Board Meeting Minutes

Meeting Date: 2/13/2017  Time: 7:30 am

Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Kathryn Ellis (Board Vice Chair - Community Development and Fundraising Committee Chair); Elizabeth Diveley (Board Secretary) John Lamping (Board Treasurer); Martha Maxwell; Jane Sullivan; Mark Mertens; Stan Stratton; Cliff Lane; Audrey Mitchell; Vicky James; Katherine Hardy-Senkel; Ken Waller; Kelly Steffens and Kyle Gowen.

Not in Attendance: Dayle Burgdorf and Dr. Steven Crawford

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Tracy Wiecking (COO); Amy Rhodes (CFO); Margo Pigg (EVP Adult Behavioral Health Services); Nathan Suter (Clinical Director-Oral Health); Kevin Turner (PC Medical Director) Ghada Sultani-Hoffman (EVP Children & Youth Behavioral Health Services); Kim Elbl (VP of Marketing); Donna Harris Brekel (VP of HR); Lisa Rothweiler (AVP of IT) and Katy Murray (AVP Corporate Compliance/QM).

Jerry Rogers called the meeting to order at 7:30 am and introduced Alicia Towery of JCDPC who was attending as a guest.

Agenda Item #1 Approval of Agenda

Recommendations:  "I Kathy Ellis, move we approve the February 13, 2017 with the deletion of item I(a) as it is a duplicate". Kelly Steffens seconded the motion. The motion carried.

Agenda Item #2 Approval of the January 12, 2017 Board Meeting Minutes

There were no corrections or additions to the January 12, 2017 Board Meeting Minutes or the.

Recommendations:  "I Kathy Ellis, move that we approve the January 12, 2017 Board Meeting Minutes". Kelly Steffens seconded the motion. The motion carried.
Action Items

1. Mr. Rogers signed the final version of the January 12, 2017 Board Meeting Minutes.

   Committee member(s) responsible: Jerry Rogers

Agenda Item #3 Financial Report

John Lamping reported that revenues are lagging at 48% of budget and expenses are running 47% of budget.

Net income has improved to 4.69%. Mr. Lamping reported the primary areas of concern on revenue to be:

- MC+ Billing – This is primarily in the dental area due to the lag of revenue on the MAP clinic and Tooth Titan.
- Medicare billing – The Agency is falling short in expectations of population increase.

There are several areas Amy Rhodes is monitoring in regard to expenditures:

- Overtime – Increased overtime has been incurred primarily by the dental staff for coverage of staff out on leave. The Billing Department has worked additional hours to remedy the A/R issues and dietary has also been incurring overtime hours for weekend coverage. All areas are being closely monitored.
- Travel Expenses – Travel to Jefferson City for CCBHC and legislative issues has increased the Agency’s travel expenses.
- Communications – This area continues to be monitored for opportunities to reduce costs.
- Vehicle Expenses – Unplanned vehicle repairs to some of the older fleet cars have been incurred. Several vehicles were to be rotated out this fiscal year but those purchases are on hold at this time.

Mr. Lamping reported that cash was at an all-time low on December 31st. Three payrolls and a large payout to Netsmart for EMR implementation were the primary reasons for the low cash state. Receiving MIL tax money in late January should help increase the cash reserves. AR remains stable at 75 days and billable AR at 41.19 days.

Recommendations: “I, John Lamping, move that the Board approve the attached financials for the month of December, 2016.” Mark Mertens seconded the motion. The motion carried.
Agenda Item #4 CEO’s Report

1. Metrics Reporting

   a. Revenue Cycle Dashboard: Ms. Curfman reviewed the Revenue Cycle Dashboard and pointed out the improvements were beginning to show on the financials. There will be a deep dive into claims to look at the reason for denials and rejections which are delaying revenue being received.

   b. Division Dashboards: Ms. Curfman reviewed the division dashboards, pointing out the pertinent information and major improvements made in each division.

   c. Board Members using FQHC Services: A review of the recent report showed that there are only 41% Board Members or their dependents using FQHC services. HRSA requires 51%. This requirement must be met by the end of March. Signs have been posted in waiting rooms and interviews with potential new Board members are being coordinated.

2. Governor’s Budget Cuts: Ms. Curfman reviewed the most recent information available from the Missouri Coalition. Highlights included that the Governor took back the 3% provider rate increase. COMTREA had not budgeted this increase so therefore, it would not have an effect on the budget. Additional cuts included:

   - ADA - $2.6 million GR (including $1.7 million GR non-Medicaid)
   - CPS Adult - $4.5 million GR (including $1.8 million GR non-Medicaid)
   - CPS Youth - $1.9 million GR (including $400,000 GR non-Medicaid)
   - Crisis Waiver - $2 million GR added by Governor to increase our match to $7 million GR
   - KC Crisis Center - $1.25 million GR, or ½ of the original appropriation of $2.5 million GR
   - Some level of federal earnings commitment – but not enough to worry DMH
   - Early Child Trauma Training Funds - $500,000 GR

The cuts will look deeper on some of the documentation, but there is a significant FMAP adjustment (over 1% more Federal match) that made the GR/FED split on Medicaid lean much more to FED. That adjustment often looks like a core cut but in actuality should not affect the level of service for Medicaid clients.

