COMTREA BOARD OF DIRECTORS MEETING AGENDA
Monday, June 13, 2016

A Meeting Open
B 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.
C Approval of Agenda Items Added or Deleted
D Approval of Minutes
   (a) May 9, 2016
E Financials
F CEO’s Report
   (a) Primary Care
   (b) KPI Dashboard
   (c) Retirement Plan and Health Insurance Contracts
   (d) Canine Program
   (e) Volunteers
G Action Items (Anything that requires a vote)
   (a) Kyle Gowan – Potential Board Member
   (b) Kathy Senkel – Potential Board Member
   (c) Sliding Fee Scale
   (d) CCBHC Application – Approval to Submit when Complete
   (e) Patient Family Advisory Council
   (f) Capital Campaign
   (g) Canine Guidebook for COMTREA Staff
   (h) Credentialing & Privileging
   (i) QIQA Coordinating Council Report
H Discussion Items (Informational; no action taken)
   (a) Building and Grounds
   (b) Community Relations – Fundraising, Foundation
       Division Program/EVP or VP Reports
   (c) Questions on information previously reported?
I Annual Forms for Board Completion
J Five Year Plan Review
K Property Review
L Vehicle and Employee Review
M Approval of FY17 Budget
N Approval of FY17 Strategic Plan
O Approval of all Operations/Policy Manuals
P Executive Board Nominations
Q Board Member Recruitment Discussion
R Next Scheduled Board Meeting
   (a) July 11, 2015
S Closed Session - Personnel
T JCCMHFB Meeting
Board Meeting Minutes

Meeting Date: 06/13/2016 Time: 7:30 am

Chairperson/President/Facilitator: Mark Mertens, Chairperson

Attendees: Mark Mertens (Board Chair); Jerry Rogers (Vice Chair); Kathryn Ellis (Board Secretary - Community Development and Fundraising Committee Chair); Elizabeth Diveley; Martha Maxwell (CMHFB Chair); Jane Sullivan; Stan Stratton; Cliff Lane; Audrey Mitchell; Vicky James, Dayle Burgdorf; Ken Waller and John Lamping.

Not in Attendance: Ann Portell (Board Treasurer) 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); Patty Vanek (AVP Primary Care); Ghada Sultani-Hoffman (EVP Children & Youth Behavioral Health Services); Judy Finnegan (VP, Human/Animal Interaction)and Katy Murray (AVP Corporate Compliance/QM).

Mark Mertens called the meeting to order at 7:30 am.

Agenda Item #1 Approval of Agenda

Recommendations: Mark Mertens noted two approval policies to add to the Agenda. "I Stan Stratton, move we approve the Agenda with the additional of the two policies to be approved". Cliff Lane seconded the motion. The motion carried.

Agenda Item #2 Approval of the May 9, 2016 Board Meeting Minutes

There were no corrections or additions to the May 9, 2016 Board Meeting Minutes.

Recommendations: "I Kathy Ellis, move that we approve the May 9, 2016 Board Meeting Minutes". Ken Waller seconded the motion. Cliff Lane abstained. The motion carried.
**Action Items**

1. Mr. Mertens signed the final versions of the May 9, 2016 Board Meeting Minutes. Committee member(s) responsible: Mark Mertens

**Agenda Item #3 Financial Report**

Amy Rhodes discussed the financial report. She noted that accounts receivable were high due in part to the Medicaid dental billings and MIL tax revenues, those should soon be received and help decrease the amount. She happily informed the Board that Medical Services was positive for the month. This feat had not been accomplished in nearly 2 years. She hoped that this trend would continue.

**Recommendations:** "I, Vicky James, move that the Board approve the attached financials for the month of April, 2016." Kathy Ellis seconded the motion. The motion carried.

**Agenda Item #4 CEO's Report**

1. **Primary Care:** Ms. Curfman reported that the $38,000 HRSA Quality Grant had been utilized to bring in a company called Qualis to help put quality metrics in place. The site visit had recently been completed and changes are being put in place.

2. **KPI Dashboard:** Ms. Curfman distributed a draft of a key performance indicator dashboard that was currently in progress and she would continue to define.

3. **Retirement Plan and Health Insurance Contracts:** Ms. Curfman reported that insurance and retirement plans were going out for bid. She noted that we would not be seeking bids for a broker. Stan Stratton questioned whether or not we should be comparing broker fees, he noted his prior experiences have sometimes identified a significant difference in broker fees. Amy Rhodes reported that they do review these fees and the Agency seeks out broker bids approximately every 2 years.

4. **Bridle Ridge** – Ms. Curfman noted that equine therapy was being suspended as of June 30th. She is looking into alternative therapies to be delivered at that site.

5. **Canine Program:** Sue Curfman distributed a pro forma for a new canine program and asked that the Board review and contact her with comments.

6. **Volunteer Program:** Ms. Curfman presented the volunteer report to the Board.
Agenda Item #5 Action Items

1. **Potential Board Members– Kyle Gowan and Kathy Senkel:** Kathy Ellis discussed the qualification of each potential Board Member and noted that the Executive Board had met with both candidates.

   **Recommendations:** “I, Kathy Ellis, move that the Board approve the appointment of Kyle Gowan to the Board of Directors of Community Treatment, Inc.”. Jerry Rogers seconded the motion. The motion carried.

2. **Recommendations:** “I, Kathy Ellis, move that the Board approve the appointment of Kathy Senkel to the Board of Directors of Community Treatment, Inc.”. Beth Diveley seconded the motion. The motion carried.

3. **Sliding Fee Scale:** Amy Rhodes discussed changes needed to the sliding fee scale.

   **Recommendations:** “I, Audrey Mitchell, move that the Board approve the revision to the sliding fee discount policy 5.1.1 to increase the sliding fee discount from $10 to $20 for Primary Care and Behavioral Health visits and require $25 per oral health visit. In addition, I recommend the addition of the interim partial dentures to the sliding fee as discussed.”

