



Comprehensive Health Center

# Board Meeting Minutes

**Meeting Date:** 07/09/2015 **Time:** 7:45 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 (Treasurer); Stanley Stratton; Elizabeth Diveley; Martha Maxwell (CMHFB Chair); Ken Waller; Clifton Lane and Victoria James.

**Not in Attendance:** Dr. Steven Crawford; Diane Curtis, Audrey Mitchell; Terrence O'Neill, Lisa Rozier and Forest Wegge.

**Staff in Attendance:** Tracy Wiecking (Ass't CEO); Amy Rhodes (CFO); Margo Pigg (EVP Adult Behavioral Health Services); Ghada Sultani-Hoffman (EVP Children & Youth Behavioral Health Services); Patty Martens (EVP Medical & Health Services); Deborah Tumulty (VP Human Resources); Judy Finnegan (VP, Human/Animal Interaction) and Katy Murray (AVP Corporate Compliance/QM).

**Staff Not in Attendance:** Dr. Stephen Huss was not in attendance.

## Agenda Item #1 June 22, 2015 Draft Board Meeting Minutes

**Discussion:** There were no additions or corrections to the June 22, 2015 Draft Board Meeting Minutes.

**Recommendations:** "I Ann Portell, move we approve the June 22, 2015 Board Meeting Minutes". Stanley Stratton seconded the motion. The motion carried.

### Action Items

1. Mark Mertens signed the final version of the June 22, 2015 Meeting Minutes
2. \_\_\_\_\_

Committee member(s) responsible: \_\_\_\_\_

## Agenda Item #2 Fiscal Report

**Discussion:** There were no financial reports for the Board to review at the time of the meeting. It was noted that the Center ended FY15 in the "Black" and with almost \$3,000,000 "Cash on Hand". Mr. Mertens inquired about account receivable, Amy Rhodes stated that this was improving. There are still issues with the software. Amy hopes to resolve this matter quickly.

**Recommendations:** None

### Action Items

1. None

2. \_\_\_\_\_

Committee member(s) responsible: \_\_\_\_\_

### **Agenda Item #3 QIQA**

**Discussion:** There was no QI/QA report available. Tracy Wiecking noted that the meeting had to be rescheduled due to the holiday. The Committee will meet today, July 9, 2015, at 4:30 pm.

**Recommendations:** None

#### **Action Items**

1. None

2. \_\_\_\_\_

Committee member(s) responsible: \_\_\_\_\_

### **Agenda Item #4 Credentialing/Privileging**

**Discussion:** The Board reviewed the list of new staff and interns requiring privileges during the month of June. The list composed of Madeline Bickel, CSS; Rita Phillips, Dental Assistant; Erin Power, CSS; and Katie Garrity, Dentist. Re-Privileging for the month of June included Nina Abernathy, Associate VP; Jen Austin, Housing Manager; Dan Barry, Counselor; Jackie Baxley, LPN; Laura Bisland, Adult Services Manager; Kelly Cissell, Counselor, Carrie Duepmann, Therapist/Case Manager; Rebecca Eschmann, Case Manager; Doug Fesler, Counselor; Crystal Figge, Therapist/Case Manager; Meghan Garvey, Counselor; Tonja G'Sell, Associate VP; Jen Heizer, Nurse Care Manager; Agnes Jos, Regional Manager; Jennifer Loretta, PAVERS Manager; Deborah Landau, Counselor/Family Drug Court; Natalie Maley-Bill, Eval/Intervention Specialist; Margo Pigg, Executive VP; Kathy Porter, Coordinator/PAVERS; Anne Prendergast, SAEP Clinician; Karen Salsman, Counselor/Substance Abuse; Tony Sokolic, VP of Children & Youth; Ashley Trueman, Therapist/Case Manager; Wendy Wulf, PAVERS Victim Advocate and DeAnn Yount, Therapist/Case Manager.

