of leveraging non-certified/certified housing. If we purchase inexpensive homes, we can implement non-certified housing which we can build into the rate increase. Every agency is looking into moving away from apartments. Board will eventually have to make a choice of where the money will come from for the apartments.
- **Self-Direction, Fiscal Intermediary & Brokers** – looking for new funding streams.
- **Video Conferencing** – discussion on the use of vide conferencing. Should it be strictly just for Board Meetings? This should be discussed at the next Executive Session in the Board meeting in March.
- **Staff Goals** – Bob is working on goals for the agency. Value Based Pricing is one of the topics that will be discussed and how this will change reimbursement for the agency.
- **Quality Services Committee** – Megan will be the Chair of the new Children's Service Committee.

WORKFORCE DEVELOPMENT

- **Employee Engagement Survey** – 35% of employees have completed the survey. This data will be reviewed with the Human Resources Committee.
- **Pension Committee** – 2017 was a great our pension profits for ACLD.

OPERATIONAL PERFORMANCE

1. Tony discussed a Draft Report of ACLD Program Revenue and Expenses as of December 31, 2017. Tony said that our year-end close work is not completed as of the date of this draft (02/09/18), and the year-end audit will not commence until February 26th.
2. \$2.2 Million dollar surplus. \$1.1 was surplus predicted. We are under this number because 2017 is a base year for the rates and ACLD as an Agency succeeded in spending down. We had two separate increases in the pension distributions. \$377,000 in retroactive salary increase.
3. **Spiegel Center Expansion** – Discussion regarding Spiegel Center Expansion. This project includes a new covered walkway connecting the classrooms to the gym. There will also be 4 new classrooms built. Also, there will be 3 row seating added to the gym. The total project cost is \$2.3 million. We have \$630K available from contributions to fund this. The shortfall of \$1.7 million would be covered by taking out a 25 year mortgage at a fixed rate of 6.5%. This would generate an annual mortgage payment of \$136K to ACLD.

- **RewearABLE Building** – discussion regarding the need for additional space for our RewearABLE program. Bob explained that the ReWearable program is too tight in its current space and with the proposal from Under Armour, we need to bring in other agencies to help us bring in the needed volume of clothing. Also, the Day Hab program in 837 is asking for their space back because they have more individuals attending the program. Bob referred to the handout with pictures of a new 8,000 square foot building that we could build where the basketball area is now. The cost would be \$1.5 million. Bob said the new building would have plans for an elevator and for a second floor that could be added on in the future. Bob discussed having a new 8,000 square foot building that we could build where the basketball area is now. The cost would be \$1.5 million. Bob said the new building would have plans for an elevator and for a second floor that could be added on in the future. If RewearABLE had dissolved in the future, we can always use this for PWW, Recreation, etc. It was suggested that we might want to put a 2nd floor on this building initially.
- **Investment Subcommittee** – developing a new Investment policy.

DEVELOPMENT

2018 Golf Outing - The Annual Golf Outing has a ***new date*** - **Monday, June 4th** at the Glen Head Country Club. The event will honor Lane Sieman, CEO and Executive Vice President, Chem Rx Pharmacy Services, LLC. Mr Sieman, has nearly 30 years of leadership experience in pharmaceutical services. The card party will once again be part of the event.

Enviably Life Ball - The Enviably Life Ball is scheduled for **Thursday, October 11th** at the Garden City Hotel. We will be honoring Doug Golub, Co-Founder of Medisked.

Bowling Fundraiser - The 3rd Annual Bowling for an Enviably Life is next month, Sunday, March 18th at the Farmingdale Lanes. The event will feature two sessions: one sensory-friendly session in the morning which will feature a sensory room from 10 am-1 pm; and the regular afternoon session from 2-5 pm, extending the time an extra hour. The new session has been heavily promoted to the special needs community outside of ACLD to bring in new supporters of the event.

COPA – Bob discussed COPA PAC which is an independent political action committee formed to make candidates aware of the challenges confronting people with disabilities and those agencies providing their needed supports and services in New York State. COPA advocates for raises for direct care professionals. COPA asks each agency to raise \$1,000. This is not a tax-deductible donation. A flyer was distributed in the back of the Board Book for more information on this Political Action Committee. If anyone from the Board would like to donate, please send the flyer with a check to Terri and she will send all the checks for the 2018 COPA POAC Campaign.

COMPLIANCE – Joel discussed that Corporate Compliance is meeting quarterly and reviewing all reports. Any outside audits/internal reviews will be in these meeting minutes.

Medical Director – Dr. Brown discussed that she will be updating everyone on Medisked and reviewing data on telemedicine.

Meeting adjourned 8:30 p.m.