



Draft Administrative Board Minutes

(Enter Committee or team name in the box above)

Meeting Date: July 21, 2014 **Time:** 7:55 a.m. **Chairperson/President/Facilitator:** Mark Mertens

Attendees: Mark Mertens (Board Chair); Clifton Lane; Ann Portell (Treasurer); Kathryn Ellis (Board Secretary – Community Development and Fundraising Committee Chair); Jerry Rogers (Vice Chair); Betty Seeley (Member Emeritus); Stanley Stratton; Forrest Wegge; and Victoria James

Not in Attendance: Audrey Mitchell; Diane Curtis; Dr. Mindy Selsor; Dr. Steven Crawford; Ken Waller; Martha Maxwell (CMHFB Chair); and Terrence O'Neill.

Staff in Attendance: Dr. Stephen Huss (President/CEO); Tracy Wiecking (Ass't CEO); Margo Pigg (EVP Adult Behavioral Health Services); Dr. Nathan Suter (Dental Director); Patty Martens (EVP Medical & Health Services); Judy Finnegan (VP, Human/Animal Interaction); Amy Rhodes (CFO); Amanda Beffa (High Ridge Office Manager); Ghada Sultani-Hoffman (EVP Children & Youth Behavioral Health Services); and Sandra Miget (Executive Secretary).

Judy brought Karma (the Great Pyrenees dog who lives at Bridle Ridge) and introduced her to everyone.

Not in Attendance: Katy Murray (AVP Corporate Compliance/QM; HIPAA Privacy Officer; CARF Coordinator); Dr. C.J. Jos (Medical Director).

The meeting was brought to order at 7:55 a.m. by Board Chair Mark Mertens.

Tracy introduced Amanda Beffa, the new High Ridge Office Manager.

Agenda Item #1 June Board Meeting Minutes:

Discussion

Recommendations "I, Ann Portell, move to approve the June minutes." Cliff seconded. Motion carried

Action Items

1. .

2. _____

Committee member(s) responsible: _____

Agenda Item #2 Prospective Board Member:

Discussion Mark said he, Kathy, and Martha met with and interviewed Lisa Rozier, a prospective board member. Mark told the board a little about Lisa. She is considered a user of our FQHC.

Recommendations "I, Kathy Ellis, move to accept Lisa Rozier as a board member." Mark seconded. Motion carried.

Action Items

- 1.
2. _____

Committee member(s) responsible: Sandra will set up a time for Lisa's orientation.

Agenda Item #3 Fiscal.

Discussion Ann discussed the financial report. In May we were still a bit in the red. Salary was over budget, but income increased by \$190,000. Amy said salary is over budget just for the month. We still have over \$2 million cash on hand. Dr. Huss said he worries about anything below \$1.8 million in cash. So we are still all right. Amy said we are still behind in Medicare collections. Billing is late in getting out because she has one person out on medical leave.

Recommendations "I, Ann Portell, move to approve the May, 2014, financial report." Kathy seconded. Motion carried.

Action Items

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Committee member(s) responsible: _____

Agenda Item #4 QA/QI

Discussion Vicki said the committee talked about primary care and dental areas. Also we reviewed the employee satisfaction survey. The committee sent their recommendations to Dr. Huss. He reviewed it and will reword the survey form. We discussed the HRSA site visit. Dr. Suter reviewed the school-based health conference he attended. Vicki received phone calls from people telling her how pleased they are about the collaboration of COMTREA and Northwest Schools on dental services.

Dr. Huss said HRSA is coming soon for their site visit. He announced that the board does now have over 50% of the membership who receive services through COMTREA.

Recommendations "I, Kathy Ellis, move to assign Jerry Rogers to the QA/QI Committee." Ann seconded. Motion carried.

"I, Vicki James, move to approve the QA/QI report". Jerry seconded. Motion carried.

Action Items

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2. _____

Committee member(s) responsible: _____

Agenda Item #5 Dr. Huss' Evaluation from Last Meeting:

Discussion The closed minutes do not show who moved and seconded to agree on Dr. Huss' evaluation. Mark said we can just approve the CEO's evaluation that was discussed in June's closed session. We don't need to discuss it again, but we do need a motion to approve it.

Recommendations "I, Ann Portell, move to approve the evaluation that was presented and approved at the June closed meeting."

Vicki seconded. Motion carried.

Action Items

1. _____

2. _____

Committee member(s) responsible: _____

Agenda Item #6 CEO Report:

Discussion Dr. Huss said we have a Bridle Ridge Development Committee that was basically responsible for Derby Day. He said committee members are Judy Finnegan, Gene Bryan, myself, Amy Rhodes, Dee Brantley, Tracy Wiecking, Carol Cameron, Teresa Bippin, Dave Braun, Lisa Martin, Diane Hall, and Liz Meyers. They are aware that they can't make decisions. They have to have approval for their proposals for things they would like to have done. They would also like to have membership from the board.

