Board Meeting Minutes

Meeting Date: 08/14/17 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Kathryn Ellis (Board Vice Chair); John Lamping (Board Treasurer); Kyle Gowen (Co-Treasurer); Jane Sullivan; Katherine Hardy-Senkel; Martha Maxwell; Mark Mertens; Cliff Lane; Vicky James; Kelly Steffens; Ken Waller; Sylvia Daniels; Alicia Towery and Dr. Steven Crawford

Not in Attendance:
Elizabeth Diveley (Board Secretary); Stan Stratton; Audrey Mitchell and Dayle Burgdorf

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Margo Pigg (Chief Behavioral Health Officer); Amy Rhodes (CFO); Kim Elbl (VP, Fundraising & Capital Campaign); Donna Harris-Brekel (VP of HR); Lisa Rothweiler (VP of ITC); Cindy Vessell (VP of Community Services); Dr. Nathan Suter (Director of Oral Health); Katy Murray (VP Corporate Compliance/QM); Patty Vanek (VP of PCHH/CDM) and Dr. Kevin Turner (Medical Director)

Jerry Rogers called the August 14, 2017 Board Meeting to order at 7:30 am.

Agenda Item #1 Approval of Agenda
The August 14, 2017, meeting agenda was reviewed by the board, a change was requested to add a closed session to the agenda.

Recommendations: "I, Kyle Gowen, move that the Agenda be revised to add on a Closed Session as the first item of business." Mark Mertens seconded the motion. The motion carried.
Agenda Item #2 Closed Session

Recommendations:
“I, Cliff Lane move that the Board enter into closed session.” Mark Mertens seconded the motion. The motion was carried by a voice vote from: Jerry Rogers, Kathryn Ellis, John Lamping, Kyle Gowen, Jane Sullivan, Katherine Hardy-Senkel, Martha Maxwell, Mark Mertens, Cliff Lane, Vicky James, Kelly Steffens, Ken Waller, Sylvia Daniels and Dr. Steven Crawford.

The Comtrex Board Meeting returned to open session at 7:50 am. During the closed session there was discussion regarding a legal petition that was recently filed. No decisions or votes were taken during the time just information provided from Jerry Rogers and Sue Curfman regarding the information stated in the petition.

Agenda Item #3 Approval of the Previous Board Meeting Minutes

The July 17, 2017, Board Meeting minutes were reviewed with no suggestions for corrections or additions.

Recommendations: “I, Cliff Lane, move that we approve the July 17, 2017 Board Meeting Minutes”. Mark Mertens seconded the motion. The motion carried.

The July 26, 2017, Special Board Meeting minutes were reviewed with no suggestions for corrections or additions.

Recommendations: “I, Kathy Ellis, move that we approve the July 26, 2017 Special Board Meeting Minutes”. John Lamping seconded the motion. The motion carried. Jane Sullivan and Ken Waller abstained from voting.

Action Items
1. Jerry Rogers to sign the approved final Board Meeting Minutes.
   Committee member(s) responsible: Jerry Rogers

Agenda Item #4 Financial Report

John Lamping provided the June 2017 Financial report, stating that this was based on pre-audit. Mr. Lamping’s report stated the following: Cash ended a little lower than expected due
to the EMR and Capital Projects coming in over budget. Dental equipment also came in over since there was $80,000 in equipment that was not budgeted for the Twin City Dental Clinic. In addition for the month of June many of the green dots changed to yellow dots this is not unusual since vacations, meetings and conferences affect the revenues during the summer months. John Lamping stated that the AR is high due to the Netsmart switch over and the inability to get the AR out to DMH and Medicaid. Once the bills are submitted there will be a 30 day or so turnaround for payment. Sue Curfman reminded the board that in Friday’s CEO report it stated that Comtrea is not the only agency experiencing issues and these problems are being experienced by all CCBHC sites in Missouri.

John Lamping stated that given the challenges with collecting this AR and with payroll due again next Friday there will be some short fall of funds. To alleviate this issue a line of credit will be needed to cover the payroll and this would be a good thing to have in place in case of any issues in the future. This would allow Comtrea to hold on to reserves and then pay the payroll from the line of credit that would then in turn be paid off once the AR comes in. John Lamping explained to the board that the cost of a line of credit is fairly cheap and Comtrea would only pay interest on the funds they have pulled out of it. Sue Curfman stated to the board that Comtrea has been able to fund 3 payrolls without any incoming funds already. Mark Mertens asked what the interest rate would be on the line of credit. John Lamping stated that the line of credit would be a variable rate tied to prime and expected to be close to 4%. Jerry Rogers added to the discussion reminded the board that this need for funds is not from a shortfall from services being unpaid it is from glitches in the systems related to the CCBHC changes. Kathy Hardy-Senkel asked about CD’s being cashed in. Jerry Rogers informed everyone that the original thought was to cash in CD’s however there would be penalties and it was determined that the line of credit was the best option at this time. Sue Curfman stated that the concerns have been there for about a year that there would be some issues with billing when these changes went into effect and updates will be sent to the board as progress is made with billing and payments.