Fortunately, Dental funding seems to be staying intact at this time.
3. **Resource Documents for the Board:** Ms. Curfman reported that a document containing commonly used acronyms by COMTREA, HRSA and CARF was included in the Board Meeting packet. The Board was encouraged to review the document to ensure they understood the terminology being used when the CARF and HRSA site visits are happening.

4. **CARF Review:** Ms. Curfman reviewed the schedule for the upcoming CARF Site visit and invited the full Board to attend any of the three sessions. She noted that the Board President and Vice President were required to attend the February 22nd Governance session.
   - February 22nd 9:00 am – Opening
   - February 22nd 9:30 am - 10:30 am Governance
   - February 24th 12:00 pm - Closing

5. **Restructure Update:** Ms. Curfman reported that Cindy Vessell's role is being expanded to include all grant funded programs. Trauma informed will be taken over by Kristi Scoville and the restructure in behavioral health is still underway.

6. **Volunteers:** Ms. Curfman reviewed the Volunteer Report and thanked the Board Members for their service to the Agency.

**Agenda Item #5 Action Items**

1. **Leadership Council Report:** There were no questions or additions to the Leadership Council Reports.

   **Recommendations:** "I, Stan Stratton, move that the Board approve the January 2017 Leadership Council Report." Beth Diveley seconded the motion. The motion carried.

2. **Retirement Plan:** Kyle Gowen reported that he had been working with Amy to identify a new retirement plan advisor. He presented three options to the Board and lengthy discussion was had regarding the pros and cons of each advisor’s application.
Recommendations: "I, Kyle Gowen, move that the Board approve Marc Parson and Principal as the new advisor and vendor for the COMTREA retirement Plan. Mark Mertens seconded the motion. The motion carried.

3. Advocacy: Ms. Curfman discussed the important role advocacy would be for both employees, leadership and the Board over the next few years. She then presented a draft Charter for COMTREA's newly formed Advocacy Subcommittee of the Board.

Recommendations: "I, Beth Diveley, move that the Board approve the formation of an Advocacy Subcommittee of the Board and the draft Charter as presented." John Lamping seconded the motion. The motion carried.

4. Fee Schedule: Ms. Rhodes reported that the fee schedule needed to be adjusted to match the federal poverty levels.

Recommendations: "I, Mark Mertens, move that the Board approve the revisions to the fee schedule adjusting poverty levels to match the federal levels." Kathy Ellis seconded the motion. The motion carried.

5. Festus Dental Clinic: Ms. Curfman reported that dental space of approximately 1,000 square feet has become available in Festus, the landlord is proposing rent of only $500 per month. An investment of $79,000 would need to be made to replace outdated equipment and order the necessary supplies for the site and another $6,000 in renovation costs. This site would be up and running in 30 days due to some existing equipment already available in the space. There are 3,000 unduplicated existing clients in the Festus area that would be able to utilize the services provided at this location. If approved, Dr. Suter will submit a grant proposal to the Foundation to cover the costs of the equipment.

Recommendations: "I, Mark Mertens, move that the Board approve the rental of office space at 112 South 2nd Street in Festus at the rate of $500 per month and the
revision to the budget to add approximately $85,000 in equipment and renovation expenses to make this location functional.” Ken Waller seconded the motion. The motion carried.

6. **Credentialing & Privileging:** The Board reviewed the list of new staff and interns requiring privileges during the month of January. The list composed of the following individuals:

<table>
<thead>
<tr>
<th>New Staff / Interns</th>
<th></th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Marlon Williams</td>
<td>Treatment Court Counselor</td>
</tr>
<tr>
<td>Felicia Farmer</td>
<td>Treatment Court Counselor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Staff Re-Privileged</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Stacy Beaird</td>
<td>LCSW/Case Manager</td>
</tr>
<tr>
<td>Amy Phillips</td>
<td>LPC</td>
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**Recommendations:** “I, Kathy Ellis, move that the Board accept this report and these staff as presented.” Mark Mertens seconded the motion. The motion carried.

**Action Items**

1. Jerry Rogers signed the HR Credentialing and Re-Privileging Report
   Committee member(s) responsible: Jerry Rogers

7. **QIQA Committee:** Vicky James reported that 257 members of the staff completed the recent annual staff satisfaction survey. $5,000 was also recently received as an incentive payment for improvement in quality measures.
Recommendations: “I Vicky James, move that the Board accept this report as presented by the QIQA Committee.” Ken Waller seconded the motion. The motion carried.

