Board Meeting Minutes

Meeting Date 10/14/19 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Mark Mertens; Kathryn Ellis (Board Vice Chair); Cliff Lane; Jane Sullivan; Martha Maxwell; Audrey Mitchell; Kim Harvey and Kelly Steffens

Not in Attendance: Beth McDaniel; Dr. Josh Isaacson; John Lamping; Sylvia Daniels; Dennis Gannon and Dr. Steven Crawford

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Amy Rhodes (CFO); Patty Vanek (VP, Clinical Quality); Cindy Vessell (VP of Community Services); Katy Murray (VP Corporate Compliance/QM); Kim Elbl (VP Capital Campaign and Fundraising); Tony Sokolic (VP, BH); Lisa Rothweiler (COO); Rachael Bersdale (VP, Adult BH); Margo Pigg (Chief Behavioral Health Officer); Katie Harman (VP, HR) and Amy Phillips, AVP, BH

Not in Attendance: Dr. Rohatgi (Chief Medical Officer) and Dr. Courtney Garland (Dir of Oral Health)

1. Meeting Open
The October 14, 2019 Board Meeting was called to order at 7:36 am by Jerry Rogers, Board Chairman with a quorum of members present.

2. Approval of Agenda
The October 14, 2019 board meeting agenda was reviewed and no revisions were requested. Recommendations: "I, Kathy Ellis, move that we approve the October 14, 2019 Agenda as presented." Jane Sullivan seconded the motion. The motion carried.

3. Approval of Board Minutes
   a. Approval of September 9, 2019 Minutes
The September 9, 2019, board meeting minutes were reviewed with no revisions requested.
Recommendations: “I, Kathy Ellis, move that we approve September 9, 2019 Board Meeting Minutes.” Kelley Steffens seconded the motion. The motion carried.

➢ Sign the final approved board meeting minutes (Jerry Rogers, Chairman)

4. Closed Session / Real Estate / Legal / Personnel
The closed session opened at 7:37am. During the closed session the Board discussed Personnel and Legal matters. The closed session ended at 7:52am. There was no formal decisions made.

5. Mission Statement
Jerry Rogers asked everyone to join him in reading the mission statement:
To lead in providing quality, comprehensive healthcare that is affordable and accessible, and to support the dedicated professionals who make caring for the individuals we serve their number one priority.

6. Board Highlight for October – Medicaid Expansion Campaign, Joe Pierle, MPCA
Jerry Rogers welcomed Joe Pierle from MPCA who is going to discuss the Medicaid Expansion. Joe Pierle stated that he works for the boards at the health centers and there are 29 throughout Missouri serving about 580 thousand Missourians with significant growth over the past few years. The expansion ballot allows states to expand the Medicaid for those that might fall in the gap. Joe Pierle went over the states that have passed the ballots thus far and it was felt that for Missouri the time is right. The change would bring over $1B tax dollars to Missouri, right now there is money going to all the states that have approved this. The ripple effect of parents having coverage will mean that kids will have coverage too. There is a state wide campaign to put this ballot for the vote for next year. Right now they are in the qualification stage for signatures. They hope to wrap this up by the end of the year the cost to do this is running about $2M. Then the election phase starts which is lobbying – it will be lobbying the people the public. They are asking all of the Health Centers to financially contribute to the cost. This has to be done with program income and these contributions are completely volunteer and have to make out directly to the campaign. Joe Pierle is going around talking to Health Centers and Boards on why this is beneficial. Staff can also contribute in-kind with tasks like collecting signatures or you can have a third party come on site to get signatures (safest method). The biggest role Health Centers can play is educating...
the community and patients so that they will vote. They are asking providers and board members to write letters to the editors. There is also a need for those that fall in the gap telling their story. Then finally is to consider contributing to the campaign. Joe Pierle stated that there is nothing else from a policy that will have as big of impact as this.

Kathy Ellis spoke of some legislation but Joe Pierle stated they should be past the signature portion by that point. Kathy Ellis asked how the people that have been kicked off Medicaid. Joe Pierle stated that has leveled off and he believes there will be a dual impact on parents and children. Mark Mertens asked what the qualifications to get on Medicaid if it passes. Joe Pierle stated that it will widen the % of poverty for the qualifications. Joe Pierle believes the governor will stay neutral on this issue. The job with policy makers is to try and keep neutral. The thought is the republicans are against this there is an advantage to recruiting providers with this in place. Jerry Rogers brought up some statistics on states that have adopted this and the lives saved. Audrey Mitchell asked if there are plans to commercials and Joe Pierle stated there are and this is why the stories of those in the gap are so important.

Sue Curfman spoke about the access to care and how it will be asked from the board to help with this cause.

