Board Meeting Minutes

Meeting Date: 04/10/17 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Kathryn Ellis (Board Vice Chair); John Lamping (Board Treasurer); Martha Maxwell; Jane Sullivan; Mark Mertens; Stan Stratton; Cliff Lane; Vicky James; Kelly Steffens; Elizabeth Diveley (Board Secretary); Dr. Steven Crawford and Kyle Gowen.

Not in Attendance: Audrey Mitchell; Katherine Hardy-Senkel; Ken Waller and Dayle Burgdorf

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Tracy Wiecking (COO); Margo Pigg (EVP Adult Behavioral Health Services); Kim Elbl (VP of Marketing); Donna Harris Brekel (VP of HR); Lisa Rothweiler (AVP of IT); Patty Vanek (AVP of PCHH/CDM); Cindy Vessell (VP of Community Services) and Katy Murray (VP Corporate Compliance/QM).

Jerry Rogers called the meeting to order at 7:34 am.

Agenda Item #1 Approval of Agenda
Recommendations: "I, Vicky James, move we approve the April 10, 2017 Agenda with no changes." Cliff Lane seconded the motion. The motion carried.

Agenda Item #2 Approval of the February 13, 2017 Board Meeting Minutes
There were no corrections or additions to the March 13, 2017 Board Meeting Minutes.
Recommendations: "I Vicky James, move that we approve the March 13, 2017 Board Meeting Minutes". Cliff Lane seconded the motion. The motion carried.

Action Items
1. Mr. Rogers signed the final version of the March 13, 2017 Board Meeting Minutes.

Committee member(s) responsible: Jerry Rogers
Agenda Item #3 Closed Session – Personnel and Real Estate

Recommendations: “I, Stan Stratton 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); Beth Diveley (Board Secretary) John Lamping (Board Treasurer); Martha Maxwell; Jane Sullivan; Mark Mertens; Stan Stratton; Cliff Lane; Vicky James; Kelly Steffens; Dr. Steven Crawford and Kyle Gowen.

The Board returned into Open Session at 8:15 am.

Agenda Item #4 Financial Report

John Lamping reported to the Board that he received a copy of the Annual Compliance report and after review of the report everything appears to be in order.

Mr. Lamping continued with the financial report to the Board. February was a good month expenses were below budget and staff expenses were below budget due to the (3) three high level positions that have not been filled. The fundraising budget is over by $20,000 due to the price of the Mardi Gras event. Mark Mertens asked regarding when we receive our county tax money and if there was still problems in getting the funds. Sue Curfman reported that the taxes are paid by the county twice a year. There were no further questions.

Recommendations: “I, John Lamping, move that the Board approve the attached financials for the month of February 2017.” Kyle Gowen seconded the motion. The motion carried.

Agenda Item #5 CEO’s Report

1. Metrics Reporting
   a. Revenue Cycle: Ms. Curfman reported that there was still $2.5M after the payroll. This is the 2nd or 3rd month of good cash reserves. Ms. Curfman also reported that the AR is being worked on heavily. Mark Mertens asked of John Lamping if we should be concerned about the amount of cash in the banks. John Lamping reported that the banks are stable and if there was concern then looking at spreading funds throughout several banks would be ideal.
   b. Division Dashboards: Ms. Curfman reviewed the division dashboards, pointing out that BH continues to grow. The cancellation rate went up by 16%.
In Primary Care there was an increase in cancellations and no shows that need to be investigated further. For Dental the number of adults being served is roughly 60-70% which means less children and adults are more costly to treat. Right now Dr. Suter wants to wait and see how March pans out. Ms. Curfman reported that we will be losing several PT dentists with 2 at the end of their contracts so a plan is in the works for recruitment of dentists.

c. Board Members using FQHC Services: A review of the recent report showed that as of Friday, April 7, 2017 59% of Board Members or their dependents are using FQHC services. HRSA requires 51%.

2. MHP 2017 Ms. Curfman reported that a group of providers has negotiated contracts on behalf of the 24 FQHC’s. United Healthcare, MO Care and MO Home State have placed $2M in for an incentive program. 50% of the incentive is based on citizenship which means participation in the committees the other 50% is based on quality measures. As an agency we are adopting the measures and adding to the Quality Improvement Plan. Ms. Curfman reported that as an agency we are great at tracking data however we do not have the resources to make changes so a Quality Nurse position will be presented to help with this.

