1. BET Nathaniel Witherell Strategic Planning Comm. Meeting Documents

Documents:

BET_TNW_STRATEGIC_PLANNING_COMM_AGENDA_03-14-18.PDF
SUB_TO_APP_BET_TNW_STRATEGIC_PLAN_MINUTES_03-14-18.PDF
APPROVED_BET_TNW_STRATEGIC_PLAN_MINUTES_03-14-18.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION

Nathaniel Witherell Strategic Planning Committee

Wednesday, March 14, 2018

Gisborne Conference Room
1st Floor
12:00 Noon

AGENDA

1. Acceptance/Approval of the BET Nathaniel Witherell Strategic Planning Committee Meeting Minutes of February 22, 2018

2. Discussion - Consultant/Auditor Scope of Service
   • Nathaniel Witherell Financial Statements (historic)
   • 5-10 Year Financial Projections

3. Next Steps:
   • Board of Selectman Meeting March 22, 2018
   • Nathaniel Witherell Board
   • Continue public discussion to present the Committee Report

4. Continue discussion of the Nathaniel Witherell Business Models suggested in the Committee Report

5. 2018 Committee Meeting Schedule

6. Adjournment
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
NATHANIEL WITHERELL STRATEGIC PLANNING COMMITTEE
MINUTES – Mazza Conference Room, Town Hall

Wednesday, March 14, 2018

Committee: Arthur D. Norton, Chair; William Drake, Andreas Duus III, Elizabeth K. Krumeich, Jeffrey Ramer, Nancy Weissler

Staff: Peter Mynarski, Comptroller

Others: William Galvin, RTM D7, Member Budget Overview Cmte

The meeting was called to order at 12:03 P.M.

Acceptance/Approval of the BET Nathaniel Witherell Strategic Planning Committee Meeting Minutes: February 22, 2018

Upon a motion duly made by Mr. Ramer, seconded by Mr. Duus, the Committee voted 4-0 to approve the Minutes of the February 22, 2018 Meeting as amended.

Mr. Norton commented that the Committee name reflects the need for strategic planning to address the challenges TNW faces no matter what its source of patients. Mr. Galvin expressed concern about how the Committee would be reviewing TNW’s finances and the timeframe it planned for the RFP’s services. Ms. Krumeich noted that Mr. Norton’s presentation at the RTM Health & Human Services Committee meeting was the beginning of opportunities to share the TNW’s Strategic Planning Committee Report directly with the community. Mr. Ramer suggested that the community dialogue would be continuing through RTM Committee meetings prior to the RTM’s May vote on TOG’s 2018-2019 Budget.

Discussion – Consultant/Auditor Scope of Service

- Nathaniel Witherell Financial Statements (historic) - Ms. Weissler informed the Committee that TNW financials were not yet ready for their review because a new CFO, had recently assumed responsibilities for the position. A sub-committee of Mr. Drake, Ms. Weissler, Mr. Mynarski and Mr. Gieger, was formed to draft the RFP’s scope of services. The draft had been forwarded to Mr. Zsebik, Director of Purchasing, for comments. The Committee then discussed whether the RFP’s accounting methodology should be based on FASB or GASB accounting principles. Mr. Norton remarked that as a 501c3, TNW would present the operational accounting in FASB and the historic numbers in GASB. It was decided that the FASB comparison would be of assistance to the auditor. Ms. Hess was asked to prepare the FASB financial reports and to participate in a meeting with Mr. Mynarski, Mr. Gieger and Tom Ellis, TNW Finance Director, to conform the presentation of the financials.

Upon a motion duly made by Ms. Krumeich, seconded by Mr. Ramer, the Committee voted 4-0 to accept Sections 1 & 2 of the draft RFP.
Upon a motion duly made by Mr. Ramer, seconded by Mr. Drake, the Committee voted 4-0 to approve an Advisory Committee (Norton, Weissler, Drake, Hess) to prepare questions and answers that might be asked by responders to the RFP.