Agenda Item #6 Discussion Items

1. Building and Grounds:

a) A Safe Place Water and Sewer Line Project. R & K Excavation of Festus was awarded the winning bid for the project. We are ready to begin excavation as soon as the Ameren MO easement is signed by the City of Pevely and filed with the County. We anticipate a “shovel” (more like a backhoe) hitting the ground in the next week.

b) Hickory Plaza. We continue to have parking issues at Hickory. Our carpooling idea has not brought about the increase in spaces we had hoped for. We are going to issue bids in the next week to potential contractors to resolve the parking issue there.

c) Valley. Work is progressing on the third phase of the project. Flooring is being laid at this time. We anticipate finishing the third phase in a couple of weeks. By then, plans will be completed (finished by the architect, reviewed by staff and equipment vendor) and bidding can begin on the fourth phase—plumbing and reconfiguring the dental area based on a grant we received from the Jefferson Foundation. It will allow us to increase to four chairs (from three currently), plus the Pano machine and some storage.

d) Drug Court facility. We have begun renovating the existing restroom to become ADA compliant. Plumbing lines have been run and approved by the city. Framing the expanded walls has begun and cutting a properly sized door for office entry is in process.

e) “A” Building. The CAC has been physically moved from across the street into their new location. We have a few “tweaks” to finish up the building and waiting on the digital recording system to come in and be installed by I Record. We are communicating with the founders of the program to coordinate an open house/ribbon cutting date.
2. Community Relations:

a) The 3rd Annual Mardi Gras Ball was held on February 4 with over 300 attendees and netted over $30,000 with more donations pending. This year's theme was a Birthday Ball celebrating 30 years of A Safe Place.

b) The Capital Campaign is underway. We are in our quiet phase at this time. This is where we compile donor profiles and begin cultivating relationships with potential donors. We have set our goal at $1.5 million for the first phase and a $3 million goal to complete the entire project. We have contracted with EMD Consulting to assist us with the campaign. Kim Basler is the administrative assistant that has been hired to assist during the campaign.

c) The Annual CAC fundraising golf tournament is scheduled for Friday, August 18 at Union Hills Golf Course. Information on the tournament will be forthcoming.

d) Our digital and multimedia marketing efforts are continuing in full force with daily social media posts on Facebook, Twitter and Instagram, as well as pertinent website posts.

e) In addition, we are busy assisting with the production of event materials for the annual CAC Dance and the Tails with Tales Dog-aritaville fundraisers.

3. Trauma Informed Education for the Board: Ms. Curfman reminded the Board of the Trauma Informed Training being held on Saturday, April 1, 2017 in the Arnold Café at 8:30 am.

4. Board Challenge: Kathy Ellis challenged the rest of the Board to match a donation she has recently made to the Tails with Tales program. Laura Casey discussed the goals of the reading program and how we are having a difficult time with grant funding since we have no local data. The Board was supportive and they were thanked for their generosity.

Agenda Item #7 Board Member Recruitment Discussion: Ms. Curfman reported that she has been reaching out to patients about joining the Board but no interviews had been conducted yet.
Agenda Item #8 Old Business: There was no old business to discuss.

Agenda Item #9 Closed Session - Legal: “I, Mark Mertens move that the Board enter into closed session.” Cliff Lane seconded the motion. The motion was carried by a voice vote from: Jerry Rogers (Board Chair); Kathryn Ellis (Board Vice Chair - Community Development and Fundraising Committee Chair); Elizabeth Diveley (Board Secretary) John Lamping (Board Treasurer); Martha Maxwell; Jane Sullivan; Mark Mertens; Stan Stratton; Cliff Lane; Audrey Mitchell; Vicky James; Katherine Hardy-Senkel; Ken Waller; Kelly Steffens and Kyle Gowen.

Agenda Item #10 Real Estate
Recommendations: I John Lamping, move that the Board authorize the Building & Grounds Committee and Finance to explore the Wee Care property for future use by COMTREA to provide services. Mark Mertens seconded the motion. The motion was carried by a unanimous voice vote from Jerry Rogers (Board Chair); Kathryn Ellis (Board Vice Chair - Community Development and Fundraising Committee Chair); Elizabeth Diveley (Board Secretary) John Lamping (Board Treasurer); Martha Maxwell; Jane Sullivan; Mark Mertens; Stan Stratton; Cliff Lane; Audrey Mitchell; Vicky James; Katherine Hardy-Senkel; Ken Waller; Kelly Steffens and Kyle Gowen.

Agenda Item #11: Adjournment
Discussion: No further business to discuss.

Recommendations: With there being no further business to discuss, Mark Mertens moved for adjournment. Kathy Ellis 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: 3/13/2017    Time: 7:30 am    Location: Arnold Suburban Office

☐ Minutes approved ____________________________  3-13-17
(Signature of Committee Chair)                (Date)