Mark Mertens asked if the finance committee had looked at other banks since the normal procedure is to get 3 bids. Jerry Rogers noted that Comtrea met with Enterprise Banking a few months ago and were already dealing with them and due to the urgent nature of getting the cash it will be impossible to get the turnaround needed from any other financial institution.
John Lamping and Kyle Gowen agreed the turnaround for the line of credit could not be completed in time if bids would be needed. Amy Rhodes informed the board that she had spoken to other institutions. US Bank would only give $250,000 and Bank of America said no to a Line of Credit. Mark Mertens asked that we note in the minutes that the board is suspending the normal procedure of getting 3 bids for the LOC due to the time urgency of needing the cash for the next payroll.

Mark Mertens asked if state reps and others know about the situation Sue Curfman stated that they should be aware of the situation. Margo Pigg informed the Board that the MO Coalition for BH is also on the issue, but we can expect a few months before things run smoothly. Ken Waller stated that the LOC should have been in place already in case of emergencies.

**Recommendations:** Ken Waller made motion for Amy Rhodes to complete the process for getting a $1M LOC with Enterprise Banking. Mark Mertens seconded the motion. The vote carried with John lamping abstaining from the vote.

Vicky James asked if there was a backup plan regarding the current billing issues. Amy Rhodes and Lisa Rothweiler stated that Comtreea can manually bill if needed and this is trying to be done.

Amy Rhodes reported to the Board that our health insurance renewal time was upon us and open enrollment is October 1st. The current provider came in with 0% increase. Shopping around Anthem had stated they could give a better reduction but in doing so Comtree would see a large increase the following year. In addition to no increase in the insurance premiums the provider is giving Comtree $5,000 towards our wellness program. Kyle Gowen asked what the current premium is per an employee. Amy Rhodes stated that the premium is roughly $480 a person. With all discussion and questions answered regarding the financials John Lamping asked for the report to be approved.

**Recommendations:** “I, John Lamping, move that the Board approve the financial report for the month of June 2017.” Kyle Gowen seconded the motion. The motion carried.
Agenda Item #5 CEO’s Report

a) metrics reporting

1. Division Dashboards: Sue Curfman reported that BH is showing a 5.84% growth rate in June. Cancellations have increased some this month. Primary Care the average number of appointments was 10.5 for AP’s. There are also some tactics that will be used to focus in on advertising Comtrean’s pediatrician with marketing and billboards. There was a 21% new patient rate in the month of June for primary care but training and PTO did reduce the number of providers that were available. For Oral Health there was a 9.4% growth and an 18% cancellation rate.

2. Board Members using FQHC Services: Sue Curfman reported that 58% of our Board are currently utilizing Comtrean’s services.

b) State and Federal Updates

1. Financial Forecasting: Sue Curfman reported that she had two meetings the week of August 7th with MPCA (Missouri Primary Care Association) regarding the federal cliff and addressing that. Medicaid is being monitored closely. Comtrean will most likely be looking at a Medicaid Block grant. The national average is $7,300, Missouri spends a little over $10,000 it was stated that this amount will probably come in at the national average plus 25%. At this point everything is speculation. Sue Curfman stated that it was recommended that as an agency forecasting should be done to have anywhere from 5-20% cut. Sue Curfman has already started working on a forecasting tool and a meeting will take place today to work on what programs and employee expenses will need to be cut. In September the Board will be presented with the options showing one showing options at each % cut level in case it needs to be implemented. On Friday, the Advocacy Committee met and the remainder of the next 2 months the committee’s focus will be on establishing a partnership with our policy makers. Jerry Rogers reminded the board that 49% of the budget does not come from the state for Comtrean where most FQHC’s have at least 80% of their budget’s coming from state funding.

2. Cost Cutting Initiatives
Jerry Rogers informed the Board that as a result of the expected cuts Comtrean is looking at cost cutting measures, one is the Board receiving electronic documents and minimal printed packets.

c) Q4 FY 2017 Strategic Plan Update
Sue Curfman provided a quick update the copy of the Q4 results was provided in the Board electronic packets and the year ended well.

d) Monthly Program Highlights/Events and Updates

1. BH/Psychiatry

   i. *Walk In*: Sue Curfman reported that BH walk-ins started this past week and amazing, this provided some day access for Mental Health and Mercy Jefferson has been identifying individuals and sending them to the same day access.

   ii. *CCBHC Updates*: The updates were given above in the financial with the billing issues.

   iii. Coverage Plan for Child Psychiatry – resignation of child psych we will use telehealth

2. Primary Care

   i. Primary Care has submitted their application for Level 3 accreditation.

