



Administrative Council Minutes

(Enter Committee or team name in the box above)

Meeting Date: June 23, 2014 **Time:** 6 p.m. **Chairperson/President/Facilitator:** Mark Mertens

Attendees: Board in Attendance: Mark Mertens (Board Chair); Martha Maxwell (CMHFB Chair); Diane Curtis; Dr. Steven Crawford; Ann Portell (Treasurer); Dr. Mindy Selsor; and Terrence O'Neill.

Board Not in Attendance: Audrey Mitchell; Clifton Lane; Forrest Wegge; Jerry Rogers (Vice Chair); Kathryn Ellis (Board Secretary – Community Development and Fundraising Committee Chair); Ken Waller; Stanley Stratton; and Victoria James.

Staff in Attendance: Dr. Stephen Huss (President/CEO); Tracy Wiecking (Ass't CEO); Katy Murray (AVP Corporate Compliance/QM; HIPAA Privacy Officer; CARF Coordinator); Patty Martens (EVP Medical & Health Services); Deborah Tumulty (VP Human Resources); Dr. Nathan Suter (Dental Director); Judy Finnegan (VP, Human/Animal Interaction); Margo Pigg (EVP Adult Behavioral Health Services); Amy Rhodes (CFO); Ghada Sultani-Hoffman (EVP Children & Youth Behavioral Health Services); and Sandra Miget (Executive Secretary).

The meeting was brought to order by Board Chair Mark Mertens at 6:12 p.m.

Agenda Item #1 May Minutes:

Discussion

Recommendations Ann moved and Diane seconded to approve the May minutes. Motion carried.

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #2 Fiscal:

Discussion Ann said we made \$12,000 in April. Financials were not yet completed for May. She said the Dental Program continues to do great. Hickory Plaza is doing great. The Health Division came up but is still losing money. Dr. Huss said two new doctors will be starting soon and we should see a change in those figures. Dr. Asraf will be our new Medical Director and will be full time by December when Dr. Helton leaves. Dr. Huss said cash has gone up, and expenses were held down. Ann reported we also got some back Medicaid. Amy said both Medicare and Medicaid are lagging. Overall we are about 45 days out with them.

Recommendations "As a member of the Finance Committee, I, Ann Portell, move that the board approve the financials for the month of April, 2014." Terry seconded the motion. Motion carried.

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #3 QA/QI:

Discussion All policies are posted on the web site. Katy Murray said privileging for May was 100% approved. We need approval on two new policies to approve G3-16; reporting on unusual occurrences. We presented all clinical measures. We will have to post all measures that were reported last month. We will post continuously throughout the year.

Mark said to feel free to talk to the board about quality issues. Patty said we will begin to see trends, are we improving and what do we need to do to improve. Margo said there is representation from all different groups at COMTREA.

Recommendations "I, Diane Curtis, move that the board approve the two policies as posted on the COMTREA web site and also approve the QA/QI report." Mindy seconded the motion. Motion carried.

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #4 CEO Report:

Discussion Dr. Huss reported that we had a house donated to us and have \$10,000 and a \$12,000 bid on it. Would like to hold out for a higher bid.

Missouri Legislature has already passed the budget. Dr. Huss said we don't know what the governor is going to do. He is talking about withholding \$700 million, which is the highest amount a governor has ever withheld in the State of Missouri. He may end up withholding the dental program.

A report on sugar was distributed. One of our responsibilities as an FQHC is to participate in the education of the community. We have copies available if you want them

Fox has donated 5,000 sq ft primarily for dental and some behavioral health programs if we get the grant from Missouri Foundation for Health. We may look at other schools for 2015.

We are down to four options for the electronic health record system.

We met with three Hillsboro churches who have committed to designing, financing, and building a chapel at Bridle Ridge. The board will have the final say on this.

Some Volunteer Program handouts were distributed. There were over 3,000 hours donated this past year. Three programs get volunteers: the CAC, A Safe Place, and Bridle Ridge. We are trying to set it up so you will have a monthly report.

Dr. Huss said there are discussions with the 23rd Judicial Circuit and the Probation Office about getting community service workers for Bridle Ridge - maybe four per day.

Judy said we also have three people from Workforce Development who are each putting in 20 hours per week. Plus each vet tech is giving us 20 hours per week.

Recommendations _____

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #5 Board Retreat

Discussion On June 13 we had the Board Retreat in the Project Room. We looked at the Strategic Plan.

The meeting was started with COMTREA's Mission Statement: The mission of COMTREA is to be an innovative, effective, and responsive community health care center.