3. PDMP Ms. Curfman updated the Board on the status of the PDMP stating that there are now (2) two competing bills at the County level, the one presented by Ken Waller and the other presented by Councilman Boyer. The one presented by Ken Waller is compatible with the STL PDMP Program, however, the one that Councilman Boyer has presented is not compatible. Comtreas has created yellow shirts for individuals to wear when attending the April 24th and May 8th meetings, if any Board member would like a shirt the order deadline is today (Monday, April 10th).

4. Volunteers: Ms. Curfman reviewed the Volunteer Report, reporting that the Tales with Tails program is taking off and they have received some supplies and donations and are now in multiple schools. It was noted that children tested in their reading January had doubled in the amount of reading from the program.
Agenda Item #6 Action Items

1. Leadership Council Report: Jerry Rogers reported that the Board members received the reports via email. He requested that Margo Pigg speak about the integration of the adult and children’s divisions within BH. Ms. Pigg reported to the Board that there is much hidden talent in both the children’s and adults divisions. They are in the process of creating a new management team that meets every two weeks with a “we” focus. They are restructuring the management specifically the AVP’s and VP’s to make sure all staff has similar number of direct reports and that everyone has team meetings. They are looking at some of the measures on the adult side and now applying to the child side. In doing so they are also looking at case load, blending supervision, training needs, streamlining initiatives so that staff are not spread too thin. Jerry reminded the Board that the BH division is 51% of our budget.

Recommendations: “I, Kathy Ellis, move that the Board approve the March 2017 Leadership Council Report.” Kyle Gowen seconded the motion. The motion carried.

2. Board Work Plan: Ms. Curfman reported that there are 19 program requirements for FY 2018 the work plan establishes a method for the Board to look and review the program requirements throughout the year.

Recommendations: “I, Mark Mertens, move that the Board approve the work plan.” Stan Stratton seconded the motion. The motion carried.

3. Board by Laws: Jerry Rogers reported that our current Board By Laws state that an individual must be a minimum of 35 years of age to be on the Executive Board. It was proposed that the age restriction be removed.

Recommendations: “I, Kathy Ellis, move that the remove the age requirement from the Board by Laws.” Mark Mertens seconded the motion. The motion carried.

4. Changing Scope: Ms. Curfman reported that on our current scope paperwork our physicians were listed in the wrong column, this was to be corrected and our 3 new sites were to be added to the scope.
Recommendations: “I, Mark Mertens, move that the Board approve change in scope.” Kyle Gowen seconded the motion. The motion carried.

5. Policy Additions/Revisions: The following policy additions/revisions were presented:

   a. G14.3.01 Fundraising/Special Events Guidelines this policy will not allow fundraising during the United Way blackout dates.

   b. Personnel Handbook Section 12.3 Holidays Addition of (1) Floating Holiday Mrs. Curfman reported that on the most recent staff survey over 75% complaints were around the loss of the inclement weather days. As a result the Leadership Council proposed to add (1) PTO Day that could be utilized for a floating holiday or inclement weather.

Recommendations: “I, Kathy Ellis, move that the Board approve the addition of Fundraising/Special Events Guidelines to G14.3.01 of the Governance Manual and the revision of Employee Handbook, Section 12.3 with addition of (1) Floating Holiday PTO Day as presented” Kyle Gowen seconded the motion. The motion carried.

Additional Policy Additions/Revisions: The following policy additions/revisions were presented:

   a. Personnel Handbook, Section 6.11 Felony Donna Harris-Brekel reported that a situation occurred recently when an offer was extended and then withdrawn when the individuals background check came back with items on it. The violations were a result of identity theft. The felony policy would give a candidate (5) working days to clear up the issues.

   b. Health & Safety Manual, Ch 3 TB Policy and Procedure Katy Murray reported that the new policy and procedure would change our current timeframe for administering TB checks to one month per a year in which everyone would do their checks.

