Meeting Date: 03/14/2016 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 (Treasurer) Stanley Stratton; Elizabeth Diveley Martha Maxwell (CMHFB Chair); Clifton Lane, Audrey Mitchell and Jane Sullivan.

Not in Attendance: Vicky James; Ken Waller and Dr. Steven Crawford.

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Tracy Wiecking (Ass’t CEO); Amy Rhodes (CFO); Margo Pigg (EVP Adult Behavioral Health Services); Nathan Suter (Clinical Director-Oral Health); Patty Vanek (AVP Primary Care) and Katy Murray (AVP Corporate Compliance/QM).

Staff Not in Attendance: Ghada Sultani-Hoffman (EVP Children & Youth Behavioral Health Services) and Judy Finnegan (VP, Human/Animal Interaction);

Mark Mertens called the meeting to order at 7:35 am.

Agenda Item #1 Approval of Agenda

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

Agenda Item #2 Approval of February 8th and February 10th, 2016 Board Meeting Minutes and Announcements

Discussion: There were no corrections or additions to the February 8, 2016 Board Meeting Minutes or February 10, 2016 Special Board Meeting Minutes.

Recommendations: “I Stan Stratton, move that we approve the February 8, 2016 Board Meeting Minutes and the February 10, 2016 Special Board Meeting Minutes”. Beth Diveley seconded the motion. The motion carried.

Action Items

1. Mr. Mertens signed the final versions of the February 8, 2016 Board Meeting Minutes and the February 10, 2016 Special Board Meeting Minutes.

   Committee member(s) responsible: Mark Mertens

FMMSC 0116
Approved 8/20/2014
Agenda Item #3 Financial Report

Discussion: Ann Portell noted that revenue was down and the Agency was over budget on salaries. Amy Rhodes explained that revenue was down due to the performance of Susan Nuckols and other annual events that make the decline an annual trend. Dr. Huss’s retirement payout and the 3 payroll periods that fell on this month caused the Agency to be over budget on salaries.

Recommendations: “I, Ann Portell, move that the Board approve the attached financials for the month of January, 2016.” Stan Stratton seconded the motion. The motion carried.

Agenda Item #4 CEO’s Report

Discussion: Ms. Curfman discussed the new VP of Marketing and Fundraising position that was being created. After lengthy discussion regarding compensation, the Board agreed that it would be best to put the candidate on a 3 month contract until an incentive based compensation formula could be developed and implemented with the input of the new VP of Human Resources.

Recommendations: “I, Jerry Rogers, move that the Board offer Kim Elbl a three (3) month contract until an incentive based compensation formula could be developed with the input of the new VP of Human Resources.” Ann Portell seconded the motion. The motion carried.

Ms. Curfman noted that Primary Care was in a crisis situation with providers. There are currently 3 Nurse Practitioners that see approximately 90% of the patient workload in Primary Care. Two of those NP’s are due to go on maternity leave in the very near future. Ms. Curfman assured the Board that she was working diligently to recruit another Primary Care physician. Ms. Curfman also reported that she would be meeting with Patty Vanek to complete a workflow analysis to ensure the Division is running as efficiently as possible.

Ms. Curfman distributed a worksheet showing the planning process for this year’s Strategic Plan. She reviewed the worksheet with the Board and explained how the Agency would go
about compiling information to make the Plan more metrics based that it had been in years past.

**Action Items**

1. Draft three (3) month contract for VP of Marketing and Fundraising position.
2. Complete workflow analysis of Primary Care Division and report results.
   Committee member(s) responsible: Susan Curfman

**Agenda Item #5 Action Items**

**Discussion:** Discussion was had regarding the fact that COMTREA’s names and logo’s have not been copyrighted, which could cause some potentially issues.

**Recommendation:** “I, Stan Stratton, move that the Board approve the copyright of all COMTREA logos”. Clifton Lane seconded the motion. The motion carried.

**Recommendation:** “I, Audrey Mitchell, move that the Board approve the copyright of all COMTREA names as deemed appropriate by Susan Curfman”. Kathy Ellis seconded the motion. The motion carried.

**Discussion:** Lengthy discussion was had regarding the JCMF Dental Grant Dr. Nathan Suter was planning to apply for. Exploration of 3 new office sites to be opened in the next 3 years would need to be completed in the event the Jefferson Memorial Foundation approves the request for funds.