4. **CCBHC Application:** Margo Pigg reported that the deadline to submit the CCHBC Application had been extended. She anticipated that COMTREA would be ready to submit before the new deadline. She requested Board approval to submit the application after it is completed.

   **Recommendations:** “I, Kathy Ellis, move that the Board approve the submission of the CCBHC Application.” Ken Waller seconded the motion. The motion carried.

5. **Policy Approvals:** Several new policies were reviewed:

   - Primary Care Medical Manual PC0009 Check in and Check Out
   - G4 HR Appendix Employee Handbook 12.13 Birthday Leave Policy
   - Health and Safety Manual Chapter 1, Section I, O. Canine Guidebook for COMTREA Staff

   **Recommendations:** “I, Martha Maxwell, move that the Board approve the additions of Primary Care Medical Manual PC0009 Check in and Check Out and G4 HR Appendix Employee Handbook 12.13 Birthday Leave Policy reflecting the changes discussed.” Beth Diveley seconded the motion, the motion carried.
**Recommendations:** “I, Kathy Ellis, move that the Board approve the addition to the Health and Safety Manual, Chapter 1, Section I, O. Canine Guidebook for COMTREA Staff.” Audrey Mitchell seconded the motion. The motion carried.

6. **Patient Family Advisory Council:** Margo Pigg presented a draft policy outlining the requirements of a patient family advisory council that was necessary to the acceptance of the CCBHC Application. This type of council had been discussed in QIQA meetings for over a year and the Board was happy to see it coming to fruition.

**Recommendation:** “I, Jerry Rogers, move that the Board approve the formation of a Patient/Family Advisory Council.” Martha Maxwell seconded the motion. The motion carried.

7. **Capital Campaign:** Tracy Wiecking presented a short slideshow outlining the three bids obtained to engage in a capital campaign to raise funds for the transitional housing at A Safe Place. It was requested that the board approve the expense of engaging in this campaign with the EMD Group.

**Recommendation:** “I, Ken Waller, move that the Board approve the execution of an Agreement with EMD to engage in a capital campaign.” Beth Dively seconded the motion. The motion carried.

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

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<th>Notes</th>
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<td>Sarah Adair</td>
<td>ADA Counselor</td>
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<td>Nicole Allemann</td>
<td>CSS</td>
<td>C &amp; Y</td>
<td>Approved</td>
<td>6/1/2016</td>
<td>Privileges required for new position</td>
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<tr>
<td>Kevin Turner</td>
<td>Medical Director</td>
<td>CHC</td>
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<tr>
<td>Mary Daugherty</td>
<td>CSS</td>
<td>Adult</td>
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<td>6/1/2016</td>
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9. QIQA Coordinating Council Report:

   Recommendations: "I, Kathy Ellis, move that the Board accept this report and these staff as presented by the QIQA committee." Kathy Ellis seconded the motion. The motion carried.

   Action Items

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

Agenda Item #6 Discussion Items

1. Building and Grounds:

   a. "A" Building: We have completed structural reinforcements to the first floor. Low voltage wiring is being run. Primer coat of paint has been applied.

   b. A Safe Place: We have applied for annexation to the city of Pevely. We will meet with them on July 5th to formally review our application and receive proper zoning.

   c. Fox Service Center: We met with the architect and maintenance director at the Fox Service Center to review final canopy and sidewalk placement.

   d. Valley: Posted ads for public comment on renovation for Valley Middle School. June 3rd is the deadline for public comment. No comments were received.

   e. Northwest Office: The Building and Grounds Committee is looking into expanding the secretarial office onto the "front porch" of the office, due to overcrowding of the office.
f. “B” Building: The Building and Grounds Committee is considering expansion of the waiting room.

g. Hickory Plaza: We are meeting with the owner next week regarding lease renewal and parking expansion.

h. Drug Court Facility, Hillsboro: We have rented and moved into adjacent space next to our current facility. It will allow us to increase services to the courts and provide assessment and group space.

2. Community Relations: Upcoming fundraising events were discussed.

3. Division Program/EVP or VP Reports:

a. Operations: meetings to discuss options for an electronic health system to replace Psych Consult were ongoing. Follow-up meetings and pricing considerations were being scheduled.

b. Primary Care: Patty Vanek gave updates on clinicians and notified the Board that they had received provision acceptance from MO HealthNet into the primary care health home initiative, with a projected August 1st implementation date.

c. Oral Health: Nathan Suter reported that he had recently traveled to Ohio to finalize the equipment placement for the MAP Clinic. This mobile clinic was expected for delivery in mid-July. The first place the clinic will provide services will be at Mercy Jefferson outside the surgery Center. He reported that expanded hours and Saturdays were going very well but that the staff may be beginning to burn out so he is working on the addition of staff. The school based health clinic grants submitted to the Jefferson Memorial Community Foundation had not been granted. Finally, he reported that Missouri will back pay on Adult Medicaid claims dating to January 1, 2016. This will be unexpected revenue in the budget but may not come in until July.

d. Human Resources: Donna Harris-Brekel reported that the turnover rate was again creeping upward. She reported that HR is working to decrease this percentage in the next Fiscal Year.

e. Children & Youth: Ghada Sultani-Hoffman reported that she met with the Jefferson Memorial Community Foundation board on May 4th at 1:30 pm to discuss the School Based Mental Health Proposal. We received noticed that we
were not funded. She is scheduled to meet with the Fox School District Board on in July to discuss her School Based Mental Health proposal and she reported she will keep this meeting as she is committed to completing this project. Ms. Sultani-Hoffman has been meeting with a statewide group to look at revising eligibility criteria for children needing substance use treatment, as well as looking at the possibility of adding prevention services to the service menu. Related to the aforementioned, we are currently at a census of 13 kids in our residential program. She met with Jim Dix on 5/20/16 to discuss the development of an emergency shelter placement contract with the Jefferson County Juvenile office. The youths referred to this program would be housed at our Susan Nuckols site, and would be there for a maximum of 10 days where they would receive an in-depth assessment by COMTREA clinical staff. The target date for this program is 7/1/16. Ghada and Tonja G’Sell met with Joe Polette and some of his staff on 5/13/16 to discuss the development of a truancy court support program. The Juvenile Office is in the process of developing a Memorandum of Understanding (MOU), which Ghada will present to Sue as soon as she (Ghada) receives it.

f. Adult Behavioral Health: Margo Pigg reported that the first phase training has been completed for Zero Suicide Staff. She is still awaiting the decision on the Mercy Caritas grant for A Safe Place which would provide the appliances and computer equipment necessary for the expansion. Ms. Pigg reported on the expansion of court and family court treatment services in Hillsboro. And finally, she reported her staff is still working closely with psychiatrists and APN’s with the Athena Health implementation.

