



Comtrea Administrative Board Meeting

May 6, 2013

5:30 PM Dinner

Members Present: Kathryn Ellis, Betty Seeley, Martha Maxwell, Ann Portell, Dr. Mindy Selsor, Jerry Rogers, and Mark Mertens.

Staff Present: Dr. Stephen Huss, Tracy Wiecking, Jan Freeman, Ghada Sultani-Hoffman, Margo Pigg, Deborah Tumulty, Amy Rhodes, Katy Murray, and Sandra Miget.

- 6:00 PM
- The meeting was called to order at 6:00 p.m. by Board Chair Mark Mertens. The meeting was opened with a round of applause for Betty Seeley. Dr. Huss described Betty’s history to the board. Mark welcomed the new board members and introduced them; Donna Kraus, Cheri Fortney, Diane Curtis, and Terrence O’Neill. Everyone introduced themselves to the new members.

 - It was moved and seconded to approve the revised board minutes from November, 2012, through April, 2013. Motion carried.

Items	Discussion	Decision	Person Responsible
I. Fiscal.			
	<p>Dr. Huss and Amy went over the financial situation. Amy said overall, accounts receivable is at 46 days. Self pay is 133 days. It varies according to payer. She said we are very stable right now. She distributed a dashboard on patient statistics - how many new patients we are seeing.</p> <p>Amy said we are holding the money for Keaton residents, and she needs authorization for her to open a new, separate account for that, with Dr. Huss and Amy authorized to be signers.</p> <p>Dr. Huss said we need board approval to upgrade our IT system. Tracy explained that our servers are pretty old. We experienced several computer crashes. We couldn’t back up data and don’t have the ability to back up emails from staff. We also want to have virtualization on site. Blade technology gave the lowest bid, for a total of \$224,234. Jerry asked if part of it is for services we will provide under FQHC. Tracy answered yes. Amy said with the current system we can’t upgrade for dental software.</p>	<p>Ann moved and Mindy seconded to approve the financial report. Motion carried.</p> <p>Martha moved and Ann seconded to approve opening a new account. Motion carried.</p> <p>Ann moved and Kathy seconded to approve this bid. Motion carried</p>	

II. QA/QI.			
	<p>Dr. Huss explained that before every board meeting, if there are any changes at all, that info will be on the board website. It is required by HRSA that we do these reviews. During the June meeting we will approve entire manuals as a whole.</p> <p>Katy talked about the matrix in the Appendix G4.6.04 Revised Credentialing and Privileging Policy where the approving authority is. HR will take job applications and make sure everything is appropriate in their applications. HR will then recommend to Dr. Huss those who are eligible to be hired. Deborah will verify that all Licensed Independent Practitioner (LIPs) are privileged to provide services prior to hire.</p> <p>Mark said the authority the Board has is the selection of LIPs positions who will be coming to the board though HR for selection to hire.</p>	<p>Kathy moved and Terry seconded to approve. Motion carried.</p>	
III. Crossover Pilot Project.			
	<p>Ghada talked about the Crossover Project in Jefferson county. This is being initiated by the Juvenile Office and Children’s Division who picked two counties in Missouri (Jefferson and Greene) to pilot this project. Then they will develop a model to use in Missouri. The goal is to take kids who are in the child welfare system/juvenile court and keep them from “crossing over” into DYS custody.</p> <p>COMTREA has two staff on the implementation team, and Ghada will be on the “guiding” committee/board.</p> <p>Dr. Huss congratulated Ghada, saying it is quite a compliment to COMTREA, Ghada, and her staff.</p> <p>Jerry asked exactly how this works. Ghada said she went to a two-day training. They are still figuring out how it will work. For now they are targeting Richwoods Junior High and Northwest Valley.</p>		
IV. Bridle Ridge.			
	<p>Dr. Huss reminded everyone that the Hall Estate Auction will be held June 8. He would appreciate people coming out to help, direct traffic, etc. We plan to have a tent there with information.</p>		