7. Financial Review

The financial update for August 2019 was provided by Amy Rhodes. The month of August showed a loss in the agency there was some 2019 over allocations from DMH written off and Twin City Dental was closed and Primary Care had a lot of PTO in August. The loss of MAP will hit in September. There are a lot of annual expenses and the Manor House was torn down in August. The days in cash is still low but improving. Sue Curfman spoke on the DMH allocations and how COMTREA continues to provide care.

Recommendations: “I, Kathy Ellis, move that the Board approve the financial report for the month of August 2019.” Mark Mertens seconded the motion. The motion carried.

8. CEO’s Report

a. What are our clients saying?
Sue Curfman spoke of a child in Festus that lost her life and the help that was provided fast, a thank you note came in from the Festus schools regarding this.

Mona and COMTREA:
Thank you so much for adjusting your schedule and helping us in our time of grief. Also please extend a huge thank you to the therapy dogs, they comforted more students than we could reach!
Thank you again!
Steve Williams,
Festus Intermediate School counselor

b. Financial Focus Update
   i. Growth Report
In the report BH 62%, Youth 66% and PC 57% and OH 73%. Sue Curfman spoke of a session they attended that gave them some ideas around helping with cancellation rates.

c. Federal/State Associations/Advocacy Update/Community Involvement

d. Divisional/Department Updates
   i. Behavioral Health/Psychiatry Updates
Sue Curfman stated that this will be Margo Pigg’s last board meeting. Amy Rhodes announced that today Katie Harman will take the position of VP, HR. Sue Curfman spoke of Rosie Hurley’s last day in Dietary also at the end of the month.
   ii. Primary Care Updates
   iii. Oral Health Updates
Sue Curfman reported that the Oral Health Division continues to be strong, there will be a new provider that will graduate from Dental School that would like to work here.

e. HRSA
   i. NoA 3 H80CS24105-08-06 (Award of OHI Grant)
   ii. PR Monthly Review – Board Composition
The chart below shows that we are 75% in compliance with the board composition requirement at this time.
iii. Current % of Board Consumers

Sue Curfman reported that the % of Board Consumers is currently at 53%.

f. Monthly Grant Update

Updates were provided as shown in the chart below, VOCA grants are generally by the end of September and that has been delayed for this year, the main changes are the requests for the operations of the transitional housing.

<table>
<thead>
<tr>
<th>Funding Entity</th>
<th>Program Recipient</th>
<th>Description</th>
<th>Amt Requested on Pending Grants</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHAP Tax Credits</td>
<td>MHCH</td>
<td>Tax credits to award donors 55% of their donation for the Mary's House of Hope Transitional Housing project.</td>
<td>$200,000</td>
<td>Submitted September 4th - no updates yet</td>
</tr>
<tr>
<td>Franklin County Community Resource Board</td>
<td>CAC</td>
<td>Requested for the Family Advocate Position - $25,500 and for the Prevention Specialist $52,762.50. This is a 12 month grant cycle January 2020-June 2021.</td>
<td>$25,500 $52,762.50</td>
<td>Application submitted - no updates at this time</td>
</tr>
<tr>
<td>Franklin County United Way</td>
<td>CAC</td>
<td>Currently working on the application for this funding.</td>
<td>$13,600</td>
<td>Due Oct 11th</td>
</tr>
<tr>
<td>United to End Bullying Grant</td>
<td>TWT</td>
<td>One - Time Funding</td>
<td>$3,000.00</td>
<td>Awarded – $1,500</td>
</tr>
<tr>
<td>VOCA Grants – 2 year grants</td>
<td>ASP, CAC and MHHP</td>
<td>Two year grants. Will find out if awarded middle to end of September. A Safe Place and CAC are sustaining grants and the Mary's House of Hope is a new grant to cover operational costs. If awarded the grants would start October 1, 2019 through September 30, 2021.</td>
<td>Amounts vary by program</td>
<td>Submitted - The grant period was extended so notification of awards will now come out by November 1st</td>
</tr>
</tbody>
</table>


g. Volunteers

The volunteer report follows showing the hours by programs.
h. Transitional Housing Workgroup

This workgroup met for the first time to identify policies and criteria and funding sources for the transitional housing, new board member, Kim Harvey will be part of this work group along with about ten other individuals.

9. Action Items (Anything that requires a vote)
   a. Leadership Council Reports (Month of September)

   **Recommendations:** “I, Mark Mertens, move that the Board approve the September Leadership Council Report.” Kathy Ellis seconded the motion. The motion carried.

   b. Q1 FY2020 Strategic Plan Updates

   The first quarter for 2020 was reported. Jerry Rogers asked regarding the Jefferson County Suicide group and it looks as they haven’t met in a while. Sue Curfman stated that they meet quarterly and Laura Bilsland, AVP BH attends those.