Agenda Item #7 Annual Forms for Board Completion
Mark Mertens requested that the Board complete and return the Annual Forms distributed in the meeting packet.
Agenda Item #8 Five Year Plan Review
Ms. Curfman reported that after completing the strategic plan, she noted that the 5 year plan also required significant revision. Those revisions were updated on a document distributed to the Board. She requested approval of those changes.
Recommendations: “I, Audrey Mitchell, move that the Board approve the revisions made to the 5 year plan. Martha Maxwell seconded the motion. The motion carried.”

Agenda Item #9 Property Review
A quick review of COMTREA property was presented for the Board.

Agenda Item #10 Vehicle and Employee Review
A review of vehicles and employees was presented for the Board.

Agenda Item #11 Approval of FY17 Budget
Amy Rhodes gave an overview of the FY17 Budget, noting a 10% increase from last year. She noted that personnel compose 74% of the budget and that 41 new positions would be added in the upcoming fiscal year. Ms. Rhodes was uncomfortable with the amount projected to be in cash reserves during the next fiscal year but was hopeful that the number would improve.
Recommendations: “I, Beth Diveley, move that the Board approve the budget for Fiscal Year 2017 as presented.” Kathy Ellis seconded the motion. The motion carried.

Agenda Item #12 Approval of FY17 Strategic Plan
The FY17 Strategic Plan was distributed for the Board to review. There were no concerns raised.
Recommendations: “I, Ken Waller, move that the Board approve the Strategic Plan for Fiscal year 2017 as presented.” Jane Sullivan seconded the motion. The motion carried.

Agenda Item #13 Approval of all Operations/Policy Manuals
A matrix showing all changes made to Operations and Policy Manuals was distributed for the Board to review. There was no discussion on those changes.
**Recommendations:** I Stan Stratton, move that the Board approve all Operations/Policy Manuals for Fiscal Year 2017 as presented." Cliff Lane seconded the motion. The motion carried.

**Agenda Item #14 Executive Board Nominations**
Nominations were taken for Executive Positions on the Board of Directors.

**Chairman:** Ken Waller nominated Jerry Rogers, Audrey Mitchell seconded the motion. Ken Waller requested that all votes cease and the Board vote by acclamation. Audrey seconded the motion. The motion carried.

**Vice Chairman:** Jerry Rogers nominated Kathy Ellis, Stan Stratton seconded the motion. Ken Waller requested that all votes cease and the Board vote by acclamation. Cliff Stan Stratton seconded the motion. The motion carried.

**Secretary:** Kathy Ellis nominated Beth Diveley for Secretary. Audrey Mitchell seconded the motion. Ken Waller requested that all votes cease and the Board vote by acclamation. Stan Stratton seconded the motion. The motion carried.

**Treasurer:** Jerry Rogers nominated Stan Stratton for Treasurer. Cliff Lane seconded the motion. Ken Waller requested that all votes cease and the Board vote by acclamation. Jerry Rogers seconded the motion. The motion carried.

**Agenda Item #15 Board Member Recruitment Discussion**
Mark Mertens reported that we were still missing a Board Member from the second district. Ken Waller discussed the reappointment of JCCMHFB Members and the end date of those appointed terms would be changed to the end of the fiscal year.

**Agenda Item #16 Closed Session – Personnel and Legal:** “I Stan Stratton, move that the Board enter into closed session.” Kathy Ellis seconded the motion. The motion was carried by a voice vote from: Mark Mertens (Board Chair); Jerry Rogers (Vice Chair); Kathryn Ellis (Board Secretary - Community Development and Fundraising Committee Chair); Elizabeth Diveley; Martha Maxwell (CMHFB Chair); Jane Sullivan; Stan Stratton; Cliff Lane; Audrey Mitchell; Vicky James, Dayle Burgdorf; Ken Waller and John Lamping.
Agenda Item #17  Adjournment

Discussion: No further business to discuss.

Recommendations: With there being no further business to discuss, Stan Stratton moved for adjournment. Ken Waller 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: 7/11/2016  Time: 7:30 am  Location: Arnold Suburban Office

☐ Minutes approved  

(Signature of Committee Chair)  

(Date)

Adapted and revised from sample-ECRI Institute 2012
**HR Credentialing and Privileging Report - 06/01/2016 to 06/30/2016**

### New Staff / Interns Requiring Privileging (during the month of June 2016)

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<td>Nurse Practitioner</td>
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<td>Ashley Holzmark</td>
<td>Dental Assistant</td>
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### Current Staff Re-Privileged (during the month of June 2016)

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<td>Jennifer Duncan</td>
<td>ADA Counselor/LPC</td>
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<td>Patricia Vanek</td>
<td>AVP/RN</td>
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<td>Rhonda Saputo</td>
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<td>Michelle Thomas</td>
<td>Nurse Care Manager/RN</td>
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<td>Barb Tenholder</td>
<td>Therapist/LPC</td>
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<td>Abigail Schuh</td>
<td>Family Therapist/PLPC</td>
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<td>Stacy Beaird</td>
<td>Case Manager/LMSW</td>
<td>Adult</td>
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100% approved

**Date of Approval:** ______/______/_____

**Signature of Board Chairman:** ____________________________
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.

WHY IS OUR MISSION STATEMENT IMPORTANT?
1. It determines the company’s direction.
2. It focuses the company’s future.
3. It provides a template for decision-making.
4. It forms the basis for alignment.
5. It welcomes helpful change.
6. It shapes strategy.
7. It facilitates evaluation and improvement.
Approval of Agenda and Meeting Minutes

FINANCIAL REPORT

CASH ON HAND
$1,592,047.78

ACCOUNTS RECEIVABLE
$3,820,294.91

MOTION: "As a member of the Finance Committee, I move that the Board approve the attached financials for the month of April, 2016."