The Committee discussed specifications of the RFP: the assembly of a prospective vendor list; consultant qualifications; the length of the project; the timing of the launch of the RFP; and, the availability of finances to pay for the project. The selection process would be the TOG’s Purchasing Department formula. Submission requirements should include: scenario analysis according to sensitivity factors; projections of the future regulatory environment and market context; and, key variables should be integrated into recommendations.

- **5-10 Financial Projections** - It was decided that the Operations portion of the RFP should be implemented following a timeline of July 1 with deliverables requested no later than November 30, 2018 to coincide with FY20 Budget planning cycle. The Accounting portion of the RFP is targeted to be a 60 – 90-day project with estimated completion no later than mid-October; a preliminary meeting would be requested at the midpoint of the project.

Presentations of the RFP findings would be made to TNW Strategic Planning Committee, the BET and TNW Board.

Upon a motion duly made by Mr. Ramer, seconded by Ms. Krumeich, the Committee voted 4-0 to approve the RFP as revised and finalized with the Director of Purchasing.

**Next Steps:**

- **Board of Selectmen** – The Committee Report is scheduled to be presented and explained to the Board of Selectmen at their March 22, 2018 meeting. It was suggested that answers to questions about the type of nursing facility and accounting complexity should be prepared.

- **Nathaniel Witherell Board** – Mr. Norton suggested that Mr. Simon accompany him to make a presentation of the Report at their May 22, 2018 meeting.

- **Continue Public presentation of the Committee Report for discussion** – It was decided that a press release about the Report will be submitted to the Greenwich Sentinel, the Greenwich Time and the Greenwich Free Press.

- A meeting with Tom Ellis, TNW CFO, will be arranged for Members of TNW Strategic Planning Committee.

**Continue discussion of the Nathaniel Witherell Business Models suggested in the Committee Report** – Ms. Krumeich proposed speaking to Mr. Cava about what changes would need to take place before Union negotiation begin in July 2019. Legal research should also begin so that potential issues will be known.

**2018 Committee Meeting Schedule**

Next Meetings:
Adjournment

The meeting adjourned at 2:09 P.M.

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Catherine Sidor, Recording Secretary

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Arthur D. Norton, Chairman

SUBJECT TO APPROVAL
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
NATHANIEL WITHERELL STRATEGIC PLANNING COMMITTEE
MINUTES – Gisborne Conference Room, Town Hall

Wednesday, March 14, 2018

Committee: Arthur D. Norton, Chair; William Drake, Andreas Duus III, Elizabeth K. Krumeich, Jeffrey Ramer, Nancy Weissler

BET: Debra Hess, Member

Staff: Peter Mynarski, Comptroller

Others: William Galvin, RTM D7, Member Budget Overview Cmte.

The meeting was called to order at 12:03 P.M.

Acceptance/Approval of the BET Nathaniel Witherell Strategic Planning Committee Meeting Minutes: February 22, 2018

Upon a motion duly made by Mr. Ramer, seconded by Mr. Duus, the Committee voted 4-0 to approve the Minutes of the February 22, 2018 Meeting as amended.

Committee Organization

Mr. Norton commented that the Committee name reflects the need for strategic planning to address the challenges TNW faces no matter what its source of patients. Mr. Galvin expressed concern about how the Committee would be reviewing TNW’s finances and the timeframe it planned for the RFP’s services. Ms. Krumeich noted that Mr. Norton’s presentation at the RTM Health & Human Services Committee meeting was the beginning of opportunities to share the TNW’s Strategic Planning Committee Report directly with the community. Mr. Ramer suggested that the community dialogue would be continuing through RTM Committee meetings prior to the RTM’s May vote on TOG’s 2018-2019 Budget.