**Recommendation:** “I, Beth Diveley, move that the Board approve exploration of the designated sites for the JCMF Dental Grant and also approve submission of the application for the funds.” Ann Portell seconded the motion. The motion carried.

**Discussion:** Jerry Rogers discussed a potential new Board member’s background with the group. Mark Mertens noted that the Executive Board made the recommendation that the Board approve the appointment of Ms. Dayle Burgdorf to the COMTREA Board of Directors
**Recommendation:**  "I Mark Mertens, on behalf of the Executive Board, move that the Board approve the appointment of Ms. Dayle Burgdorf to the COMTREA Board of Directors.". Stan Stratton seconded the motion. The motion carried.

**Discussion:**  Mark Mertens noted that HRSA requirements and the Bylaws of COMTREA required someone to be named "Open Meeting Officer". Executive Assistant, Laura Casey was felt to be the best for this position.

**Recommendation:**  "I Kathy Ellis, move that the Board approve the appointment of Laura Casey as the Open Meeting Officer for COMTREA." Ann Portell seconded the motion. The motion carried.

**Discussion:**  Four policies were presented to the Board for either revision or acceptance as new policies.

**Recommendations:**  "I Beth Diveley, move that the Board approve the addition of Policy 15.14 – Critical Fill Positions as presented." Clifton Lane seconded the motion. The motion carried.

"I Audrey Mitchell, move that the Board approve the revision of Policy G3.10.01 – CEO Responsibilities as presented."

"I Audrey Mitchell, move that the Board approve the revision of Policy G4.9.10 – Board Responsibilities as presented."

"I Stan Stratton, move that the Board approve the revision of the Bylaws, Article III, Section 1, #7 Board Responsibilities, as presented." Kathy Ellis seconded the motion. The motion carried.
Agenda Item #6 QIQA & Credentialing/Privileging

Discussion: Jerry Rogers review the items discussed at the last QIQA Coordinating Council Meeting. Items of note included the formation of a Patient/Family Advisory Council, the submission and acceptance of the UDS report, development of a new BH/SA peer review process and the bi-annual consumer survey. Discussion was had regarding the development of a referring provider/organization survey to be distributed at least annually. Ms. Curfman noted that this would be included in the Strategic Plan.

The Board reviewed the list of new staff and interns requiring privileges during the month of February. The list composed of the following individuals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
<th>Status</th>
<th>Board Signature</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Timmerman</td>
<td>EFDA I</td>
<td>Oral Health</td>
<td>Approved</td>
<td>2/4/2016</td>
<td></td>
</tr>
<tr>
<td>Mindy Reed</td>
<td>Dental Assistant</td>
<td>Oral Health</td>
<td>Approved</td>
<td>2/4/2016</td>
<td></td>
</tr>
<tr>
<td>Chelsea Olson</td>
<td>NP Intern</td>
<td>CHC</td>
<td>Approved</td>
<td>2/4/2016</td>
<td></td>
</tr>
<tr>
<td>Trisitan Baker</td>
<td>Dental Assistant</td>
<td>Oral Health</td>
<td>Approved</td>
<td>2/16/2016</td>
<td></td>
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<tr>
<td>Erika Shanks</td>
<td>Medical Assistant</td>
<td>CHC</td>
<td>Approved</td>
<td>2/16/2016</td>
<td></td>
</tr>
<tr>
<td>Melissa Craig</td>
<td>ADA Counselor</td>
<td>Adult</td>
<td>Approved</td>
<td>2/26/2016</td>
<td>Newly Licensed LMSW</td>
</tr>
<tr>
<td>Lauren Eyman-Lofrano</td>
<td>ADA Counselor</td>
<td>Adult</td>
<td>Approved</td>
<td>2/26/2016</td>
<td>Newly Licensed LPC</td>
</tr>
</tbody>
</table>

Recommendations: "I, Kathy Ellis, move that the Board accept this report and these staff as presented by the QIQA committee." Ann Portell 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 #7 Mission – Providers & Staff: Sue Curfman reported that a potential CMO candidate was interested in meeting with the Board. She will meet with Sue Curfman and Tracy Wiecking next week then this meeting can be scheduled.

Agenda Item #8 Building and Grounds:
Lengthy discussion was had regarding the Fox dental office and progress being made there. It was noted that the new separate entrance door was being constructed. Ms. Curfman also reported that there is a meeting in the works with the superintendent to discuss ongoing issues.