CEO's Report

- Primary Care
- KPI Dashboard
- Retirement plan and health insurance contracts out to bid – George Gladis
  "Unnecessary to get multiple lower quotes due to changes in regulations that all insurance pricing is equal"
- Canine Program
- Volunteers
### Volunteers

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### Action Items

**Potential New Board Members**
- Kyle Gowan
- Kathy Serkel

Motion: ""\[name\] move that the Board approve the appointment of Kyle Gowan and Kathy Serkel to the COMTREA Board of Directors.""

**Sliding Fee Discount**

Motion: ""\[name\] move that the Board approve the revision to Sliding Fee Discount Policy 5.1.1 to increase the sliding fee discount from $10 to $20 for Primary Care and Behavioral Health visits and require $25 per oral health visit. In addition, I recommend approval of the additions to the fee schedule as presented below."

- Fee Schedule for Dental Fees (adding)
  - D9920 interim partial denture (maxillary) standard fee - $400 / sliding A - $185 / sliding B - $20 / sliding C - $210 / sliding D - $275 / sliding E - $300
  - D9921 interim partial denture (mandibular) standard fee - $400 / sliding A - $185 / sliding B - $220 / sliding C - $250 / sliding D - $275 / sliding E - $300
CCBHC Application

Motion: "I ______, move that the Board approve the submission of the CCBHC Application."

Patient/Family Advisory Council

Motion: "I ______, move that the Board approve the formation of a Family Advisory Council."

Capital Campaign

Motion: "I ______, move that the Board approve the execution of an Agreement with EMD to engage in a capital campaign."

New Policy Approval

Health & Safety Manual Chapter 1, Section I, O. Canine Guidebook for COMTREA Staff

This is a new Policy to replace the former APMP program. Addresses proper procedure for employees bringing canines into the workplace.

Motion: "I ______, move that the Board approve the new Canine Guidebook for COMTREA Staff found in the Health & Safety Manual, Chapter 1, Section I, O."

CREDENTIALING & PRIVILEGING

New Staff / Interns Requiring Privileging (March 2016)

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<th>Title</th>
<th>Division</th>
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<td>MD</td>
<td>Psychiatry</td>
<td>Approved</td>
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<td>Kevin Turner</td>
<td>Medical Director</td>
<td>CDI</td>
<td>Approved</td>
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<td>Harry Rodriguez</td>
<td>EDS</td>
<td>Medical</td>
<td>Approved</td>
<td>4/7/16</td>
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Current Staff Re-Privileging (March 2016)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Cathy Miller</td>
<td>LGS</td>
<td>Social Work</td>
<td>Approved</td>
<td>5/2/16</td>
</tr>
<tr>
<td>Bruce Miller</td>
<td>LGS</td>
<td>Social Work</td>
<td>Approved</td>
<td>5/2/16</td>
</tr>
<tr>
<td>Carol Brown</td>
<td>LGS</td>
<td>Social Work</td>
<td>Approved</td>
<td>5/2/16</td>
</tr>
</tbody>
</table>
QIQA COORDINATING COUNCIL REPORT

- Patient Family Advisory Council
- NPCA Clinical Quality Awards – Status Update
- Spotlighted Clinical Quality Measures - Quarterly Report
- Patient Satisfaction Survey
- Chronic Disease Collaborative Contract
- BH Metabolic Screening Completion Trend Report
- CCBHC Quality Measures
- Primary Care Quality Measures
- Oral Health Quality Measures

MOTION: "I, move that the Board accept this report as presented by the QA/QI committee."

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Discussion Items

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Building & Grounds

- "A" Building: We have completed structural reinforcements on the first floor. Low voltage wiring is being run. Primer coat of paint has been applied.
- A Bottle of Milk: We have applied for annexation to the city of Peavey. We will meet with them on July 5th to formally review our application and receive proper zoning.
- Fox Service Center: We met with the architect and maintenance director at the Fox Service Center to review final canopy and sidewalk placement.
- Valley: Updated plans for public comment on renovation for Valley Middle School. June 3rd is the deadline for public comments. If nothing is received at that time, we should proceed with renovation.
- Northeast Office: The Building and Grounds Committee is looking into expanding the secretary’s office into the “front porch” of the office due to overcrowding of the office.
- 18” Building: The Building and Grounds Committee is considering expansion of the waiting room.
- Hickory Place: We are meeting with the owner next week regarding lease renewal and parking expansion.
- Drop Box Facility, Hibbins: We have tested and moved into adjacent space near to our current facility. It will allow us to increase services to the county and provide assessment and group space.
Community Relations

Marketing: The Marketing Committee that was formed as a result of the leadership management retreat has completed meetings and reports the following information. A green COMCREA color and new font has been chosen. The COMCREA letterhead is currently being revised and updated.

Fundraising:
- CAC Golf Tournament being held on Friday, August 19 at Union Hills Country Club in Peoria.
- A Friends of A Safe Place Foundation has received the Employer Identification Number and can now set up a bank account. Kim SW continues to work on the ROI application with Megan Breasca.
- Three lots have been removed from area St. Louis consulting firm conducting study of feasibility study and capital campaign for the construction of a transitional housing project for A Safe Place.
- The Derby Day Fundraiser that was held Saturday, May 7 to benefit Prairie Ridge raised $2,988.27.
- The annual Adult Division Yard Sale that was held Saturday, May 21 raised $1,019.11.
- We are meeting with Robert Green in Gasconade County regarding a third party half-marathon on Saturdays, August 27, in Oronogo.

