



CHARTER OAK
COMMUNITIESSM

January 6, 2014

Jay Fountain, Chair
Frank Cerasoli, Vice Chair
Board of Representatives, Fiscal Committee
888 Washinton Boulevard
Stamford, CT 06901

Re: 2015 Annual Budget Request

Subject: Scofield Manor

Dear Messrs. Fountain and Cerasoli:

This request is in response to your solicitation dated December 6, 2013. In recognition of the importance of Scofield Manor to the Stamford community, the City generously provided a FY2014 operating subsidy in the amount of \$94,500.00. This subsidy was necessary to return Scofield to break-even operations, after several deficit years, and thus has helped to ensure its future. The attached fact sheet and financial statement describe the program as well as recent improvements and continuing innovations.

Charter Oak Communities respectfully requests that the City of Stamford provide a subsidy in the amount of \$94,500.00 in its FY2015 budget. Please do not hesitate to contact me with any questions or for additional information.

Sincerely,



Vincent J. Tufo
Executive Director and Chief Executive Officer
Charter Oak Communities

Attachments:

- Scofield Manor fact sheet
- Financial Statement

Cc: David Martin, Mayor, City of Stamford
Randy Skigen, Chair, Board of Representatives
Courtney Nelthropp, Chair, Charter Oak Communities

Scofield Manor – Stamford’s Residential Care Home

Operated by Charter Oak Communities

Program Overview:

- Scofield Manor is a Residential Care Home for 50 residents, licensed by the CT Department of Public Health and operated, on behalf of the City of Stamford, by Charter Oak Communities (COC).
- In addition to providing semi-private residential accommodations, Scofield Manor provides a combination of support services, freshly cooked meals, personalized assistance and health care support/coordination to meet the needs of very low income frail elderly and disabled residents, mostly from Stamford.
- The on-site nursing staff, including an RN and Certified Nurse Assistants, ensures continuity of health care services, while resident activities/services, housekeeping and other staff attend to daily living, social engagement and other routine needs for residents.
 - The residents receive medical care coordination and medication dispensary for a variety of chronic health issues, such as diabetes or mental illness, as well as routine support for and transportation to outside medical appointments.
- Scofield Manor supports residents ability to age in place in a care-centered setting, which is often much more cost effective than time spent in a nursing home and other institutional options.

Cost controls:

- A combination of short and long term strategies were implemented to place Scofield Manor on a more sustainable financial footing such as: labor union concessions, reductions in starting salaries for new hires and cost savings in certain employee benefit programs. COC now provides building maintenance, procurement and capital planning on a centralized basis, to improve cost efficiencies, audit controls and preventive building maintenance.
- Scofield has seen a significant reduction in historic staff overtime costs by hiring part time employees, revising union work rules and utilization of the ADP payroll scheduling system.
- Scofield will be purchasing an inventory software to control food purchases and reduce waste; additionally a variety of fresh vegetables and fruits are delivered direct from COC’s communal farm on the West Side, Fairgate Farm.
- Scofield will improve its active marketing efforts to achieve an average vacancy rate of no more than 4%.

January 6, 2014

Scotfield Manor

Financial Statement Historical and Projected Operating Statement

Statement of Operations and Changes in Net Assets (as of September 30 fiscal year end date)

	Budget <u>2014</u>	Draft Audit* <u>2013</u>	Audited <u>2012</u>	Audited* <u>2011</u>	Audited <u>2010</u>
Revenue					
Net resident revenues	2,115,890	2,000,418	2,053,108	1,964,411	2,049,749
Contributed use of facility	207,000	207,000	207,000	223,000	244,000
Food service	159,544	148,769	140,280	135,873	134,680
Grant and Other Income	94,500	94,800	-	-	-
	<u>2,576,934</u>	<u>2,450,987</u>	<u>2,400,388</u>	<u>2,323,284</u>	<u>2,428,429</u>
Expenses					
Resident services	459,476	515,107	461,954	426,013	442,835
Dietary services	405,258	454,366	442,536	406,562	442,904
Laundry services	30,785	34,618	36,832	35,832	34,600
Housekeeping services	61,800	69,161	81,530	71,819	58,383
Recreation services	40,664	45,662	46,568	55,334	62,128
Operations & maintenance	672,220	521,495	543,652	514,796	528,149
Administrative	369,430	332,803	326,410	405,230	305,463
Employee benefits	537,358	602,579	620,801	472,127	568,424
	<u>2,576,990</u>	<u>2,575,791</u>	<u>2,560,283</u>	<u>2,387,713</u>	<u>2,442,886</u>
Loss from Operations	(56)	(124,804)	(159,895)	(64,429)	(14,457)
Nonoperating Income					
Interest income	56	54	245	569	579
Contributions	-	-	-	-	-
Deficiency of Revenue Over Expenses and Change in Unrestricted Net Assets	(0)	(124,750)	(159,650)	(63,860)	(13,878)
Net Assets - Beginning	(181,144)	(56,394)	103,256	167,116	180,994
Net Assets - Ending	(181,144)	(181,144)	(56,394)	103,256	167,116

Note:

2011 and 2013 Net Resident Revenues adjusted for Medicaid settlement activities.