<p>IV. Bridle Ridge. (Cont'd.)</p>	<p>The Barn Raising event will be held June 22. This significant event will be the beginning of our campaign to finance remaining construction on that site. If you have not seen this location, he would like to take as many board members as possible around to that and other offices. Sandra will contact you to set up a time. Right now go on line and contact Sandra. We will send an invitation to all of you.</p> <p>As soon as the Equine Committee meets and approves the invitation, we will send it to you. Tickets are \$50 per person. Dr. Huss said we will make tickets available. Jan said if you want a nice card to send to your contacts, we can get those to you. Or give Sandra the names and addresses and she can send them out for you.</p> <p>Dr. Huss will challenge each person at the event to raise \$1,000. He explained that if someone donates \$5,000, that will sponsor a stall. They will have their name and info put on a plaque on the stall door.</p> <p>We are not yet sure what will happen with Ride on St. Louis. Therapeutic Horsemanship also wants to become involved with our program. We will start almost entirely with our own clientele. We have already received approval from DMH to bill for our services.</p> <p>We will need ADA bathrooms in the manor house. We may add two ADA bathrooms and a meeting room on the back of the house. We will have to redo the electricity and plumbing. We may have some administration offices there.</p> <p>Dr. Huss showed slides of the barn in the process of renovation. We are going to clean and repair the koi pond and will leave it elevated. The Garden Committee will decide what to do with the walk ways. He showed pictures of some raised beds and discussed ways to make different kinds of raised beds.</p>		<p>Sandra</p> <p>Sandra</p> <p>Garden Committee</p>
<p>V. P4P Canine Program.</p>			
	<p>Dr. Huss explained the Puppies for Parole (P4P) program. Prisoners train dogs and we can give them to kids or others in need. He said we have a dog at COMTREA and plan to use dogs in nursing homes.</p>		
<p>VI. Volunteer Program.</p>			
	<p>Jan announced we are developing a certified volunteer program. We've been using volunteers but haven't been tracking hours until recently. A national average shows how much volunteers are worth. Missouri says they are worth \$19 per hour. Based on hours that have been turned in</p>		

VI. Volunteer Program. (Cont'd.)	<p>so far, (have asked for guestimates from July 1, 2012), 65 people have volunteered about 2106 hours, valued at over \$40,000. Jan said board meetings count.</p> <p>Dr. Huss said it's important to track your hours - reviewing manuals, coming to board meetings, etc. We will have a volunteer recognition ceremony some time in October.</p> <p>Jan will get ideas from the United Way training she will attend.</p> <p>Jan went over handouts and asked the board to read those handouts. She said even your reading time can be turned in as volunteered hours. You can send your hours to Sandra. There is a form we will send you.</p>		<p>Jan/Sandra</p>
VII. Music Therapy.			
	<p>Kathy Ellis talked about music therapy. Her violin instructor has compiled a list of music/art agencies.</p> <p>Kathy asked if COMTREA would like to work with music with our clients. She is also looking at it as a funding source.</p>		
VIII. FQHC.			
	<p>We have been approved for our second year as an FQHC and received the \$650,000 award notification.</p> <p>We have also been approved for Medicare, so we can bill at higher rates.</p> <p>Missouri Foundation for Health has made an oral commitment to buy our dental equipment for us. However, they won't do that until February 1, 2014. Diane asked if we could ask dentists to donate equipment. We will work on that.</p> <p>We want to have a new Hillsboro location. We can get a 7,000 sq ft building for \$56,000 per year. It is located across from Hillsboro City Park, inside the Hillsboro city limits. Dr. Huss asked for permission to lease this property if it's feasible. Tracy discussed a three-year lease with an option to renew. They want a security deposit of \$10,000.</p> <p>Mark and Jerry said we need to get this started so we can begin to bring in some revenue. Mark recommended that we rent the facility so we can get going on this. Tracy said we might get some used equipment from a dentist who wants to stop practicing.</p>	<p>Jerry moved and Diane seconded to approve leasing this building.</p> <p>Jerry amended his motion to renting space with Dr. Huss and Tracy authorized to negotiate in the best interest of Comtrea. Ann seconded the motion. Motion carried.</p>	