Operations

Information and Communication Technologies
- We have met with EClinicalWorks and Century Electronic Health Records System. We are scheduling follow-up WebEx meetings and pricing considerations.

Primary Care

Received notification from MO HealthNet of COMCREA's provisional acceptance into the MO HealthNet primary care home initiative, with a projected August 1st implementation date.

Clinician updates:
- Ashleigh McGrath NP on maternity leave as of 5/26/16 scheduled to return 8/1/2016.
- Kevin Turner D.O. — scheduled to begin clinical services 5/31/16 starting with 1 patient/hr.
- New FNP scheduled to begin employment 6/20/16.
- Dr. Hampton requesting to work 100% at Hickory Plaza, will implement in August.
**Oral Health**

- Nathan is traveling to Ohio on June 10 to evaluate the MAP Clinic manufacturing. Expected MAP Clinic delivery around July 15th.
- Expanded hours and Saturdays are going over extremely well with patients.
- We may consider adding staff to make this more regular after July 1.
- Nathan presented the $3 million grant proposal to the JCMF board on May 23rd. The grant was not funded.
- Missouri will back pay on Adult Medicaid claims dating to January 1st 2016. This will be unexpected revenue in the budget but may not come in until July.

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**Human Resources**

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<td>Annual Turnover Rate</td>
<td>20.0%</td>
<td>15.7%</td>
<td>17.1%</td>
<td>16.1%</td>
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<td>17.4%</td>
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<td>Voluntary Rate</td>
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<td>Unemployment Rate</td>
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<tr>
<td>Absenteeism Rate</td>
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</table>

- Early Termination: 35 employees have resigned so far in 2016 (4.5%)
- Layoff: 2 employees have resigned so far (4.5%)
- Voluntary: 2 employees have resigned so far (4.5%)

- Average # of days off by position:
  - Training Manager: 20
  - Administrative Assistant: 16
  - Executive Director: 6

- Total # of hours worked:
  - Training Manager: 321 hours
  - Administrative Assistant: 321 hours
  - Executive Director: 321 hours

---

**Children & Youth**

1. Ghana met with the Jefferson Memorial Community Foundation board on May 6th at 1:30 pm to discuss the School-Based Mental Health Proposal. We received notice that we were not funded.

2. Ghana is scheduled to meet with the Fox School District Board on June 7th to discuss her School-Based Mental Health proposal to the Jefferson Memorial Community Foundation. She has developed and submitted a PPT for Dr. Glaze for review at the board meeting.

3. Ghana has been working with a state-wide group to look at refining eligibility criteria for children needing substance abuse treatment as well as looking at the possibility of adding prevention services to the service menu. Related to the aforementioned, we are currently at a census of 13 kids in our residential program.

4. Ghana met with Jim Dye on 5/31/16 to discuss the development of an emergency shelter placement contract with the Jefferson County Juvenile Office. The youth referred to this program would be housed at our Southfork site, and would be there for a maximum of 10 days where they would receive an in-depth assessment by COMBRA Inc. staff. The target date for this program is 7/7/16.

5. Ghana and Tenja Sullivan met with Dr. Patti H. and some of his staff on 6/7/16 to discuss the development of a biennial court report program. The Juvenile Office is in the process of developing a Memorandum of Understanding (MOU), which Ghana will present to Sue as soon as it (MOU) receives it.
Adult Behavioral Health

- Zero Suicide initiative in process and first phase training for staff completed
- Awaiting decision on Mercy Caritas grant for ASP
- COBHC in process as due date is looming... June 16th. Completing all the extensive clinical service and program material that is required as attachments and additional modifications and additions to our manuals and clinical practice.
- Court treatment and Family Court assessment expansion in Hillsboro
- Will be moving into additional space next to our current Main St Hillsboro location.
- Continuing to work with psychiatrists and APNs with Athena implementation.

Annual Review Items

Annual Board Forms

- Annual Board Assessment
- Board Member Self-Assessment
- Code of Ethics
- Conflict of Interest
- Time, talent and treasure
Motion: "I move that the Board approve the revisions to the 5 Year Plan as presented."
PROPERTY LEASED

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<tr>
<td>Union CAC Office</td>
<td>900</td>
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<tr>
<td>Pennington CAC Office</td>
<td>1,000</td>
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<tr>
<td>Febba CAC (505 N, AB)</td>
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<tr>
<td>Tidewater Pizza Health Center</td>
<td>710</td>
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<tr>
<td>High Ridge Family Medical Center</td>
<td>4,900</td>
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<tr>
<td>Valley Middle School</td>
<td>4,000</td>
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<tr>
<td>Tom Service Center</td>
<td>600</td>
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<tr>
<td>Total</td>
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Fiscal Year 2017 Budget
BUDGET 2017

- OPERATING REVENUE $27,326,595
- OPERATING EXPENSES $26,507,554
- OPERATING PROFIT/LOSS $819,041 3.00%

Revenues:
- All projections reviewed and approved by each program director
- Grants - only what we have approved at this point
- Sales tax & MIL tax - no increase
- 10% increase from current year

BUDGET 2017

Expenses:
- All new positions requested - total positions = 364
- All salary adjustments requested (including the provider increase from 8%)
- Does not include the licensed staff (proposed increase of 5%)
- That needs further clarification of who "qualifies" that alone could be over $540,000
- Additional positions - amount to be determined later (guess)
- Over time increase for DC's changes to come later in the year
- Benefits at a 10% increase for health insurance and slight increase for retirement (based on current retirement plan)
- Increase in professional fees includes Capital Campaign consulting legal fees, audit fees, & contract for BID
- All expenses based on trends, norms and any increase requested by departments

BUDGET 2017

Capital Expenses:
- 51 vehicle replacements & new (not to be purchased unless necessary) a thorough review of our fleet will take place over the next year: $148,000
- Software & upgrades: $500,000 (includes new Behavioral Health EMR)
- Parking lot Hickory Plaza: $25,000
- Parking lot Repairs: $10,000
- Website update: $30,000 (could be combination of salary & software)
- Construction: remodels of BID, High Ridge (BID, Valley) $30,000
- Software: HR/Timekeeping: $30,000
Fiscal Year 2017 Budget
Motion: "I move that the Board approve the budget for Fiscal Year 2017 as presented."