**Recommendations:** "I, Elizabeth Diveley, make a motion to accept the Human Resources Credentialing, Privileging and Re-Privileging Report for June 1, 2015 through June 30, 2015. Ann Portell seconded the motion. The motion carried.

#### **Action Items**

1. None

2. \_\_\_\_\_

Committee member(s) responsible: \_\_\_\_\_

## **Agenda Item #5 FQHC**

**Discussion:** The group discussed the Adult Medicaid expansion potential. Patty Martens reported things were looking very positive and moving forward. Conversations about "what if this is approved" are beginning so decisions can be made about where to expand capacity. It is believed that Behavioral Health and Dental will be the two areas that have the most expansion potential. There is a meeting scheduled with Mercy in a few weeks to discuss possible collaborations.

Jefferson Memorial Community Foundation has also recently sent out several letters regarding possible funding for Dental services. Jerry Rogers inquired about the number of dentists currently employed by COMTREA. Ms. Martens reported that there are three new dentists, two experienced and one just finishing school for a total of 7 dentists. If Adult Medicaid is approved there may need to be adjustment to their hours, depending on the demand that results from an approval. There is also an Affordable Care Act ("ACA") Health Center Expanded Service Grant available that would provide about \$247,000 to expand capacity or enhance the services that we provide. Amy Rhodes, Patty Martens and Dr. Nathan Suter will be meeting later in the day to review the criteria for that funding opportunity. The hope is to meet a quality measure of having each primary care patient also undergo a dental exam during their visit. Ideally, the funding would be used to hire a dental hygienist to be based at the primary care location and possibly to purchase moveable equipment.

It was noted that there was also an 1115 Medicare Waiver for high need/high risk patients. If this waiver is approved it will also open up Medicaid for these high need/high risk patients to include dental and basic healthcare treatment. Unfortunately, this patient base is usually not eligible for Medicaid. There will be more to come on this topic.

Finally, it was announced that the Missouri Primary Care Association ("MPCA") will hold its annual Clinical Quality Meeting October 22-24<sup>th</sup> in Branson, Missouri. Mark Martens noted that this was a very informative meeting and that COMTREA has helped cover basic travel expenses for Board Members in previous year to attend this meeting. He urged the Board to attend if they were able.

Mr. Martens then inquired on the number of FQHC visits. It was reported that Medical was fairly steady but that dental continues to grow. Also of note, a Medical Director is currently being recruited for the Agency.

**Recommendations:** "I, Jerry Rogers, move that the Board approve applying for the ACA Health Center Expanded Services Grant". Martha Maxwell seconded the motion. The motion carried.

**Action Items**

1. Survey Board to find out who is interested in attending the MPCA Quality Meeting.
  2. \_\_\_\_\_
- Committee member(s) responsible: Tracy Wiecking

**Agenda Item #6 St. Louis County Children's Services Fund Grant Application**

**Discussion:** Ghada Sultani-Hoffman informed the group that she currently has funding from St. Louis County Children's Services for an early childhood prevention program. That funding will soon be ending and COMTREA is not eligible to reapply. St. Louis County Children's Services new grant application cycle will start in January of 2016. She has been asked by the organization if she will be applying for a new grant during this funding cycle. Ghada had not made a decision but requested that the Board approve her request to apply for this Core Funding if she so desires.

**Recommendations:** "I, Kathryn Ellis, make a motion to approve the submission of a proposal to the St. Louis County Children's Services Fund for the 2016-2017 Core Funding Cycle." Martha Maxwell seconded the motion. The motion carried.