   c. Health & Safety Manual, Ch 2 Sect VII Needle stick Policy and Procedure Katy Murray reported that during the recent CARF survey it was mentioned we needed a policy. The policy outlines the procedure when clients or staff are stuck with a needle.
Recommendations: “I, Kathy Ellis, move that the Board approve the addition of Felony Policy, TB Policy and Procedure and the Needle stick Policy and Procedure to the Employee Handbook and Health and Safety Manuals.” Kyle Gowen 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 March. The list composed of the following individuals:

<table>
<thead>
<tr>
<th>New Staff / Interns</th>
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</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Title</strong></td>
<td><strong>Division</strong></td>
<td><strong>Date of Board Signature</strong></td>
</tr>
<tr>
<td>Jessica Busam</td>
<td>MA</td>
<td>PC</td>
<td>3/14/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Staff Re-Privileged</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Title</strong></td>
<td><strong>Division</strong></td>
<td><strong>Date of Board Signature</strong></td>
</tr>
<tr>
<td>Ashley Whitley</td>
<td>APRN</td>
<td>PC</td>
<td>3/20/2017</td>
</tr>
<tr>
<td>Jeneane Hunter</td>
<td>LPC</td>
<td>BH</td>
<td>3/14/2017</td>
</tr>
<tr>
<td>John Empkey</td>
<td>Dentist</td>
<td>OH</td>
<td>3/14/2017</td>
</tr>
<tr>
<td>Brooke Hogrefe</td>
<td>LPC</td>
<td>BH</td>
<td>3/14/2017</td>
</tr>
</tbody>
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Recommendations: “I, Kathy Ellis, move that the Board accept this report and these staff as presented.” Kyle Gowen 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. New Position Approvals Ms. Curfman reported that there are several new positions requiring approval, The Medical Central Admissions Secretary for the centralized intake required by CCBHC, along with a Dental Central Admissions Secretary and a Dental Secretary is needed due to expansion. The Quality Assurance Nurse is to insure our quality for HRSA and to help assist in meeting the measures for the Incentives offered by MHP. The BH AVP is due to restructure and growth and the MO
Recovery Support Specialist needs to change from a .50 to 1.00 position per DMH recommendations.

**Recommendations:** “I, John Lampe, move that the Board approve the revision to the budget to allow for the addition of the following positions, Medical Central Admissions Secretary, Dental Central Admissions Secretary, Dental Secretary, Quality Assurance Nurse, Behavioral Health AVP and Mo Recovery Support Specialist.” Stan Stratton seconded the motion. The motion carried.

8. **QIQA Committee** Katy Murray reported that Dr. Turner will now lead the QIQA meetings as the Medical Director. Jerry Rogers and Vicky James are part of the committee.

**Recommendations:** “I Cliff Lane, move that the Board approve the April 2017 QIQA report as presented.” John Lamping seconded the motion. The motion carried.

**Agenda Item #7 Discussion Items**

1. **Charters for Subcommittees of Board:** The charters are in development and a requirement for HRSA.

2. **Annual Board Review:** For the month of April 2 areas were in the work plan to be reviewed they were requirements #4 and #5, the areas were looked at and any changes that were needed were noted.

3. **Telephone:** Jerry Rogers reported to the Board the current issues with the phones.

4. **Building and Grounds:** Jerry Rogers reported that Tracy was meeting the owner of Hickory Plaza whom agreed to the addition of parking spaces with a signed lease and a small increase. Work continues at A Safe Place.

5. **Marketing and Fundraising:**
   
   a) Tails with Tales is hosting a Dog-Aritaville fundraising event on Saturday, April 29 from 6 to 11 pm at Fredericks in Festus.

FMMSC 0116
Approved 8/20/2014
b) The 12th Annual CAC fundraising golf tournament is scheduled for Friday, August 18 at Union Hills Golf Course. Information on the tournament will be forthcoming.

Agenda Item #8 Board Member Recruitment Discussion: Ms. Curfman reported that she has discussed with Kelly Blamer and Sylvia Daniels and will meet with an additional person.

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

Agenda Item #10 Adjournment
Discussion: No further business to discuss.
Recommendations: With there being no further business to discuss, Mark Mertens 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: 5/08/2017 Time: 7:30 am Location: Arnold Suburban Office

☐ Minutes approved [Signature of Committee Chair] 5.8.17

(Date)