Fiscal Year 2017 Strategic Plan
Motion: "I move that the Board approve the Strategic Plan for Fiscal Year 2017 as presented."

Operations/Policy Manual Approvals
Motion: "I move that the Board approve all Operations/Policy Manuals for Fiscal Year 2017 as presented."

Nominations for Executive Board

Board Member Recruitment Discussion
Board Meeting Minutes

Meeting Date: 05/09/2016  Time: 7:30 am

Chairperson/President/Facilitator: Mark Mertens, Chairperson

Attendees: Mark Mertens (Board Chair); Jerry Rogers (Vice Chair); Kathryn Ellis (Board Secretary - Community Development and Fundraising Committee Chair); Ann Portell (Board Treasurer); Elizabeth Diveley; Martha Maxwell (CMHFB Chair); Dr. Steven Crawford; Jane Sullivan; Stan Stratton; Audrey Mitchell; Vicky James, Dayle Burgdorf and Ken Waller.

Not in Attendance: Cliff Lane.

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); Patty Vanek (AVP Primary Care); Ghada Sultani-Hoffman (EVP Children & Youth Behavioral Health Services) and Katy Murray (AVP Corporate Compliance/QM).

Staff Not in Attendance: Judy Finnegan (VP, Human/Animal Interaction).

Mark Mertens called the meeting to order at 7:30 am.

Agenda Item #1 Approval of Agenda

Recommendations: "I Stan Stratton, move we approve the Agenda". Ann Portell seconded the motion. The motion carried.

Agenda Item #2 Approval of the April 11, 2016 Board Meeting Minutes

Discussion: There were no corrections or additions to the April 11, 2016 Board Meeting Minutes or the March 29, 2016 Special Board Meeting Minutes.

Recommendations: "I Kathy Ellis, move that we approve the April 11, 2016 Board Meeting Minutes". Ann Portell seconded the motion. The motion carried.

Action Items
1. Mr. Mertens signed the final versions of the April 11, 2016 Board Meeting Minutes.

Committee member(s) responsible: Mark Mertens
Agenda Item #3 Financial Report
Discussion: Ann Portell reported that the Agency had a good month, profiting $106,402. She noted that Health Services, Bridle Ridge and Administration suffered losses in March. Amy Rhodes explained the new breakdown of expenses to the Board. Nothing one item, telephone/internet services would begin to decrease due to the purchase of computers for Athena training that were not scheduled to be purchased until FY17.

Recommendations: "I, Ann Portell, move that the Board approve the attached financials for the month of February, 2016." Kathy Ellis seconded the motion. The motion carried.

Agenda Item #4 CEO's Report
Discussion: Sue Curfman reported that the new Medical Director for Primary Care would begin today. She then brought him into the meeting and introduced him to the Board and Leadership Council. Ms. Curfman also reported that Qualis would be on site this week to do a comprehensive review of our policies and procedures, provide an action plan along with a follow-up visit and a 2 year commitment to assist in implementation of the recommended changes. This site visit was made possible by a $38,000 HRSA grant designated to improve quality within the Agency. Ms. Curfman informed the board that the Strategic Plan for FY17 was almost complete and ready for Board review. She discussed the need for a KPI Dashboard and presented a draft of a document she was working on.

Ms. Curfman reported that the Agency was still short of meeting it's goal of patients served to be in compliance with the CCBHC program. Oral Health would play a significant role in meeting the number of new patients the Agency needs to recruit.

Ms. Curfman happily announced that an offer has been presented to a child psychologist, after 9 years of ongoing recruitment efforts. There is also discussion between the Agency and SLU to bring on a psychiatrist for 25 hours per week.

Finally, the volunteer report was reviewed with the Board.
Agenda Item #5 Action Items

1. **Canopy for Separate Entrance at Fox:** Jerry Rogers reported that the required approvals to begin construction on the separate entrance at the Fox Dental location were almost complete. Mr. Wiecking reported that the Agency was now asking for approval to release funds for a canopy to cover that separate entrance door when complete.

   **Recommendations:** "I, Audrey Mitchell, move that the Board approve the distribution of funds to be used to purchase a canopy for the newly installed entrance at the Fox location." Beth Diveley seconded the motion. The motion carried.

2. **John Lamping – Potential New Board Member:** Ann Portell reviewed the Resume of John Lamping with the Board and announced her recommendation for his appointment.

   **Recommendations:** "I, Jerry Rogers, move that the Board approve the appointment of John Lamping to the Board of Directors of Community Treatment, Inc.". Kathy Ellis seconded the motion. The motion carried.

3. **Position Approvals:** Sue Curfman discussed the need to post a Nurse Practitioner position scheduled to begin in the next fiscal year for the Valley Clinic.

   **Recommendations:** "I, Beth Diveley, move that the Board approve the posting of a Nurse Practitioner position for the Valley and Emerson locations to begin in Fiscal Year 2017."

4. **Policy Approvals:** Revisions to the following policies were reviewed:
   - G1.5.01 Confidentiality and Privacy Protections, G1.0.01 QSOA/BAA Joint Agreement
   - G2.5.04 Continuous Quality Improvement Manual Appendix G2.5.04 Consumer Death and Critical Incident Review Policy
   - G4 Appendix, Employee Handbook, Section 2: Statutory Requirements, 2.1 Equal Employment Opportunity and Nondiscrimination Policy
   - G4 Appendix Employee Handbook Section 6.2.5 and 10.11.1 paragraph 7
   - Appendix G6.1 Alignment of Financing with Mission – Sliding Fee Discount Policy
   - PC0003 Laboratory and Radiology Tracking
- PC0004 Primary Care Referrals
- PC0008 Primary Care Hospitalizations and Emergency Room Visits

**Recommendations:** "I, Ann Portell, move that the Board approve the revision to G1.5.01 Confidentiality and Privacy Protections, G1.0.01 QSOA/BAA Joint Agreement; G2.5.04 Continuous Quality Improvement Manual Appendix G2.5.04 Consumer Death and Critical Incident Review Policy; G4 Appendix, Employee Handbook, Section 2: Statutory Requirements, 2.1 Equal Employment Opportunity and Nondiscrimination Policy; G4 Appendix Employee Handbook Section 6.2.5 and 10.11.1 paragraph 7; Appendix G6.1 Alignment of Financing with Mission – Sliding Fee Discount Policy; PC0003 Laboratory and Radiology Tracking; PC0004 Primary Care Referrals; PC0008 Primary Care Hospitalizations and Emergency Room Visits to reflect the changes discussed.” Stan Stratton seconded the motion, the motion carried.