**Action Items**

1. None
  2. \_\_\_\_\_
- Committee member(s) responsible: \_\_\_\_\_

## **Agenda Item #7 Facilities**

### **Discussion:**

Fox School – Bids were taken for the dental clinic. The winning bid came from Wachter Construction of Arnold, Missouri in the amount of \$402,000. In order to keep our "Cash on Hand" Amy Rhodes has submitted 5 loan applications to various banks to fund this project. If all stays on schedule, it will be open by September 30<sup>th</sup>. The bid alternates include sealing some doors in from a conference room to one of our hallways and installing fire-rated glass, door and side light. The largest bid alternate in the approximate amount of \$30,000 will be due to the displacement of an early childhood indoor playground once construction is complete. COMTREA has agreed to construct a gross motor skills room in a different area to make the district whole. However, after recent discussions with the Director of the program, it appears there may be Federal funding available to cover the cost of the new gross motor skills room. The contractor will be on site today and the District has agreed to cover some of the costs of the demolition which will also begin today.

Ken Waller voiced his concerns about the long-term plan and investing such a large amount of money into a building owned by the school district. Jerry Rogers and Tracy Wiecking addressed these concerns, noting that the district has new motivated leadership and that they are already discussing future projects. Ken believed there should be a clause in the contract granting COMTREA an option of non-renewal without approval by the district. The current contract states that non-renewal must be approved by both parties. The Board acknowledged this concern but felt the risk was worth the reward. Operations at this location should recoup the investment during year 3 of the 5 year Agreement.

Northwest School Renovation – Demolition is complete on the rooms that are being built back out. The required abatement work is also complete.

High Ridge Family Medical Center - Construction is well underway and most of the work has been completed. They are anticipating that painting will begin next week. The plan is to start providing services by September 1<sup>st</sup> and to move-in at the end of August. This is contingent upon approval by the Health Resources and Services Administration ("HRSA"). Amy Rhodes has submitted all of the necessary paperwork to HRSA and we are awaiting their formal approval.

Mark Martens thanked Jerry Rogers and Clifton Lane for their work on the grounds and facilities.

Byrnes Mill: There will be a walkthrough with Dr. Helton at the Byrnes Mill site. He had previously reviewed the space with a real estate consultant and has been shopping other possible tenants around if the property was not able to be sold. A buffer of approximately 30 days or so was put into place for HRSA approval.

A and B Buildings: A Building plans are being finalized for sealed permitting. B Building plans are sealed for permitting. Tracy Wiecking stated that he is waiting until everyone is ready to "pull the trigger" with regard to financial items.

Arnold Suburban Office: The contractor will be picking up the plans today to split a large conference room space (Room 144) into a smaller group room and office space for new staff that COMTREA anticipates will be hired in FY16.

**Recommendations:** None

**Action Items**

1. None

2. \_\_\_\_\_

Committee member(s) responsible: \_\_\_\_\_

**Agenda Item #8 Volunteer Update**

**Discussion:** The Board reviewed a chart and graph showing the number of volunteer hours by location. Highlights of this information included the following:

- a. COMTREA's volunteers have donated close to 5,000 hours over the past fiscal year.
- b. Conversion of this time into dollars shows that COMTREA has received close to \$93,000 in volunteer time during FY15.
- c. The Board Member with the most reported donated hours for FY15 was Audrey Mitchell.
- d. The Volunteer with the most reported donated hours for FY15 was Donovan McManus.
- e. The Employee with the most reported donated hours for FY15 was San Mueller.

**Recommendations:** None

**Action Items**

1. \_\_\_\_\_

2. \_\_\_\_\_

Committee member(s) responsible: \_\_\_\_\_

**Agenda Item #9 Community Development & Fundraising**

**Discussion:** Tracy Wiecking reminded the group that the annual COMTREA CAC Golf Tournament was coming up on August 21, 2015 at the Union Hills Golf Course. We are expecting approximately 20-30 teams to participate in this fundraising event. The Golf Tournament is a very profitable fundraising event for COMTREA and Board Members were encouraged to attend, even if they would not be playing golf.

Tracy Wiecking acknowledged the hard work of all involved in coordinating the Dance at Stone Park. He reported that there were approximately 100 attendees at this third party fundraiser.

**Recommendations:** Mark Marten requested that Tracy Wiecking compose a "thank you" from the Board for the members of this committee and send on their behalf. Tracy Wiecking agreed to do so.