   **Recommendations:** “I, Audrey Mitchell, move that the Board approve the Q1 FY2020 Strategic Plan Updates.” Mark Mertens seconded the motion. The motion carried.

   c. 10.8 Drug-Free and Alcohol-Free Workplace

   Sue Curfman stated that this policy was changed and it states that even though the state has approved that the agency does not approve the usage.
Recommendations: “I, Mark Mertens, move that the Board approve the updated policy 10.8 Drug-Free and Alcohol-Free Workplace.” Cliff Lane seconded the motion. The motion carried.

d. Sliding Fee Policy
Amy Rhodes stated that this is the CCBHO sliding fee policy that adds in sliding fee schedule for BH. The definition of family was changed in the policy.

Recommendations: “I, Mark Mertens, move that the Board approve the update sliding fee policy.” Kelley Steffens seconded the motion. The motion carried.

e. BH Fee Schedule
Amy Rhodes stated that this is the CCBHO sliding fee schedule for BH.

Recommendations: “I, Mark Mertens, move that the Board approve the BH Fee Schedule as presented.” Kim Harvey seconded the motion. The motion carried.

f. Credentialing & Privileging
Kathy Ellis reported that 10 current staff and 1 new was presented for re-privileging.

Recommendations: “I, Kathy Ellis, move that the Board accept the September 2019 Credentialing & Privileging Report as presented.” Audrey Mitchell seconded the motion. The motion carried.

g. QIQA Monthly Report – BH Focus
Rachael Bersdale spoke of the ITCD review the DMH looks at 30 factors, some will never meet due to the structure of the agency. Patty Vanek stated that the Gold Award was received by MPCA 8 of 10 was achieved. The AMA BP also was a Gold Award with the work COMTREA did for the BP control. For this only 2 health centers that achieved Gold for this in Missouri. Sue Curfman spoke of the CCBHC measures that were shown. Mark Mertens congratulated the staff on the excellent work to achieve the Gold Awards.

Recommendations: “I, Audrey Mitchell move that the Board approve the
September 2019 QIQA Coordinating Council Report.” Mark Mertens seconded the motion.
The motion carried.

h. Medicaid Expansion Contribution

With the presentation of the Medicaid Expansion earlier, MPCA has asked that all FQHC assist with helping through signature and financial contribution.

Recommendations: “I, Audrey Mitchell move that the Board approve the financial contribution of $25,000 over a two year period for the Medicaid Expansion campaign, in addition that COMTREA will engage in the campaign and allow staff members to volunteer. Mark Mertens seconded the motion. The motion carried.

10. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Lisa Rothweiler stated that at MHOH the parking lots are being worked on and bids are being waited on for the housing units, there are only two bids received at this time. Lisa Rothweiler spoke of reaching out to contractors regarding submitting the bids the deadline is tomorrow. There was a hearing on Friday that was attended and the Flower Shop had unreasonable demands. They are claiming there is damage to the roof. In addition, half of the parking lot that we share with City of Festus has been black topped.

ii. Fundraising & Capital Campaign

TWT has a brand new fundraising event a dueling piano event it is almost sold out. The summer sizzler golf raised just over $13K, the rotary golf tournament raised just over $2,600 there was a biker's event held last Saturday that also raised some money. This event is not expected to bring in a lot. There is a yearend appeal using Lexi and a graduation celebration this is being held up due to the AHAP tax credit that is pending. The Supra Raffle around 500 tickets and there is a new spin on how you can win the cash or the car. There was around 7 tickets sold over the weekend. There will be an article coming out in the Ladue times. The drawing will be on black Friday. Jerry Rogers spoke of the cars on the internet and the amount it was auctioned off.

iii. MHOH Committee
No additional discussion.
Kim Elbl spoke of the upcoming events to raise funds. The Mardi Gras sponsor packets will be going out in a few weeks and the CAC events are in February and March.

11. Board Member Information
   a. Background checks for board members
      Sue Curfman stated that because board members are volunteers they should have background checks and that will be implemented in January.
   b. Resignation of Alicia Towery, JCHD
      Sue Curfman stated that Alicia Towery has accepted a position out of the county and resigned her position on the COMTREA Board.
   c. Open position on Executive Board – Secretary
      Jerry Rogers is looking for someone to serve on the Executive Board.
   d. Board Recruitment

12. Old Business
No old business at this time.

13. Next Scheduled Board Meeting
   a. Monday, November 11, 2019
   (JCCMHFB will meet in November after the COMTREA Board)

15. Adjournment
There was no further business to discuss.
Recommendations: With there being no further business to discuss, Mark Mertens moved for adjournment. Kathy Ellis seconded the motion. The motion carried.

☐ Minutes approved [Signature of Committee Chair] [Date]

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