COMTREA's Vision was tweaked: Residents of Jefferson County can access professional, high quality, and research based mental health, alcohol and other substance abuse, domestic violence, adult and pediatric medical and dental care in a timely manner regardless of the ability to pay.

Dr. Huss said we will use this vision as a marketing tool. We are trying to rebrand ourselves now.

The Vision Statement states residents of Jefferson County because half our board is appointed by the County Council. So we can serve people from other counties, but the vision needs to be tied to Jefferson County.

Dr. Huss said we can handle 17% of our patients free.

We talked about COMTREA's Principles and Values.

Finances were discussed. DMH increased about 1%. FQHC has increased by a small amount.

At the retreat it was suggested that we change a few things about the five year plan. See attachment.

Ghada explained trauma informed agency, being sensitive to traumas our clients may have experienced in the past.

Our Strategic Plan goals are generally the same. We added some new services. We are working with veterans., although not with neurological problems. Dr. Huss said we have the ability to work with the deaf community. DMH has been very active in reaching out to the deaf. We can also serve people of various languages.

Dr. Suter is working with a group to start tele-dentistry. We might be able to do exams that way.

Recommendations "I, Ann Portell, move to accept the new Vision statement." Terry seconded the motion. Motion carried.

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #6 Key Points of the Budget:

Discussion A raise has been included in the budget, but we will have to see how the budget goes. We may be able to implement these raises by September.

Recommendations _____

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #7 Approvals/Votes Required:

Discussion

Recommendations "I, Terry O'Neill, move to approve the FY 2015 Strategic Plan". Ann seconded. Motion carried.

"I, Terry O'Neill, move to approve the revised Five-Year Plan". Ann seconded. Motion carried.

"I, Martha Maxwell, move to approve the FY 2015 Budget." Diane seconded. Motion carried.

"I, Martha Maxwell, move to approve the MOU with Mercy Jefferson." Ann seconded. Motion carried.

"I, Mindy Selsor, move to approve all Operations/Policies Manuals." Terry seconded. Motion carried.

"I, Diane Curtis, move to allow the CEO to enter into contracts to effect the budget." Ann seconded. Motion carried.

"I, Ann Portell," move to approve the Board Membership Recruitment Plan." Terry seconded. Motion carried.

"I, Diane Curtis, move to allow the selling of the donated Cameron Street House at the best possible deal." Ann seconded. Motion carried.

"I, Ann Portell, move to stop offering Saturday hours at Byrnes Mill and to revisit this issue four months from now." Diane seconded. Motion carried.

"I, Martha Maxwell, move to apply for the Missouri Foundation for Health Oral Health Innovation Grant with the intention to offer dental services at the Fox School District and apply for a change of scope." Mindy seconded. Motion carried.

Mark tabled the following vote until the July meeting. (Permission for CEO to borrow up to \$600,000 for EHR system) Mark would like to look at COMTREA's recommendations before the board votes on this.

"I, Terry O'Neill, move to apply for the ACA Health Center Expanded Services Supplemental Funding Opportunity." Ann seconded.
Motion carried.

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #8 Board:

Discussion Steve requested the board arrange speaking opportunities for him from August through December. If any board member belongs to an organization, he would like to speak to that organization.

The 40th anniversary celebration will be October 3. Master of Ceremony will be Bill McClellan. The governor has been invited. We are trying to find as many previous board members as possible and ask them to attend. Deborah said the jazz band has been scheduled, and so far we've received \$5,000 in donations.

Recommendations _____

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #9 Election of Officers:

Discussion The Executive Board said they are willing to keep serving in their current positions.

Recommendations "I, Terry O'Neill, move to close the nominations and approve the current Executive Board members by acclimation." Diane seconded. Motion carried.

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #10 Closed Session:

Discussion

Recommendations "I, Ann Portell, move to go into closed session." Dr. Crawford seconded. A roll call vote was taken. All responded "Yes." The board went into closed session at 7:14 p.m.

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #11 Re-opening and Subsequent Adjournment:

Discussion

Recommendations The meeting went back into open session at 7:35 p.m.

Action Items

1. A motion was made and seconded to adjourn. The meeting was adjourned at 7:37 p.m.

2. _____

Committee member(s) responsible: _____

Notes:

Next Meeting Date: July 7, 2014 Time 8 a.m. Location: High Ridge Office

Minutes approved Mark A. Mertens 7-27-14
(Signature of Committee Chair) (Date)

Adapted and revised from sample-ECRI Institute 2012