**Action Items**

1. Compose "thank you" letter to Dance Committee on behalf of the Board of Directors.

2. \_\_\_\_\_

Committee member(s) responsible: Tracy Wiecking

**Agenda Item #10 Memorandum of Understanding**

**Discussion:** Ken Waller updated the Board on the Memorandum of Understanding that is being negotiated with the Missouri Department of Corrections. This MOU will allow children to be enrolled in substance abuse programs without a court order. It will also allow for improvements to the property itself. It is anticipated that Dr. Huss will sign this MOU when he returns from vacation.

**Recommendations:** None

**Action Items**

1. None

2. \_\_\_\_\_

Committee member(s) responsible: \_\_\_\_\_

**Agenda Item #11 Closed Session**

**Discussion:** None

**Recommendations:** Ann Portell motioned that the Board enter into a closed session. Kathryn 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 (Treasurer); Stanley Stratton; Elizabeth Diveley; Martha Maxwell (CMHFB Chair); Ken Waller; Clifton Lane and Victoria James.

**Action Items**

1. Kathryn Ellis will take minutes.
2. \_\_\_\_\_

Committee member(s) responsible: Mark Mertens

**Agenda Item #12 Adjournment**

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

**Recommendations:** With there being no further business to discuss, Ken Waller moved for adjournment. Stanley Stratton seconded the motion. The motion carried.

**Action Items**

1. None
2. \_\_\_\_\_

Committee member(s) responsible: \_\_\_\_\_

*Notes: FY16, the Board will meet every 2<sup>nd</sup> Thursday of the month at 7:45 am in the Arnold Suburban Office, Anderson Building.*

**Next Meeting Date:** 08/13/2015 **Time:** 7:45 am **Location:** Arnold Suburban Office

Minutes approved Mark Mertens  
(Signature of Committee Chair)

8/13/15  
(Date)

*Adapted and revised from sample-ECRI Institute 2012*



HR Credentialing and Privileging Report – 6/01/2015- 06/30/2015

New Staff / Interns Requiring Privileging (during the month of June 2015)

<u>Name</u>	<u>Title</u>
Madeline Bickel	CSS
Rita Phillips	Dental Assistant
Erin Power	CSS
Katie Garrity	Dentist

Current Staff Re-Privileged (during the month of June 2015)

<u>Name</u>	<u>Title</u>
Nina Abernathy	Associate VP
Jen Auslin	Housing Manager
Dan Barry	Counselor
Jackie Baxley	LPN
Laura Bilsland	Adult Services Manager
Kelly Cissell	Counselor
Carrie Duepmann	Therapist/Case Man
Rebecca Eschmann	Case Manager
Doug Fesler	Counselor
Crystal Figge	Therapist/Case Man
Meghan Garvey	Counselor
Tonja G'Sell	Associate VP
Jen Heizer	Nurse Care Manager
Agnes Jos	Regional Manager
Jennifer Loretta	Pavers Manager
Deborah Landau	Counselor/Family Drug Court

