



Codman Square Health Center
Board of Directors
August 28, 2023
Meeting Minutes

6:00 p.m.

Hybrid
Black Box
Theater
or via
Zoom

Board Members – Robert MacEachern, Steve Weymouth, Desiree Otenti, Kathy Bowes, Julia Charley, Ego Ezedi, Tasha Kitty, Teresa Maynard, Ardis Vaughan, and Garvin Warden

Staff and Visitors – Tony Stankiewicz, Sandra Cotterell, Pierre Lubin, Lisa Hamblin, Yi Jung, Craig Pogue, Renee Crichlow, and Byron Byfield

Excused: - Marva Serotkin, Thabiti Brown, Ike Colbert, Elizabeth Pimentel, and Charles O’Hara

Agenda Item	Discussion	Action
Commencement	6:00 p.m.	
President’s Welcome / Social Time	Robert MacEachern welcomed everyone to the August 2023 Board meeting. He indicated the meeting would involve an executive session.	
Meeting minutes July 24, 2023	Motion to approve the meeting minutes of July 24, 2023.	Motion by Steve Weymouth, seconded by Kathy Bowes to approve the minutes of July 24, 2023, as previously provided and presented. Unanimously approved. M/S/V.

<p>Nominating Committee Meeting Minutes July 26, 2023</p>	<p>Motion to approve the Nominating Committee meeting minutes of July 26, 2023.</p>	<p>Motion by Ardis Vaughan, seconded by Kathy Bowes to approve the Nominating Committee meeting minutes of July 26, 2023, as previously provided and presented. Unanimously approved. M/S/V.</p> <p>If interested in serving on the Nominating Committee please let Ardis Vaughan know.</p>
<p>Special Presentation – FY24 Budget First Draft</p>	<p>Yi Jung, CFO, presented the first draft of the FY24 budget, including FY23 YTD June v. FY23 YTD budget, operating revenues, operating expenses, financial ratios, FY23 Q2 forecast v. FY24 preliminary operating budget, operating revenue, budget visits, FY24 operating revenue, and FY24 operating expenses.</p> <p>Ms. Yung also presented her CFO Report, including a discussion of the effect of the transition to BMC Community Connect.</p> <p>Board discussion ensued on the presentation, including a discussion of current project losses, the current presentation is a first draft only, additional work to be done on both revenue and expense sides, the numbers</p>	

<p>CEO Report</p>	<p>presented do not include CEO transition costs, and a balanced budget to be presented at the September Board meeting.</p> <p>Sandra Cotterell, CEO, presented her report including a discussion of her recent announcement of her retirement, support from Auribus, staff support, ensuring we continue to move forward during this transition, keeping staff updated, the Board's responsibility to hire the new CEO, and the newspaper articles covering her retirement.</p> <p>She also discussed strategic planning work, the community health needs assessment kick-off, the announcement of the Top 100 Women owned business award for the 10th year in a row (let us know if you want to join us at the breakfast), her transition from BACO Board, and the Codman Academy search for Head of School and Diana Lam serving as interim Head of School.</p> <p>Board discussion ensued on recent activities at Codman Academy, the interim position, and continued search for a permanent</p>	<p>If you want to attend the Top 100 breakfast on 11/3/23 let us know.</p>
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<p>CMO Report</p>	<p>leader.</p> <p>Dr. Renee Crichlow, CMO, presented her report including a discussion of Dr. Angela McLaughlin, masking at 637 Washington St., updates, decompression Urgent Care initial proposal, metrics dashboard, depression screening, and BACO metrics.</p> <p>Board discussion ensued on metrics, including the flu and effect of BMC Community Connect transition.</p>	
<p>CHRO Report</p>	<p>Pierre Lubin, CHRO, presented his report including a discussion of hires, terminations, turnover rate, updates, Valentina and Walczak award winners, and the recent Longevity luncheon.</p>	<p>Secure 2023 total turnover rate.</p>
<p>Interim COO Report</p>	<p>Craig Pogue, interim COO, presented his report including a discussion of the July Operations dashboard.</p>	
<p>CPO Report</p>	<p>In the absence of Tarsha Weaver, CPO, Sandra Cotterell presented the report including a discussion of the upcoming back to school event and Eye Care ETC.</p>	
<p>CIO Report</p>	<p>Byron Byfield, CIO, presented his report including a discussion of new projects,</p>	

<p>CAO/COS Report</p>	<p>current projects, and completed projects.</p> <p>Tony Stankiewicz, CAO/COS, presented his report including a discussion of August 2023 development numbers, social media efforts, advertising, National Health Center Week, health center heroes, Social Saturday, the 2022 Annual Report, de-escalation fundamentals, MA reminders, IM resident packet, World Immunization Month, MyChart transition information, upcoming Men of Boston event, CHNA kick-off, public annual meeting, 2023 annual forms, Dorchester Reporter 40th anniversary event, 11th annual internship program, and Randolph events.</p>	
<p>New Business</p>	<p>None.</p>	
<p>Executive Session</p>	<p>The Board entered executive session.</p>	
<p>Adjournment:</p>	<p>7:45 p.m.</p>	

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These minutes respectfully submitted by:

Thabiti A. Brown, Clerk

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