Deletion of wording in the following policy was discussed: G1 Administrative Management Legal Requirements – Medical Records Policy – Appendix to G1.11 Legal Requirements.

**Recommendations:** "I, Audrey Mitchell, move that the Board approve the deletion of policy G1 Administrative Management Legal Requirements – Medical Records Policy – Appendix to G1.11 Legal Requirements.” Martha Maxwell seconded the motion. The motion carried.

5. **QIQA**

a. **Credentialing and Privileging:** The Board reviewed the list of new staff and interns requiring privileges during the month of April. The list composed of the following individuals:
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<tr>
<th>New Staff</th>
<th></th>
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<tr>
<td><strong>Name</strong></td>
<td><strong>Title</strong></td>
<td><strong>Division</strong></td>
<td><strong>Status</strong></td>
<td><strong>Board Member’s Signature</strong></td>
</tr>
<tr>
<td>None</td>
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<tr>
<td><strong>Current Staff Re-Privileged</strong></td>
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<tr>
<td><strong>Name</strong></td>
<td><strong>Title</strong></td>
<td><strong>Division</strong></td>
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<td>Mickie Runyon</td>
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<tr>
<td>Sharon Callahan</td>
<td>Therapist II</td>
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<td>4/21/2016</td>
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<tr>
<td>Camille Fuchs</td>
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<tr>
<td>Annette Hohmann</td>
<td>Med. Services Manager</td>
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<td>Julie Boardman</td>
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<td>Monica Beauchamp</td>
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<td>Andrea Cuneio</td>
<td>AVP Adult BH</td>
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<td>Rachael Bersdale</td>
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<tr>
<td>Anne Marie Striebel</td>
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<td>Rachel Pourchot</td>
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<td>Cassidy Brown</td>
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<td>Chad Randall</td>
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<tr>
<td>Jennifer Vega</td>
<td>CSS I</td>
<td>C &amp; Y</td>
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FMMSC 0116
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<td>C.J. Jos</td>
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<td>Robert Gravlin Jr.</td>
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<td>Shana Richter</td>
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<tr>
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<td>Melanie Hampton</td>
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<td>CHC</td>
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<tr>
<td>Billie Jean Piel</td>
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<td>CHC</td>
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<tr>
<td>Meghan Garvey</td>
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<td>Ashleigh McGrath</td>
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<tr>
<td>Neil Brickel</td>
<td>Adult Psychiatrist</td>
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b. **QIQA Coordinating Council Report:** Jerry Rogers reported on the progress of the Patient/Family Advisory Council, HRSA quality performance measures and the spotlighted clinical quality measures quarterly report.

**Recommendations:** "I, Jerry Rogers, move that the Board accept this report and these staff as presented by the QIQA committee." Kathy Ellis seconded the motion. The motion carried.
Action Items

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

Agenda Item #6 Discussion Items

1. Building and Grounds:
   a. "A" Building: Windows have been replaced. Additional electrical work has been completed. The building is almost ready for painting and flooring.
   b. A Safe Place: Meetings with A Safe Place leadership continue to determine the best location for housing and parking site planning and water and sewer placement. We are connecting with Ameren UE regarding the possibility of going through their site.
   c. Fox: Fox Administration has given us permission to put the canopy on the side of their Service Center building.
   d. Valley: We responded to what appear to be final requests for assurances from HRSA regarding the Valley Primary Care Grant construction project.

2. Community Relations: Kim Elbl discussed the success of the recent Derby Day event. She also discussed the progress of the formation of the "Friends of A Safe Place" Foundation. The Missouri side of the 501(c)3 application is complete. Ms. Elbl also reported that she met with 3 consulting firms in regard to a capital campaign to raise funds for the transitional housing project at A Safe Place. More information to come on this endeavor.

3. Division Reports:
   a. Primary Care:
      • Primary Care is waiting to hear if COMTREA meets the criteria to be recognized as an organization that can participate in the Primary Health Care Home Initiative through Missouri Health Net. Earliest notification would be Friday, May 6th. This recognition has been a success for the current participating FQHCs in Missouri, according to Noelle Parker from the Missouri Primary Care Association. If we would be granted
participation it would not affect our scope under FTCA, but would be recognized as improving patient safety and health outcomes.

- Missouri State Medicaid is scheduled to open the State Level Registry for the Meaningful Use Incentive Payment Program on Friday, April 29th. This program will remain open until the end of June for the 2015 reporting year. Plans are to attest for 5 of the 6 current medical providers. Ashley Whitley, FNP cannot begin participation until reporting year 2016, which will open up some time after June 2016.

- Transition planning for the Medical Director responsibilities from Dr. Ashraf to Dr. Turner including Nurse Practitioner Collaboration Agreements is being reviewed.

b. Operations:
   i. Information and Communication Technologies
      - Rollout of Athena in Behavioral Health: We have provided additional training to front desk, intake and billing staff. We have also provided a primary care Medical Assistants (MAs), behavioral health MAs, additional nursing staff and three of our team leaders to be available on-site to provide assistance to the psychiatric staff.