3. Oral Health

   i. Twin City Dental – Sue Curfman reported that the opening of the Twin City Dental has been delayed until October 1st due to the dental shortage when this location opens it will operate as more of an urgent walk in clinic.

Recommendations: “I, Martha Mertens, move that the Board approve Comtrean requesting an extension for the opening of the Twin City Dental clinic to October 1st.” Mark Mertens seconded the motion. The motion carried.

   ii. Primary Need – The Oral Health Division’s primary need is recruitment of dentists.

e) HRSA

1. Outcome of Survey
Jerry Rogers reported that the HRSA survey was outstanding and mentioned in the CEO report.
2. Upcoming Service Area Competition
   Sue Curfman stated that Comtreas's 3 year HRSA grant will end in April they
   open the area in December we will reapply for the next 3 year cycle.

3. Financial Report
   Sue Curfman informed the Board that Comtreas's financial report was submitted
   to HRSA and accepted.

f) Volunteers
   Sue Curfman reported on the volunteer report through the month of July 2017. In July
   there were a total of 277 hours from volunteers due to many community events.

Agenda Item #6 Action Items

a) Leadership Council Report:
   Jerry Rogers stated that the Leadership Reports were emailed out earlier in the month.
   It was asked if anyone had anything additional to report. Margo Pigg reported that
   DMH recertification and the application will be sent.
   Recommendations: "I, John Lamping, move that the Board approve the July 2017
   Leadership Council Report." Kathy Ellis seconded the motion. The motion carried.

b) CEO Evaluation Approval
   JR informed the board that Sue Curfman's evaluation was approved at the May 2017
   Board Meeting in the closed session, however this vote was not recorded in the open
   minutes in order to correct this a motion must be made to approve the evaluation.
   Recommendations: "I, Mark Mertens, move that the Board approve the May FY
   2017 evaluation of Comtreas CEO, Sue Curfman." Ken Waller seconded the motion.
   The motion carried.

c) By-Laws Revision
   Jerry Rogers stated that the by-laws revision was also prompted by the HRSA visit. In
   the current statement there was no gift amount stated. The bylaws were revised with
   the amounts stated.
**Recommendations:** “I, Mark Mertens, move that the Board approve the By-Law revisions that state an amount for the gift.” Kathy Ellis seconded the motion. The motion carried.

d) **Policy Revisions:**
Katy Murray reported to the Board that all of the policies were sent out prior to the meeting and changes made were to adapt policies to contain HRSA language.

1. **G3.4.03 Dissolution Proceedings** – HRSA stated that we needed to add the proceedings to the Governance.

**Recommendations:** “I, Ken Waller, move that the Board approve G3.4.03 Dissolution Proceedings.” Mark Mertens seconded the motion. The motion carried.

2. **G3 Agency Conflict of Interest** – HRSA they did not like a statement in it that stated perjury and that was removed.

**Recommendations:** “I, Ken Waller, move that the Board approve G3 Agency Conflict of Interest.” Mark Mertens seconded the motion. The motion carried.

3. **G3 Gift Limit** – The gift limit was changed in the by-laws and will be changed in the Governance Manual too.

**Recommendations:** “I, Ken Waller, move that the Board approve G3 Gift Limit.” Mark Mertens seconded the motion. The motion carried.

4. **G8.3.06 Assessment of Persons/Families (HRSA)** – G8.3.06 was revised to use the HRSA language in regards to household size this is now in our welcome letter and other documents.

**Recommendations:** “I, Ken Waller, move that the Board approve G8.3.06 Assessment of Persons/Families.” Mark Mertens seconded the motion. The motion carried.

5. **OHS6 Dental Offices Policies**

**Recommendations:** “I, Ken Waller, move that the Board approve OHS6 Dental Office Policies.” Mark Mertens seconded the motion. The motion carried.

6. **PC009 Check In and Out Policy**

**Recommendations:** “I, Ken Waller, move that the Board approve PC009 Check In and Out Policy.” Kathy Hardy-Senkel seconded the motion. The motion carried.
7. Revised Tails with Tales Policy Manual – Added a policy extending the time for a dog to get certified and owners.