**BOARD MEETING**

**Anderson Building, Arnold**



**COMPTREEA**

*Founded 1973*

**July 9, 2015**

# Board Agenda

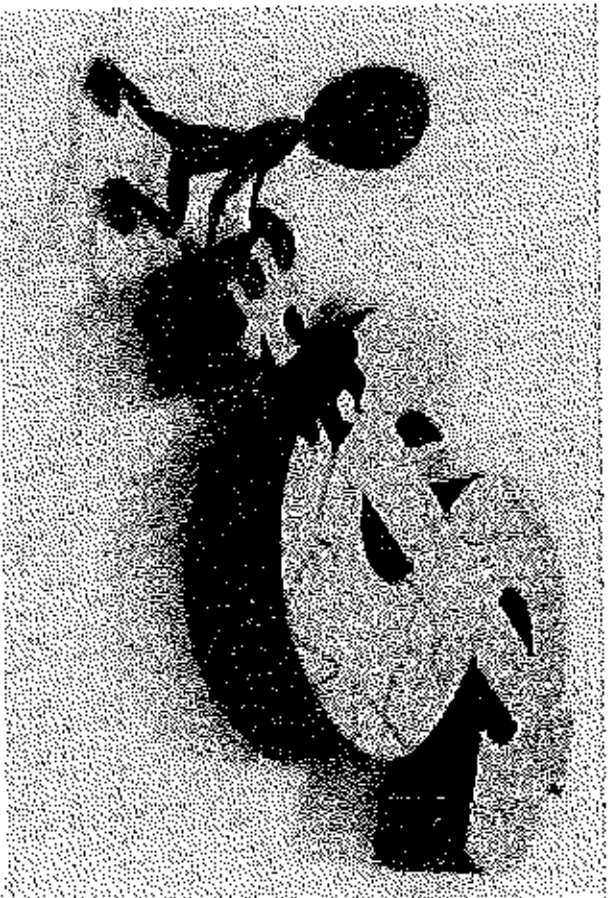
*Agenda*



- 7:30 am Breakfast
- 7:45 am Meeting Opens; Minutes Approval;
- Fiscal
- QA/QI
- Credentialing/Privileging
- FQHC
- Grant Application
- Facilities
- Community Development/Fund Raising
- Closed Session
- Closing

# Fiscal

- Cash on hand: \$2,859,909.47
- Accounts receivable: \$3,564,419.10



# QI/QA



- Meeting rescheduled, due to holiday, for July 9, 4:30 p.m.
- Report next month.

# Credentialing and Privileging

## HR Credentialing and Privileging Report – 6/01/2015- 06/30/2015

New Staff / Interns Requiring Privileging (during the month of June 2015)

<u>Name</u>	<u>Title</u>
Madeline Bickel	CSS
Rita Phillips	Dental Assistant
Erin Power	CSS
Katie Garrity	Dentist

# Re-Privileging

- Current Staff Privileged (during the month of June 2015)

<b>NAME</b>	<b>TITLE</b>
• Nina Abernathy	Associate VP
• Jen Austin	Housing Manager
• Dan Barry	Counselor
• Jackie Baxley	LPN
• Laura Bilsland	Adult Services Manager
• Kelly Cissell	Counselor
• Carrie Duepmann	Therapist/Case Manager
• Rebecca Eschmann	Case Manager
• Doug Fesler	Counselor

# Re-Privileging

- Current Staff Privileged (during the month of June 2015)

<b>NAME</b>	<b>TITLE</b>
• Crystal Figge	Therapist/Case Manager
• Meghan Garvey	Counselor
• Tonja G'Sell	Associate VP
• Jen Heizer	Nurse Care Manager
• Agnes Jos	Regional Manager
• Jennifer Loretta	Pavers Manager
• Deborah Landau	Counselor/Family Drug Court



# Re-Privileging

- Current Staff Privileged (during the month of June 2015)

<b>NAME</b>	<b>TITLE</b>
• Natalie Maley- Bill	Eval/Intervention Specialist
• Margo Pigg	Executive VP
• Kathy Porter	Coordinator/PAVERS
• Anne Prendergast	SAEP Clinician
• Rebecca Rudolph	Intensive In-Home Specialist
• Sara Ryan	SAEP Clinician
• Karen Salsman	Counselor/Substance Abuse
• Tony Sokolic	VP of Children & Youth

# Re-Privileging

- Current Staff Privileged (during the month of June 2015)

<b>NAME</b>	<b>TITLE</b>
• Ashley Trueman	Therapist/Case Manager
• Wendy Wulf	PAVERS Victim Advocate
• DeAnn Yount	Therapist/Case Manager

- “I, \_\_\_\_\_, make a motion to accept the Human Resources Credentialing, Privileging and Re-privileging Report for 06/01/2015 – 06/30/2015.”