      - We are making arrangements to review other Electronic Medical Records systems.

   ii. Marketing and Fundraising
      - The Marketing and Fundraising Committee has met twice to develop some guidelines for our new VP of Marketing and Fundraising, Kim Elbl (congratulations, Kim!) to deal with internal and “third party” fundraising.

      - We are meeting with Robert Green in Gasconade County regarding a third party 5k/half marathon on Sunday, August 28, in Owensville.
• Work continues on the 11th Annual CAC Golf Tournament scheduled for August 19, at Union Hills Golf Course in Pevely.

• Two new billboards have gone up on I-55 and Highway 30, marketing the Fox Dental Center and “A” Team at Hickory Plaza Comprehensive Health and High Ridge Family Medical centers.

• Kim will be developing a platform for fundraising planning, utilizing more volunteers and staff. This will include a proposal to create a Director of Volunteers and Community Outreach position.

c. Oral Health:

• Submitted a $400,000 proposal for a Delta Dental clinic at Dunklin.

• Gross Production record smashing level of $530,000 in April up from $377,000 in March.

• Hired two dentists one to start in May one to start in July.

• We are in desperate need of more dental assistants to meet the demand.

• Adult Dental funds are on the verge of being released.

d. Human Resources: The human resources dashboard was reviewed. It was noted that the turnover rate was still very high. Ms. Harris-Brekel reported that this would be a main focus of HR during the next fiscal year.

e. Special Projects: There was no report given due to Judy Finnegan’s absence.

f. Children and Youth:

• Ghada is scheduled to meet with the Jefferson Memorial Community Foundation board on May 4th at 1:30 pm to discuss the School Based Mental Health Proposal.

• As reported last month, the Missouri Coalition has set up trainings for clinicians in EMDR (Eye Movement Desensitization and Reprocessing) an evidenced based practice that has been found to be very effective with victims of trauma. Four COMTREA staff applied to attend. Unfortunately, the training filled up within 24 hours of the announcement, and all COMTREA staff have been placed on a wait list.
• Ghada is following up with Dr. Wipke at Fox School District to set a time to be available at one of their board meetings to discuss COMTREA's School Based Mental Health proposal.

• Ghada will be meeting with Dr. Huss to discuss how he may be able to assist in the process of suggesting changes to the eligibility criteria for adolescent substance abuse services, and the possibility of piloting an early childhood mental health prevention program in Jefferson County using DMH funds.

• Ghada wrote a proposal to the Jefferson Memorial Community Foundation (due in February) for an Early Childhood Mental Health Prevention Program. Announcements regarding award (or not awarded) should be out anytime.

g. Adult Behavioral Health:

• Two grant applications submitted: Mary Kay Ash and Mercy Caritas. Both to benefit ASP.

• ZeroSuicide Academy training completed in April. Initiative to roll out agency wide in May.

• CCBHC Application, final version, out as of 4/22/16. Due date is 6/15/16.

• Leadership team, along with others, working on completing the required documents, manual addendums and plans moving toward compliance with new Federal regulations.

• CCP Grant (Disaster Relief Services) MO Show Me Hope: still awaiting final approval from FEMA via DMH for the extended grant to run for next nine months. Continue to provide services, fully staffed as well.

• Working with Mercy Hospital Jefferson and Behavioral Health Unit/Director; met with Eric Ammons and requesting "read only" access to Epic for care coordination for those high utilizers (ED and inpatient) for care coordination. To be used initially for Emergency Room Enhancement, Disease Management and Hospital Linkage program (DMH Initiatives), capabilities for expansion as we go.
**Agenda Item #7 United Way:** Ms. Curfman informed the Board that the United Way report had been submitted. Training for the site visit would soon be underway.

**Agenda Item #8 CCBH Application:** Ms. Curfman reported that in order to qualify for the CCBH designation, 51% of the Board would need to be consumers of services. Currently only 7 board members or their dependents are receiving services. FQHC’s do not have to meet this standard if there is some type of patient/family advisory board in place.

**Agenda Item #9 Advanced Puppies for Parole:** Ms. Curfman was informed that previously unrestricted DMH dollars used to fund the AP4P program would be restricted for the CCBH program next year. That coupled with George Lombardi’s announcement that the program will be brought back under the Department of Correction’s umbrella meant that Advanced Puppies for Parole would cease to exist at COMTREA. Ms. Curfman reported that discussions were underway to start a new canine program at COMTREA.

**Agenda Item #10 Board Recruitment:** Mark Mertens reminded the Board that the Agency still needs to fill board positions. Two interviews with candidates recommended by Kathy Ellis were scheduled for next week. He also announced that officer elections would happen at next month’s annual meeting.

**Agenda Item #11 Closed Session**  
**Recommendation:** “I Stan Stratton, move that the Board enter into closed session.” Kathy Ellis seconded the motion. The motion was carried by a voice vote from: Mark Mertens (Board Chair); Jerry Rogers (Vice Chair); Kathryn Ellis (Board Secretary - Community Development and Fundraising Committee Chair); Ann Portell (Board Treasurer); Elizabeth Dively; Martha Maxwell (CMHFB Chair); Dr. Steven Crawford; Jane Sullivan; Stan Stratton; Audrey Mitchell; Vicky James, Dayle Burgdorf and Ken Waller.

**Agenda Item #12 New Business:** Jerry Rogers inquired about whether there was anything the Agency could do to help provide food to the children of the County. He reported that 1 in 4 struggle with this issue. Ms. Curfman agreed to look into this issue. Vicky James
suggested submitting a grant to Express Scripts, which has given money for that purpose to her organization.

**Agenda Item #11  Adjournment**

**Discussion:** No further business to discuss.

**Recommendations:** With there being no further business to discuss, Stan Stratton moved for adjournment. Audrey Mitchell seconded the motion. The motion carried.

**Notes:** FY16, the Board will meet every **2nd Monday** of the month at 7:30 am in the Arnold Suburban Office, Anderson Building.

**Next Meeting Date:** 5/9/2016  **Time:** 7:30 am  **Location:** Arnold Suburban Office

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

*Adapted and revised from sample-ECRI Institute 2012*