Requests for Proposals – Consultant/Auditor Scope of Service

Nathaniel Witherell Financial Statements (historical) - Nathaniel Witherell Financial Statements (historical) - Ms. Weissler informed the Committee that TNW financials were not yet ready for their review because Thomas Ellis, the new Chief Financial Officer of the Nathaniel Witherell, had only recently assumed responsibilities for the position. A sub-committee of Mr. Drake, Ms. Weissler, Mr. Mynarski and Mr. Gieger, was formed to draft the RFP’s scope of services for an auditor and a consultant. The draft RFP had been forwarded to Mr. Charles Zsebik, Director of Purchasing, for comments. The Committee then discussed whether the RFP’s accounting methodology should be based on Financial Accounting Standards Board (FASB) or Governmental Accounting Standards Board (GASB) accounting principles. Mr. Norton remarked that as a non-profit corporation established under Section 501(c)(3) of the Internal Revenue Code, TNW would present the accounting in FASB and the historical numbers in GASB. It was decided that the GASB comparison would be of assistance to the auditor. Ms. Hess was asked to
participate in a meeting with Mr. Mynarski, Mr. Gieger and Mr. Ellis to conform the presentation of the financials.

Upon a motion duly made by Ms. Krumeich, seconded by Mr. Ramer, the Committee voted 4-0 to accept Sections 1 & 2 of the draft RFP.

Upon a motion duly made by Mr. Ramer, seconded by Mr. Drake, the Committee voted 4-0 to approve an Advisory Committee (Norton, Weissler, Drake, Hess) to prepare questions and answers that might be asked by responders to the RFP.

The Committee discussed specifications of the RFP: the assembly of a prospective vendor list; consultant qualifications; the length of the project; the timing of the launch of the RFP; and, the availability of finances to pay for the project. The selection process would be subject to the TOG’s Purchasing Department formula. Submission requirements should include: scenario analysis according to sensitivity factors; projections of the future regulatory environment and market context; and key variables should be integrated into recommendations.

Financial Projections - It was decided that the Market Analysis and Projections portion of the RFP should be implemented following a timeline of July 1 with deliverables requested no later than November 30, 2018, to coincide with the FY20 Budget planning cycle. The Accounting portion of the RFP is targeted to be a 60 – 90-day project with estimated completion no later than mid-October; a preliminary meeting would be requested at the midpoint of the project.

Presentations of the RFP findings would be made to TNW Strategic Planning Committee, the BET and TNW Board.

Upon a motion duly made by Mr. Ramer, seconded by Ms. Krumeich, the Committee voted 4-0 to approve the RFP as revised and finalized with the Director of Purchasing.

Next Steps:

- **Board of Selectmen** - The Committee Report is scheduled to be presented and explained to the Board of Selectmen at their March 22, 2018 meeting. It was suggested that answers to questions about the type of nursing facility and accounting complexity should be prepared.

- **Nathaniel Witherell Board** - Mr. Norton agreed to speak with Mr. Simon, Chairman of the TNW Board, about arranging to make a presentation of the Report during the Board’s May 22, 2018, meeting.

  Mr. Norton also agreed to arrange with Mr. Simon to have a meeting of the Committee with Mr. Ellis.

- **Public Presentations** - It was decided that the Op Ed prepared earlier for the Greenwich Sentinel would also be submitted to the Greenwich Time and the Greenwich Free Press. The Committee has not decided how to engage the public in further discussion regarding the Report.

- **Labor Contracts** - Ms. Krumeich proposed speaking to Mr. Alfred Cava, Labor Relations Representative in the Office of the First Selectman, about what changes would need to
take place before negotiations commence with several unions who have employees working at TNW and whose contracts expire June 30, 2019.

- **Law** - Legal research relating to ownership of the real property and grantor rights should also begin so that potential issues may be properly considered.

**2018 Committee Meeting Schedule**

Next Meetings:
- March 29, 2018 at 1:00 P.M. Mazza Room
- April 25, 2018 at 1:00 P.M. Human Services Conference Room

**Adjournment**

The meeting was adjourned at 2:09 P.M.

Catherine Sidor, Recording Secretary

Arthur D. Norton, Chairman