They have come up with a mission statement: "To develop this historic property as a focal point of the community by providing powerful and innovative services that heal the whole person, improve the quality of life, and restore hope."

They would like permission to hold a health fair October 4, the day after the anniversary celebration. They would make use of the tent that is already there.

Ann will serve on the development committee. Kathy Ellis will discuss it with her garden committee and see if anyone from that committee would be willing to serve on it. She would like to hold off voting on her committee member that would serve. That person can be appointed later.

Mark said it's good to have the various committees. Often people who are on the committees turn out to be future board members. Mark said all of our committees should give the board quarterly reports.

Recommendations "I, Stan Stratton, move to establish the Bridle Ridge Development Committee and accept their Mission

Statement." Kathy seconded. Motion carried.

"I, Ann Portell, move to allow the committee to have a health fair on October 4." Mark seconded. Motion carried.

Action Items

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Committee member(s) responsible: _____

Agenda Item #7 Bridle Ridge Acres Proposal to Mercy Foundation:

Discussion Mark said the Executive Board had a brief meeting. Grants we submitted were denied by the Jefferson Memorial Foundation. They said it is because we are in direct competition with Mercy. Dr. Huss had given Mark the MOU between COMTREA and Mercy Hospital. Basically it states that we are in a collaborative effort to develop a sustainable system of access for the underserved. Mercy also had agreed to assist us in recruiting physicians for our practice. We are currently sending them patients for X-rays, lab work, and all hospital care. Kathy drafted a letter and sent it to Mark. She said we were under the assumption that we are on the same team and said this was an act of egregious omission on their part.

Tracy talked with someone from the Foundation. She said anything that has to do with health care has to be sent to Mercy corporate. They received written feedback from Corporate who said we are in direct competition. Tracy said the Jefferson Foundation did not turn us down, Mercy Corporate turned us down. Dr. Huss said we can apply later for Bridle Ridge, psychiatric services, drug abuse services, CAC, education, training, remodeling the manor house to make it functional, etc. Dr. Huss will put together a proposal to Mercy Foundation and ask for a \$1 million grant next time. This will be for additional facilities for alcohol and drug abuse services, including group rooms, and education rooms, a conference room in the Manor House, a training room, multipurpose room, and disabled accessible bathrooms. This would not focus directly on providing health care services. These would not compete in any way with Mercy Corporate.

We will apply in September 2014 and know by November. The advantage is that with our 40th anniversary, we will get a lot of coverage in the news media.

Judy will redo the equine therapy out-patient grant application. They said our cost was too high compared with other agencies providing similar services. Dr. Huss said we need to put in the grant justification for doing what we do and the fees we charge.

Concerning a potential shelter grant, we might get \$200,000 for infrastructure to bring sewer and water over there, but we still won't have enough money to build the apartments. He would like to focus on something we have a pretty good chance of getting. Then next time ask for money to build housing for shelter. We can apply for money every six months.

Vicki said Sunnyhill submitted a grant. One of the things they really like to see are statistics from our particular community and nationwide. Plus if they send you the money, they like to see an outline of a plan. How long will it take you to complete your project and will it sustain itself. She also listed other agencies that make use of Sunnyhill's services. Vicki will send Dr. Huss a copy of the grant they submitted.

Jerry said he doesn't see a lot of support from the community for this. Dr. Huss said the Foundation wants alcohol and drug abuse and psych component programs. That creates a profit center. If we are going to focus on alcohol and drug abuse, Bridle Ridge is the place to do it.

Dr. Huss said he wants to focus on getting grant money for substance abuse services and psych services at Bridle Ridge. That is the only place we can look at for expansion.

Kathy said if we are looking for expansion of Bridle Ridge, will there be a problem down the road if we establish the manor house as a substance abuse center?

Dr. Huss replied he didn't think there would be a problem. Suppose we give Mercy the land to build an urgent care center. Would they then support the FQHC?

Recommendations "I, Ann Portell, move to proceed with the grant." Cliff seconded

Further Discussion:

Jerry said he hears that COMTREA spends too much money on Bridle Ridge. He is concerned about spending a million dollars for counseling offices. Dr. Huss said he doesn't know where else we can build to have counseling offices and group rooms. We've never really focused on following the money. We have always focused on what we think is best for our patients. Keeping the focus on our principles, what is best for our clients, and what is the most effective way to serve the people in the county, this was the project he came up with.