Jerry Rogers reported that “A” Building is almost complete. After its completion, the CAC will be moved into this building.

A grant for $350,000 has been submitted to the Jefferson Memorial Foundation to assist with the expansion of A Safe Place. The next step in this process is to have drawings completed for the sewer lines and utilities and to confirm the property can be annexed into the City of Pevely. Sue Curfman reported that a meeting is being coordinated with the City Administrator of Pevely to discuss annexing the property.

**Recommendations:** “I, Jerry Rogers, move that the Board approve the expensing of funds to be paid to the architect to have all drawings done related to the extension of water and sewer lines at A Safe Place and the expensing of any funds required to annex the property into the City of Pevely.” Kathy Ellis seconded the motion. The motion carried.

Mr. Rogers reported that the ideal long term plan to relieve the agency wide space issues would be to build a medical center on the Bridle Ridge site. Until this can be completed, the lease on the building at Hickory Plaza will need to be renewed, preferable for 2 years.

**Agenda Item #9 Community Relations:** Ms. Curfman reported that Kim Elbl was reaching out to schedule a meeting with The Breeze Law Firm to discuss formation of a Foundation.
Agenda Item #10 Discussion Items

**FQHC Primary Care:** Ongoing recruitment continues for several positions. This is the main focus of the Division at this time. Patty Vanek is hopeful that increasing outreach to medical school

**FQHC Dental:** Dr. Suter reported that the Division was experiencing a record number of patient visits due to Adult Dental Medicaid. He also reported that the vouchers for his voucher program had been distributed. Dr. Suter also informed the Board that he had submitted an application for a Missouri Foundation for Health Practice Enhancement Grant. Discussions were also beginning with the Jefferson County Health Department on a possible collaboration on a mobile clinic for nursing homes.

**Operations:** Tracy Wiecking reported that forward progress was still being made with the April 5th roll-out of Athena health for psychiatry. The issues with the software and the needs of Behavioral Health were still being addressed and discussed but all are hopeful that Athena can customize the software to work for all divisions of the Agency. Mr. Wiecking also reported that he is working with the Building and Grounds Committee to develop a strategic facilities plan.

**Human Resources:** Sue Curfman happily reported that a VP of Human Resources had been hired. Her first day will be March 28th and Sue Curfman was optimistic that she would hit the ground running with several projects Ms. Curfman has already identified for completion.

**Special Projects:** Judy Finnegan was unavailable for this meeting. Sue Curfman reported that she had an upcoming meeting with the Department of Correction’s George Lombardi to discuss the AP4P grant and some concerns that Mr. Lombardi had.

**Children & Youth:** Ghada Sultani-Hoffman was also unavailable for this meeting. Margo Pigg reported on their attendance at Hill Day on February 24, 2016. Nathan Suter reported that Ms. Sultani-Hoffman was also submitting a grant to the Jefferson Memorial Foundation for its Early Childhood Mental Health Prevention Program. The hope was that if both the dental grant and Ghada’s grant are accepted, they can find suitable space to provide both services together on school campuses.

**Adult Behavioral Health:** Margo Pigg reported that the Zero Suicide application had been submitted and accepted. The CCP Disaster Grant had also been accepted. Disaster
Crisis Counselors were being hired and trained. Ms. Pigg reported that central intake workgroups have been formed and are scheduling meetings. Training for the Certified Community Behavioral Health Center certification had been scheduled for March 16th. Ms. Pigg also reported that she would be attending the Comm Care Board Meetings (behavioral health IPA). They are currently discussing and researching centralized credentialing.

**Agenda Item #11 Closed Session**

**Discussion:** Mark Mertens announced that the Board would need to enter into closed session to discuss personnel and real estate.

**Recommendation:** "I Kathy Ellis, move that the Board enter into closed session." Ann Portell 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); Clifton Lane, Audrey Mitchell and Jane Sullivan.

**Agenda Item #12 Adjournment**

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

**Recommendations:** With there being no further business to discuss, Clifton Lane moved for adjournment. Ann Portell 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:** 4/11/2016  Time: 7:30 am  Location: Arnold Suburban Office

☐ Minutes approved  
(Signature of Committee Chair)  4-11-16  
(Date)

Adapted and revised from sample-ECRI Institute 2012