

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
NATHANIEL WITHERELL STRATEGIC PLANNING COMMITTEE  
Mazza Conference Room, Town Hall

MINUTES - Monday, July 23, 2018, 9:00 A.M.

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

Staff: Peter Mynarski, Comptroller

BET: Jill K. Oberlander, Chair; Debra Hess, Leslie Tarkington

HDG: Telephone Conference Call participants attending: Kathy Karr, Darrin Hull, Brian Ellsworth, Colin Higgins, Stephanie Cyrus, Tammy Golkowski, Michael Riley, Elaine Wocking

Guests: Allen Brown, Executive Director, TNW; Laurence Simon, Chair, TNW Board of Directors

The meeting was called to order at 9:00 A.M.

**1. Conference Call organized by Health Dimensions Group**

Mr. Norton launched the meeting by framing the Committee's goals and expectations for the RFP, and he positioned TNW as a unique, municipally owned, nearly 120-year-old skilled nursing facility – the only institution of its kind in Connecticut. He remarked that *Health Dimensions Group (HDG)* was selected to develop a model and business plan for TNW's next 8-20 years and as a continuing process because of the many healthcare marketplace changes. He looked forward to a successful relationship.

Ms. Karr then presented *HDG's* agenda, reviewed background information requested by the Information Request list and the Project's Milestone schedule. The Committee, Mr. Simon, Mr. Brown and *HDG* then discussed each of the Milestone Phases, from Phase 1: Mobilization to Phase 8: The Final Presentation and Report. The proposed date of Phase 3: Operational Assessment's team visit to TNW during Week #7, was rescheduled to accommodate previous commitments. The new proposed date for the on-site visit, September 11-13, would be confirmed by *HDG* based on staff availability and resetting of the Project Milestones.

Discussion to prioritize requested information list items needed before the on-site visit, logistics for reviewing documentation and scheduling staff interview appointments were considered. A confidentiality question was raised concerning HIPAA regulations with regard to patient records. Ms. Krumeich contacted the Town attorney, Mr. Fox, to request that he review this item. Mr. Brown offered to transmit TNW patient admission form, waiver and *HDG's* contract Terms & Conditions to TNW's outside counsel. A process for clarification of any ambiguity in the Information Request was established.

Ms. Karr summarized Next Steps for the Committee:

- set up a "data room" and provide links for Project participants

- review feasibility of coordinating a new date for TNW on-site visit date
- review recommended clarification changes to Information Request
- prioritizing new schedule for receipt of Information Request documentation
- update *HDG* contact list
- reset Milestone calendar
- review TNW patient admission form and confidentiality waiver and *HDG* contract "terms & conditions"

*HDG* conference call ended 10:21 A.M.

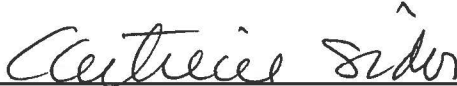
## 2. To discuss and to outline strategy relating to the Consulting Service Contract

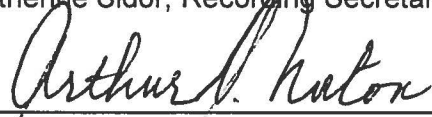
The Committee discussed outstanding issues relating to RFP 7404 Operational Consulting: clarification and specificity of Information Request items; confidentiality concerns relating to patient consent agreements; clarification of HIPAA non-disclosure responsibility; and, duplication of work to establish TNW historical financials.

The Committee expressed concern over *HDG's* Phase 1 Information Request and the status of RFP 7405 Historical Financial consulting contract (PKM O'Connor Davies).

## 3. Adjournment

Upon a motion by Mr. Duus, seconded by Mr. Ramer, the Committee voted unanimously to adjourn at 10:40 A.M.

  
 Catherine Sidor, Recording Secretary

  
 Arthur D. Norton, Chairman

Next Meeting Date: August 8, 2018 (tentatively scheduled)