# FQHC



- Report on conversations with organizations re: Adult Medicaid Expansion potential.
- Affordable Care Act (ACA) Health Center Expanded Services Grant (\$247,000).  
Purpose: To expand capacity or enhance the services which we provide  
Intent: To integrate dental and primary care by providing dental screenings during primary care patient visits.  
*Apply by July 20, 2015.*
- I, \_\_\_\_\_, move that the Board approve applying for the ACA Health Center Expanded Services Grant.

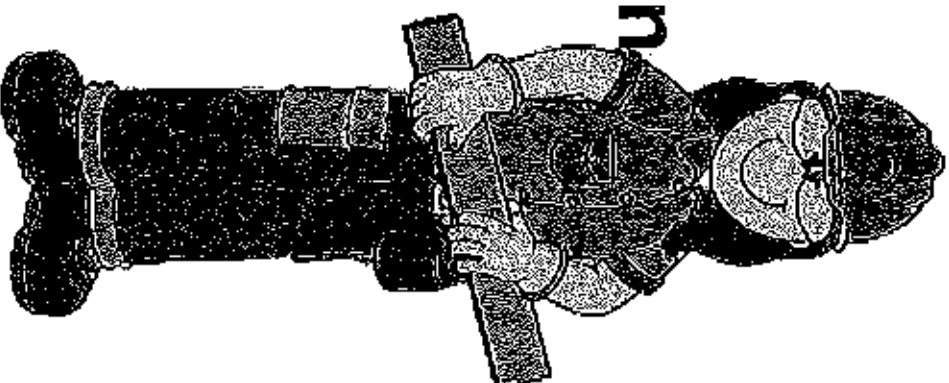
# Grant Application



- Report on proposed grant application to the St. Louis County Children's Services Fund.
- "I, \_\_\_\_\_, make a motion that we approve the submission of a proposal to the St. Louis County Children's Services Fund for their 2016 - 2017 core funding cycle."

# Facilities

- Fox School
- Northwest School Renovation
- High Ridge Building



# Volunteers

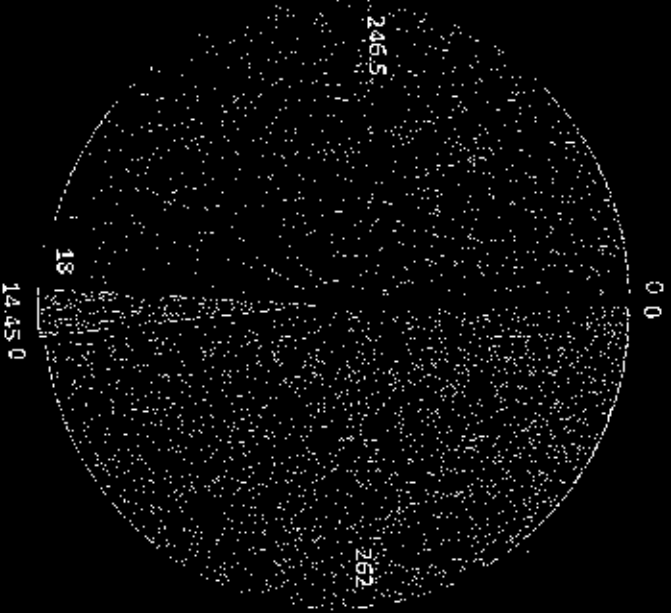


Location	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL HOURS
BRIDLE RIDGE	152.5	262	245	479	227	88	47	60.5	124	176	329.5	262	2422.5
A SAFE PLACE	0	2	17	13	0	0	2	170	0	0	0	0	210
CGC	2	48.5	6	37.5	3	4	5	6	39	10	11	14.4	1527.0
Employees	4	54.5	0	3	0	1.5	0	77	29.5	55	62	18	304.5
Board Members	60	75.5	54.5	92	52.7	32	125	96	273	72.15	49.5	246	1218.9
ADULT DIV.													3.75
CG & Y DIV.											51	0	51
TOTALS Hours:	218.5	448.5	292.	590.75	282.	125.	179	399.5	465.	316.9	503	540.	4363.35
	5		5	75	5			5				95	