**Recommendations:** "I, Ken Waller, move that the Board approve the Revised Tails with Tales Policy Manual." Kyle Gowen seconded the motion. The motion carried.

e) **Credentialing & Privileging:** The Board reviewed the list of new staff and interns requiring privileges and those currently employed that require re-privileging during the month of July. The list composed of the following individuals:

**NEW STAFF / INTERNS REQUIRING PRIVILEGING**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Anjan Bhattacharyya</td>
<td>Contract Psychiatrist</td>
<td>Behavioral Health</td>
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<tr>
<td>Rana Mercy Pathrose</td>
<td>Psychiatric Resident</td>
<td>Behavioral Health</td>
<td></td>
</tr>
<tr>
<td>Stacey Roth LaRose</td>
<td>Youth Therapist</td>
<td>Behavioral Health</td>
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</table>

**CURRENT STAFF RE-PRIVILEGED**

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<th>Name</th>
<th>Title</th>
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<th>Status</th>
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<tbody>
<tr>
<td>Jamie Montgomery</td>
<td>HCH Patient Care Coordinator</td>
<td>HCH</td>
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<tr>
<td>Nicole Bollinger</td>
<td>Dental Operations Manager</td>
<td>Oral Health</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Heather Breihan</td>
<td>Dental Assistant</td>
<td>Oral Health</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Carly Butler</td>
<td>CSS</td>
<td>BH</td>
<td>Full-Time</td>
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<tr>
<td>Michelle Cage</td>
<td>Residential Aide</td>
<td>BH</td>
<td>Full-Time</td>
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<tr>
<td>Mary Milfelt</td>
<td>Residential Aide</td>
<td>BH</td>
<td>Full-Time</td>
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<tr>
<td>Carrie Wickerham</td>
<td>Residential Aide</td>
<td>BH</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Jennifer Richey</td>
<td>Behavioral Health MA</td>
<td>BH</td>
<td>Full-Time</td>
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<thead>
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<th>Title</th>
<th>Division</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Elizabeth Haselhorst</td>
<td>Residential Aide</td>
<td>BH</td>
<td>Full-Time</td>
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<tr>
<td>Brittany McKeever</td>
<td>Behavioral Health MA</td>
<td>BH</td>
<td>Full-Time</td>
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<td>Kimberlee Todd</td>
<td>Residential Aide</td>
<td>BH</td>
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<td>Cassidy Reid</td>
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<td>Ariel Reaves</td>
<td>Residential Aide</td>
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<td>Full-Time</td>
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<tr>
<td>Constance Leas</td>
<td>Administrative Assistant</td>
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<td>Full-Time</td>
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<tr>
<td>Pamela Rose</td>
<td>Residential Aide</td>
<td>BH</td>
<td>Full-Time</td>
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FMMSC 0116
Approved 8/20/2014
**Recommendations:** “I, Kathy Ellis, move that the Board accept the July 2017 credentialing and privileging report and staff as presented.” Mark Mertens seconded the motion. The motion carried.

**Action Items**

1. Kathryn Ellis sign the HR Credentialing and Re-Privileging Report  
   Committee member(s) responsible: Kathryn Ellis

**f) QIQA Report:** Dr. Turner reported that the QIQA work plan was revised again due to the month that finance needs to report in. Dr. Turner reported that the MPCA Quality Measures had significant improvement in the diabetes numbers.

**Recommendations:** “I, Vicky James move that the Board approve the July 2017 QIQA report and work plan as presented.” Cliff Lane seconded the motion. The motion carried.

**Agenda Item #7 Discussion Items**

**a) Annual Board Review of Program Requirements**

1. PR #10 & 11 – Sue Curfman reported that #10 is the contracts and affiliations and #11 is Letters of Support. Both items were compliant with no deficiencies noted.

**b) Subcommittees of the Board**

1. **Family Ad Council** – Marg Pigg reported to the board that the Family Advisory Council now has 4 consistent members 2-3 from BH and 1 from Primary Care. The purpose of the group is to give family and client feedback on services, access to care and on providers. Margo Pigg explained that they meet as a group each quarter. Margo Pigg hopes that the individuals involved will stay involved in the Council for 3 years. The council will meet next on September 12th and plan to review the EMR changes and how they are affecting clients in addition CCBHC and Open Access.

2. **Building and Grounds** – Tracy Wiecking reported that the renovations at the Valley will go thru 1st inspections this week and the dental construction is almost wrapped up.
3. Community Relations/Fundraising & Capital Campaign - Kim Elbl stated that the CAC Golf Tournament is this Friday. The 5K walk/run will be on Aug 26th and the Mardi Gras in Feb.

Agenda Item #8 Board Member Recruitment Discussion: There was no discussion.

Agenda Item #9 Old Business: There was no old business to discuss.

Agenda Item #10 Adjournment: There was no further business to discuss.
Recommendations: With there being no further business to discuss, Kathy Ellis moved for adjournment. Martha Maxwell seconded the motion. The motion carried.

Notes: FY17, the Board will meet every 2nd Monday of the month at 7:30 am in the Arnold Suburban Office, Anderson Building.

Next Meeting Date: 9/11/2017   Time: 7:30 am   Location: Arnold Suburban Office

☐ Minutes approved  
(Signature of Committee Chair)  
(Date)