Mark proposed that we allow them to develop the proposal. Bring it back to the August board meeting. We can discuss it more, make suggestions. So basically the motion can be amended and tweaked to allow them to proceed with this proposal.

Dr. Huss said by that time we will have met with them out there at Bridle Ridge. They want to see the site.

Recommendation:

"I, Ann Portell amend my motion to let them develop a new proposal and discuss it and vote on it at the August meeting." Cliff seconded. Motion carried.

Action Items

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Committee member(s) responsible: _____

Agenda Item #8 Bridle Ridge Equine Learning Center:

Discussion Herculaneum AmVets Post 42 held a poker run and donated \$1,200 to Bridle Ridge.

We will try to use this money to develop an equine program for veterans. Judy said they chose Bridle Ridge as their ongoing charity. They will do it every year. Mark asked Judy to bring a thank you note to the next meeting so board members can sign it.

Margo said COMTREA is working with Judge Riehl and Judge Dougherty on a specific veterans court. Our target is around January. We will start with three to five clients. It will involve equine, substance abuse, and mental health, along with the medical care.

Dr. Huss said there are 12 to 13 veterans per day in the county jail. That tells us that this type of court is probably a good idea.

Current EAGALA staff attended a training July 12-18.

Recommendations _____

Action Items

1. _____

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Committee member(s) responsible: _____

Agenda Item #9 FQHC

Discussion Dr. Suter is talking with Delta Dental. Dr. Suter said he and Vicki met with Delta Dental. They do some outreach and will help us with our school endeavors. They have a play they take to schools for grades k-8th for oral health education. There could be an opportunity for funding in the future. Delta Dental is the largest dental insurance company.

Dr. Huss said we need approval for the revised MOU with Mercy/Jefferson.

Recommendations "I, Jerry Rogers, move to approve the revised MOU with Mercy/Jefferson." Cliff seconded. Motion carried. Mark abstained.

Action Items

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Committee member(s) responsible: _____

Agenda Item #10 HRSA

Discussion HRSA will be here August 5, 6, and 7. We need board members here for this. Auditors will want to meet one on one with Mark Mertens. They will have their exit interview August 7 to bring the group back together and report their findings.

Mark said he would appreciate any board members who can attend.

Dr. Huss said as soon as we get a copy of the schedule, we will let the board know. It was recommended that the board go over our Governance Policy on the web site.

Mark said we will go over things after the Executive Board meeting following the audit to review the audit.

Recommendations _____

Action Items

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2. _____

Committee member(s) responsible: _____

Agenda Item #11 Facilities:

Discussion If we sell the Athena property, there are a couple of things we'd like to do. One of the things we need to do is expand High Ridge. In Festus we need to renovate "A" building, move the CAC to Festus, and expand office space there.

For Fox School we have a grant pending; Northwest School we have a grant pending.

Dr. Huss said even though Mercy did not give us the grant, we really do need to expand the High Ridge office. He said we could put a facility there and recommended a pre-fab building because it would be cheaper – about 2/3 of the cost to build. We could have it ready to go by September of 2015 and start seeing patients immediately.

Recommendations _____

Action Items

1. Mark said this information needs to go to the Building and Grounds committee for review so they can come back in August with some recommendations.

2. _____

Committee member(s) responsible: Building and Grounds Committee

Agenda Item #12 Fund Raising:

Discussion Forrest announced the CAC Golf Tournament has 24 teams registered. It will be August 20 at Union Hills in Pevely. Mark said we would like board members to show up just to say thank you for supporting us.

October 3 will be the agency's 40th anniversary celebration. It will be held at Bridle Ridge. Katy said the committee will meet Wednesday morning. We are going to get the sponsorship letter out and decide on the caterer. Dr. Huss is developing a slide presentation. He said Sandra is trying to locate former board members. Mark asked everybody to encourage former board members to come if you see them.

FOSH (Friends of Sound Horses) was here last year and will be coming again this year in October. Judy said the classes teach about training gaited horses in humane ways. Gary Lane, a nationally known trainer, came last year and will come again this year to teach the classes.

May 2, 2015 will be the next Derby Day.

Recommendations "I, Cliff Lane, move to adjourn the meeting." Kathy seconded. Motion carried. The meeting was adjourned at 9:10 a.m.

Action Items

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Committee member(s) responsible: _____

There was no need for a closed session.

Notes:

Next Meeting Date: August 4, 2014

Time 6 p.m.

Location: Festus Annex

Minutes approved  8-4-14
(Signature of Committee Chair) (Date)

Adapted and revised from sample-ECRI Institute 2012