Board Meeting Minutes

Meeting Date: 12/11/2017 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Kathryn Ellis (Board Vice Chair); Jane Sullivan; Martha Maxwell; Mark Mertens; Cliff Lane; Kelly Steffens; Stan Stratton; Katherine Hardy-Senkel; Alicia Towery; Elizabeth Diveley (Board Secretary) John Lamping (Board Treasurer); Ken Waller and Dr. Steven Crawford

Not in Attendance:
Audrey Mitchell; Kyle Gowen (Co-Treasurer); Dayle Burgdorf and Sylvia Daniels

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Margo Pigg (Chief Behavioral Health Officer); Tracy Wiecking (COO); Amy Rhodes (CFO); Donna Harris-Brekel (VP of HR); Lisa Rothweiler (VP of ITC); Cindy Vessell (VP of Community Services); Dana Silverblatt (VP of Integrated Practices and SBHC); Dr. Nathan Suter (Director of Oral Health); Katy Murray (VP Corporate Compliance/QM); Patty Vanek (VP of Population Health); Kim Elbl (VP Marketing and Fundraising); Dr. Kevin Turner (Medical Services Director) and Rachael Bersdale (VP, BH Adult)

Guests: Dr. Isaacson, Superintendent DeSoto School District and Mr. Clint Johnston, Superintendent RVII School District

1. Meeting Open
   The December 11, 2017 Board Meeting was called to order at 7:35 am by Jerry Rogers, Board Chairman.

2. Mission Statement
   COMTREA's mission is to be an innovative, effective, and responsive comprehensive health center which exists to serve those in need; we believe that our clients are
entitled to the best professional care, in the most comfortable surroundings, at the most reasonable price possible. This we pledge to do.

3. Approval of Agenda
The December 11, 2017 board meeting agenda was reviewed and no revisions were requested.

Recommendations: "I, Stan Stratton, move that we approve the December 11, 2017 Agenda as presented." Mark Mertens seconded the motion. The motion carried.

4. Approval of November 13, 2017 Minutes
The November 13, 2017, board meeting minutes were reviewed with no suggestions for corrections or additions.

Recommendations: "I, Kathy Ellis, move that we approve the November 13, 2017 Board Meeting Minutes". Beth Diveley seconded the motion. The motion carried.

Action Items
➢ Sign the final approved board meeting minutes (Jerry Rogers, Chairman)

5. Closed Session
The Board went into closed session at 7:36 am. At 7:42 am the Board returned to open session, during the closed session the board discussed Bridle Ridge and the Ride On St. Louis contract along with updates regarding current legal matters. There was no decisions made during the closed session.
   a. Real Estate
   b. Legal

Upon return to open session, Jerry Rogers introduced Clint Johnston, Superintendent from RVII School District and Josh Isaacson, Superintendent from the DeSoto School District and thanked them for attending the meeting.
6. **Financial Review**
   
a. **Financial Performance**

John Lamping updated the board regarding the cash on hand. Mr. Lamping stated that the financials look a little different due to adjustments on the way reporting was done and not splitting the financials by programs. Primary Care and Oral Health are still running behind budget but on target from where COMTREA was last year. Overall the organization is in good standing and despite the challenges in the first quarter things are going well. Sue Curfman went over the acronym of CCBHC for the guests and explained how COMTREA is in a pilot program and PPS Rate and trigger services. COMTREA is on the fourth month under this pilot.

Amy Rhodes provided additional updates on the October financials.

**Recommendations:** “I, John Lamping, move that the Board approve the financial report for the month of October 2017.” Cliff Lane seconded the motion. The motion carried.

7. **CEO’s Report**
   
a. **Metrics Reporting**

   i. **Revenue Cycle Dashboard**

Sue Curfman updated that the dashboard is split over 2 slides and cash remains strong. The days in AR dropped slightly there was a payroll paid out on the 3rd. There is a new revenue cycle manager that is working on some new processes to help with the days in AR.

   ii. **Board Members using FQHC Services**

Sue stated that the percentage of Board Members utilizing FQHC services is at 58% right now and will drop some after December 31, 2017 due to the resignation of Stan Stratton and Vicky James. Sue Curfman and Jerry Rogers thanked Stan Stratton for his ten years with the COMTREA board and the assistance and work he has done over the years.