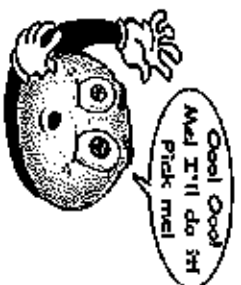
# Volunteers



June Volunteer Hours by Location



- ▣ Bridle Ridge
- ▣ A Safe Place
- ▣ CAC
- ▣ Employees
- ▣ Board Members
- ▣ Adult Div.
- ▣ C&Y



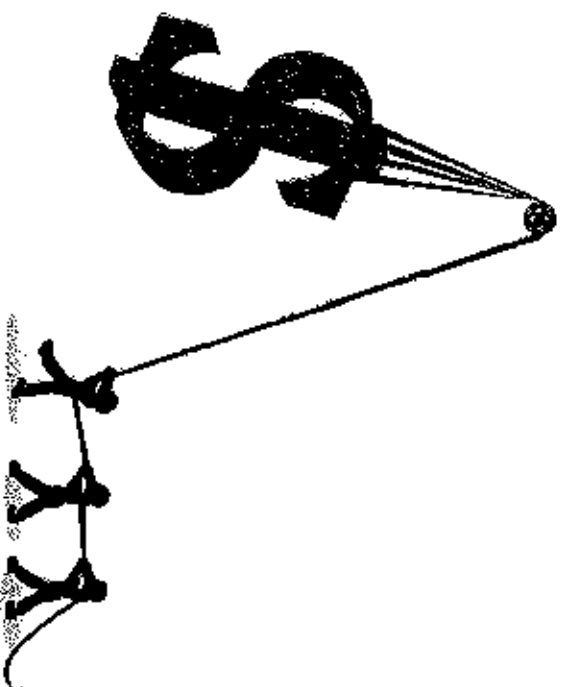
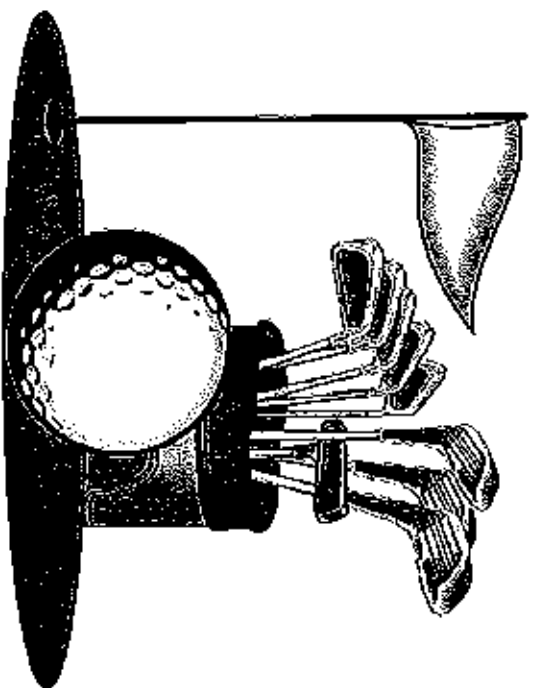
# Volunteers

- **Volunteer Highlights for FY 2014-2015**
- COMTREA'S Volunteers have donated close to **5,000** hours over the past Fiscal Year.
- Missouri's value of per hour of volunteer time in 2014 is \$21.30/hr. which means COMTREA has received close to **\$93,000** in volunteer time in the 2014-2015 FY.
- Board member with most (reported) donated hours for the FY- **Audrey Mitchell.**
- Volunteer with the most (reported) donated hours for the FY- **Donovan McMannus (Bridle Ridge Maintenance).**
- Employee with the most (reported) donated hours for the FY- **San Mueller.**



# Community Development and Fund Raising

August 21, COMTREA CAC Golf Tournament



# Closed Session

- Personnel