VIII. FQHC. (Cont'd.)	<p>Mark recommended that we do everything we can to acquire dental equipment to lease. Amy said we can't provide services right away because of HRSA, so this can wait until the next meeting.</p>		
IX. Facilities.			
	<p>Tracy said we may be shuffling staff around to generate revenue in "A" Building in Festus. We may move staff to the second floor of "A" Building. We are waiting to see if it is realistic to create living space up there. Dr. Huss said we will put the piers in so we can support the second floor according to code. He would like to have apartments for psych clients. There may be some additional funds coming from the Federal government, so we want to keep our options open.</p> <p>Byrnes Mill's reception area has been upgraded. We installed new windows and the area is more efficient now.</p> <p>Children and Youth Services will provide services even before the Northwest School renovations have been completed. We may also be able to use some group rooms there.</p> <p>The Sullivan CAC needs to relocate. A bank bought the building and we will no longer get free rent. Also, the agency that was paying our utilities will no longer be doing that.</p> <p>Tracy is looking for other space. He is looking at churches, and other buildings. Franklin County no longer uses their space for juvenile detention, so that's an option. Tracy said the CAC board has been talking to people. He said we need 1500 sq ft. Dr. Huss said we can't use Jefferson County money to provide services in Franklin County.</p> <p>Mark suggested taking it to the press if we need to. Terry said he could get it put into the local newspaper. Cheri said she works in Franklin County and she will also check into things.</p>		
X. Community Develop- ment/ Fund Raising.			
	<p>The CAC Cowboy Dance in Farmington brought in \$9,720.</p> <p>The Fashion Show for A Safe Place brought in \$10,815.</p> <p>The CAC Golf Tournament will be held August 16.</p>		

XIII. Re-opening. (Cont'd.)	Dr. Huss distributed a list of committees. Mark had added a Membership and Personnel Committee.		
XIV. Adjournment.			
		It was moved and seconded to adjourn. The meeting was adjourned at 7:50 p.m.	
XV. Next Meeting.			
	The next meeting will be June 17 in the Arnold office. Dinner will be available at 5:30 p.m., and the meeting will begin at 6 p.m.		

Respectfully submitted,

Sandra Miget
Executive Secretary

Kathryn Ellis
Board Secretary

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<p>X. Community Development/ Fund Raising. (Cont'd.)</p>	<p>The Barn Raising at Bridle Ridge will be June 22. The FOSH gaited show horses may be in October, 2013 at Bridle Ridge. TBD Kentucky Derby Day for Bridle Ridge will be May 3, 2014.</p>		
<p>XI. Board Related Issues.</p>	<p>Bylaws were revised to make them consistent. Board Retreat will be June 15 from 9 a.m. – 2 p.m. in the Arnold office to work on the Strategic Plan. COMTREA's 40th anniversary celebration will consist of a dinner on a Friday and a festival on a Saturday at Bridle Ridge. Date TBD. Volunteer recognition will be in October. We need two more board members. Each must be receiving services or a have family member receiving services from COMTREA. We need to approve Carl Katzen for emeritus status.</p>	<p>Martha moved and Donna seconded to approve the revised bylaws. Motion carried.</p> <p>Kathy moved and Mindy seconded to approve Carl Katzen as emeritus status. Motion carried.</p>	
<p>XII. Closed Session.</p>		<p>It was moved and seconded to go into a closed session to talk about personnel issues. All voted yes. Meeting went into closed session at 7:38 p.m.</p>	
<p>XIII. Re-opening.</p>	<p>The regular board meeting reconvened at 7:48 p.m.</p>		

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