Ken Waller stated that the county council has been questioning who can appoint the new members and that the county council must approve any appointments. If the council gets through with the new issue they will get to make the appointments to the board. Jerry Rogers asked regarding the existing members and reappointments. Ken
Waller stated that there will be a meeting later today and more information will be coming. Jerry Rogers stated that Vicky James put in her resignation and there is a new board member that will be met with later in December.

b. State and Federal Budget Updates
Sue Curfman stated that there was not much to update on there are still two bills that are being waited on.

c. Response to Name Change Request
Jerry Rogers stated to the Board that in October many attended the MPCA Annual Meeting and COMTREA won an award. On the back of the pamphlet for dinner there was a list of names and most of them had Health Center in their name. Sue Curfman stated that the legal name is Community Treatment Inc but under the umbrella we have several names one is COMTREA Comprehensive Health Center and we would like to start using this name on marketing and emails and giving the awareness of being a health center. Jerry Rogers asked for comments. Dr. Crawford asked if COMTREA had a trademark on the logo, Tracy Wiecking stated that no only a dba on the name.

d. Diversion County Demonstration Pilot
Sue Curfman stated that a few months ago Clint Johnston reached out regarding a pilot program that would bring in resources and collaboration, this pilot will be discussed further at the JCCMHFB meeting.

e. Divisional Updates
   i. Behavioral Health/Psychiatry Updates
      1. Open Access, Response Time & Regulatory Requirements
Sue Curfman stated that there are several changes are happening in BH due to CCBHC. Margo Pigg presented on Behavioral Health Services and explained how the CCBHC works and brings services up to a Federal Platform. Due to this initiative there was changes that needed to be made in access, when access is looked at it is always an area of concern. CCBHC looks at this access and wants it provided within 10 days. Everyone that shows up needs to have a screening and BH must look at
three things, one group (priority population) that needs to be seen within one day due to their urgency. Margo Pigg spoke of the substance abuse walk in program that has been going on for a few years there might be 20 people show up and there are 8 assessment spots.

There needs to be the same access for the BH clients like COMTREA has for the substance abuse patients. In taking a look at clinical practices there is a request for Open Access location for BH in the Festus office at 109 Main St. This location would be able to house all the staff and would be called the welcome team. Everyone that shows up gets that welcome that they know COMTREA is here to help them. Margo Pigg stated that to make this work there will be a need for additional staff in the BH division because clinicians are working at 120-130% capacity. Margo Pigg gave an overview of services that they have expanded to offering and voiced a request to add 2 mental health counselors. Each time clients come in the PPS rate can be billed and one day of service would cover the rent of the rented building. Along with the counselors there is a need for a PT assessor to provide the coverage. Sue Curfman summarized the needs for the BH services and explained that in the past COMTREA has rented 109 Mill Street and with the majority of BH patients in the Festus offices it makes sense to house the open access there. In addition, having it next to the Festus office gives the ability to pull in other clinicians if there is an emergency. Sue Curfman stated that the requirements are a legal mandate and the cost will be a revenue enhancement. Jerry Rogers stated that COMTREA cannot meet the 10 day time period currently. Margo Pigg stated that the ten day limit was in place July 1, 2017. The additional requests will come up during the board approval area on the agenda. Lisa Rothweiler stated that once COMTREA meets the measures they will be eligible for bonus payments. Mark Mertens asked if it would be appointments or just all open access. Margo Pigg stated that it will all be open access and only at the Festus location and it allows individuals to come in when it works for their schedule especially with the transportation issues. Beth Diveley stated that at SSM they are experiencing increases in the ED and those Mental Health patients need to get in right away and the open access would assist with that.

ii. Primary Care Updates

No specific updates at this time.
iii. Oral Health Updates
No specific updates at this time.

f. Volunteers
Sue Curfman stated that there was 485 hours total for November as shown on the volunteer chart on the PowerPoint.

8. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of November)
The November Leadership Reports to the board were emailed to the members. No additions or comments on the reports.
Recommendations: “I, Stan Stratton, move that the Board approve the November 2017 Leadership Council Report.” Cliff Lane seconded the motion. The motion carried.

b. HRSA Approvals
   i. Supplemental OSV Correction Report
The board was presented with the supplemental OSV Correction Report last month. Sue Curfman explained that the original report was not accepted since it did not provide enough information on the Patient Advisory Council. The revised report was presented in the board packet for approval.
Recommendations: “I, Beth Diveley, move that the Board approve the Supplemental OSV Correction Report as presented for submission to HRSA.” Kathy Hardy-Senkel seconded the motion. The motion carried.

c. Approval of CEO Performance Competencies
The board was presented with the three CEO Performance Competencies that the HR committee selected. Sue Curfman stated that these were a change that occurred when COMTREA switched to Paycor. Jerry Rogers stated the Board HR committee met and agreed upon the competencies of the CEO. Donna Harris-Brekel stated that the committee reviewed the CEO Job description and the five core competencies all staff have and then selected the three elective competencies. The three that the HR Committee choose for the CEO are Strategic Planning, Honesty/Integrity and
Leadership. Jerry Rogers added that when the board evaluates the CEO they will be looking at these competencies.

**Recommendations:** “I, Mark Mertens, move that the Board approve the CEO Performance Competencies of Strategic Planning, Honesty/Integrity and Leadership as presented.” Kathy Ellis seconded the motion. The motion carried.

d. **Open Access Space**
The space for open access was discussed earlier in the meeting, however the Board needs to give approval to rent the space.

**Recommendations:** “I, Ken Waller, move that the Board approve the lease agreement for 109 Mill Street for utilization in BH Open Access.” Kathy Senkel-Hardy seconded the motion. The motion carried.

e. **Change in Dental Fee Schedule**
Sue Curfman stated there was one new dental fee change for approval.

<table>
<thead>
<tr>
<th>Preventative</th>
<th>Lab Fee</th>
<th>Slide A</th>
<th>Slide B</th>
<th>Slide C</th>
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<td>D1354 Interim Caries Arresting Medicament</td>
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<td>$5</td>
<td>$10</td>
<td>$15</td>
<td>$20</td>
<td>$25</td>
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**Recommendations:** “I, Mark Mertens, move that the Board approve the revised dental fee schedule as presented.” Stan Stratton seconded the motion. The motion carried.

f. **Policy Changes**
   
i. **Human Resources Policies**

   1. Handbook 12.9 Personal (unpaid) leave – NON FMLA

   **Recommendations:** “I, Mark Mertens, move that the Board approve the Handbook 12.9 Personal (unpaid) leave – NON FMLA as presented.” Ken Waller seconded the motion. The motion carried.

   2. (Technical Correction) Handbook 10.4.2 Procedures (delete), section now included in the new dress code 10.4 and 10.4.1
Recommendations: “I, Mark Mertens, move that the Board approve the deletion of the Handbook 10.4.2 Procedures as presented.” Ken Waller seconded the motion. The motion carried.

ii. Medical Manual
   1. MED36 Medication Assisted Treatment (MAT) Evaluations
Sue Curfman stated that this policy will create a standard response in regards to medication treatment. Mark Mertens asked if this dealt with the opioid treatment. Sue Curfman stated it does.
Recommendations: “I, Mark Mertens, move that the Board approve MED36 Medication Assisted Treatment (MAT) Evaluations policy as presented for the Medical Manual.” Alicia Towery seconded the motion. The motion carried.

iii. Health and Safety Manual
   1. Chapter 2, Sections III and IV Hepatitis B Policy
Sue Curfman stated that this hepatitis policy divides the staff in to two groups for who has to have the hepatitis shots.
Recommendations: “I, Mark Mertens, move that the Board approve the revisions to Chapter 2, Sections III and IV Hepatitis B Policy for the Health and Safety Manual.” Beth Dively seconded the motion. The motion carried.

g. New Position Approvals
   i. Addition of Practice Manager
(Revision of an existing position that will not be back filled) Sue Curfman explained that the BH Practice Manager will take the role that is done in Dental and Primary Care and puts the role in to BH. Sue Curfman stated that the individual doing the role does all the responsibilities the new position has and it will be budget neutral with the changes made in BH, Jerry Rogers added that having these two positions in PC and OH has proved valuable.
Recommendations: “I, Beth Dively, move that the Board approve the addition of the unbudgeted position of Practice Manager for Behavioral Health.” Kathy Ellis seconded the motion. The motion carried.

ii. Addition of (2) Mental Health Clinicians (Revenue Producing)
Sue Curfman stated this is for the open access and related to the proposal Margo Pigg made.

**Recommendations:** “I, Ken Waller, move that the Board approve the addition of two unbudgeted positions of Mental Health Clinicians.” Alicia Towery seconded the motion. The motion carried.

iii. **Addition of Part Time Assessor (Revenue Producing)**

**Recommendations:** “I, Kathy Ellis, move that the Board approve the addition of the part time unbudgeted position of Assessor.” Kathy Hardy-Senkel seconded the motion. The motion carried.

iv. **Change PT Status to FT Status of Family Support Provider**
(Service Extender and requirement of CCBHC)

**Recommendations:** “I, Ken Waller, move that the Board approve the unbudgeted status change of PT to FT Family Support Provider.” Kathy Hardy-Senkel seconded the motion. The motion carried.

h. **Credentialing & Privileging**

**Recommendations:** “I, Kathy Ellis, move that the Board approve the November Credentialing and Privileging Report as presented.” Stan Stratton seconded the motion. The motion carried.

**NEW STAFF / INTERNS REQUIRING PRIVILEGING**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Mobley</td>
<td>Child &amp; Family Therapist</td>
<td>BH</td>
</tr>
<tr>
<td>Kristen Kellerman</td>
<td>BH NP Intern</td>
<td>BH</td>
</tr>
<tr>
<td>Madalyn Baugh</td>
<td>Case Manager-Youth ERE</td>
<td>BH</td>
</tr>
<tr>
<td>Jensen Wagner</td>
<td>Dental Assistant</td>
<td>OH</td>
</tr>
<tr>
<td>Dr. Elizabeth Desamero</td>
<td>Dentist</td>
<td>OH</td>
</tr>
<tr>
<td>Ellen Stueckroth</td>
<td>Case Manager</td>
<td>BH</td>
</tr>
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i. **QIQA Monthly Report**

Dr. Turner informed the board that all areas that are green the quality measures have been met. There is a plan is to create some custom reports for all the measures that Primary Care is now responsible for. Jerry Rogers asked if we would be eligible for Gold. Sue Curfman pointed out some of the changes.
Recommendations: “I, Ken Waller, move that the Board approve the November QIQA Monthly Report as presented.” Kelly Steffens seconded the motion. The motion carried.

9. Discussion Items (Informational; no action taken)
   a. Annual Board Review of HRSA Program Requirements
   Sue Curfman stated that two of the HRSA requirements were reviewed this month and met. Those requirements are listed below.
      i. Program Requirement #7 (Sliding Fee Discounts)
      ii. Program Requirement #12 (Financial Mgmt. & Control Policies)
   b. Subcommittees of the Board
      i. Building and Grounds
      Sue Curfman informed the Board of a B&G meeting on the 14th of December to discuss some plans around the problems found during a recent tour of the Festus Building.
      ii. Community Relations/Fundraising & Capital Campaign
          1. Employee Campaign Kick Off
          Kim Elbl gave an update on the employee campaign kickoff that started last week. In addition the NAP grant that was applied for should be decided on by the end of the month. Kim Elbl stated that the grant will allow tax credits to be awarded to businesses in Missouri. Mark Mertens stated that the tax credit is roughly 70%. Kim Elbl referenced the save the dates for COMTREA events and would like the Board to participate in any way. Kim Elbl also brought some of the campaign brochures for Board Members. Jerry Rogers also asked Kim Elbl to discuss the donate button on COMTREA’s website. Kim Elbl informed the board that there is now a donate button located on COMTREAs website for donating.

10. Board Member Recruitment
    Jerry Rogers updated the board on Vicky James resignation and potential board members.
    a. Resignation of Vicky James
    b. Appointment / Interview of Dr. Isaacson to JCCMHFB
11. Old Business
Ken Waller spoke of a diaper bank and wondered if COMTREA might want to consider being a drop off point. Tracy Wiecking stated he had spoken to Becky Ruth and that COMTREA would consider doing a drive. Kim Elbl stated that A Safe Place will be a recipient of the program.

12. Next Scheduled Board Meeting
Monday, January 8, 2018

13. Adjournment
There was no further business to discuss.

Recommendations: With there being no further business to discuss, Stan Stratton moved for adjournment. Cliff Lane 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: 1/8/2018    Time: 7:30 am    Location: Arnold Suburban Office

☐ Minutes approved       1-8-18
(Signature of Committee Chair) (Date)