Board Meeting Minutes

Meeting Date 09/10/18 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Cliff Lane; John Lamping (Board Treasurer); Jane Sullivan; Sylvia Daniels; Elizabeth Diveley (Board Secretary) Beth McDaniel; Mark Mertens; Alicia Towery; Kathryn Ellis (Board Vice Chair); Dr. Steven Crawford and Audrey Mitchell

Not in Attendance: Dr. Josh Isaacson; Martha Maxwell; Ken Waller; Kyle Gowen (Co-Treasurer); Kelly Steffens and Katherine Hardy-Senkel

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Dr. Kevin Turner (Medical Services Director); Donna Harris-Brekel (VP of HR); Margo Pigg (Chief Behavioral Health Officer); Lisa Rothweiler (COO); Katy Murray (VP Corporate Compliance/QM); Kim Elbl (VP Capital Campaign and Fundraising); Cindy Vessell (VP of Community Services); Tony Sokolic (VP, Youth BH); Rachael Bersdale (VP, Adult BH), Laura Bilsland (AVP, BH Adult); Rachel Pouchot (AVP, BH Adult) and Dr. Courtney Garland (Dir of Oral Health)

Not in Attendance: Amy Rhodes (CFO); Patty Vanek (VP of Population Health) and Dana Silverblatt (VP of Integrated Practices and SBHC)

1. Meeting Open
The September 10, 2018 Board Meeting was called to order at 7:30 am by Jerry Rogers, Board Chairman.

2. 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.
3. Approval of Agenda
The, September 10, 2018 board meeting agenda was reviewed and no revisions were requested.
Recommendations: "I, Kathy Ellis, move that we approve the September 10, 2018 Agenda as presented." Cliff Lane seconded the motion. The motion carried.

4. Approval of August 13, 2018 Minutes
The August 13, 2018, board meeting minutes were reviewed with no revisions requested.
Recommendations: “I, Kathy Ellis, move that we approve the August 13, 2018 Board Meeting Minutes.” Alicia Towery seconded the motion. The motion carried.

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

5. Closed Session
The Board went into closed session at 7:35 am. During the closed session the Board discussed real estate and personnel. The Board voted to make an agreement with the City of Festus in regards to obtaining the Colonial Cleaners lot for the purpose of parking. In addition, the board approved a Letter of Intent to be drafted and signed for the 61S Property. The Board returned to open session at 8:00am.

6. Financial Review
John Lamping provided the financial update for July 2018. John Lamping stated that this is the first month of the fiscal year and it’s starting off a little behind due primarily to Primary Care and Oral Health with things to remain tighter through November. AR remains at 72 days. The one positive is the expenses have been low and that is attributed to the C team drilling down on expenses during the monthly MOR’s meetings. On the CCBHC side there continues to be a strong profitability. Oral Health had one of the higher generating months of revenue but Oral Health and Primary Care are still being focused on. The community services are quiet with no events going on. There are plans in place to correct some of the downfalls. Sue Curfman stated that in July many onetime expenses were paid and the Oral Health Division has been down due to a dental assistant shortage and they are working on
their work flows to assist with this. Mark Mertens asked if all providers are on base plus. Sue Curfman stated right now all are on base because they have not achieved their goals. Salary adjustments have been made and case manager/therapist will be adjusted later in the fall. Mark Mertens stated that he would like an incentive based for anyone that bills. Sue Curfman stated that the BH staff are very busy.

Recommendations: "I, John Lamping, move that the Board approve the financial report for the month of July 2018." Beth Diveley seconded the motion. The motion carried.

7. COMTREA Program Highlight

Starting with this month, a staff member will present for 5 minutes on one of COMTREA’s programs or their role within the agency. For September, Laura Bilsland, AVP Adult BH presented on Zero Suicide.

Sue Curfman introduced Laura Bilsland. Laura Bilsland spoke of Zero Suicide and what is occurring in Missouri, there have been over 1000 suicides already this year one occurs about every 8 hours. Zero Suicide is an initiative to talk about suicide, in Missouri there are more than homicides and car accident deaths. The initiative is developing a system so not one person is responsible for the care of one client, staff gets training in orientation to know the warning signs and to ask the important questions to the clients. They have also learned how to identify higher risk clients. Every client gets a depression and suicide screening at every appointment instead of talking about it when a situation occurs. Clients are worked with on safety planning and access means are taking away. In Missouri, fire arms are the most used for suicides.

Zero Suicide also brought on cultural changes. Laura Bilsland stated that it’s all about a system, it’s talked about more and that the suicide is recognized and looking at the system and not the person. Jerry Rogers asked about the family of a victim and if COMTREA does anything. Laura Bilsland stated that the coalition just did a training on this and reaching out to the family. She stated that it will depend on the client and case by case due to confidentiality. Laura Bilsland stated that the youth and adult fusion in BH helps to connect families with youth. For this week and prevention the team engaged the community and every high school in the county received a packet and resources. There has not been any feedback regarding the packets yet. Mark Mertens asked if anything special was done for
Hillsboro since there was so many suicides. Laura Bilsland stated that they have not. Beth McDaniel stated that in 6th grade at R7 they are doing education this week for the prevention. Laura Bilsland stated that girls will have more attempts but boys have more followed through due to the methods used.

8. CEO’s Report

a. Financial Focus Update

Sue Curfman provided the CEO report, stating a new area she will start discussing will be on the financial status of the health center. The reports were included in the packets previously distributed to the board members, the growth report was reviewed and Dental is trending upwards.

i. Financial Alignment Plan

ii. Growth Report

iii. Financial Status of Health Center

b. State Associations

No updates at this time. Sue Curfman asked how many individuals are attending the MPCA event. Jane Sullivan, Jerry Rogers and Kelly Steffens are attending and Beth McDaniel is a maybe.

c. Divisional Updates

i. Behavioral Health/Psychiatry Updates

There will be an approval requested for another psychiatrist. There is an issue with the Welcome Center being flooded from the weekend rain so that is being taken care of. Dr. Crawford asked about the process on prescriptions. Margo Pigg stated that in BH the clients do not get benzos if they have had past issues. The doctors also will take the clients down on benzos if they come to COMTREA on one. Margo Pigg stated that COMTREA uses the standards.

Dr. Crawford stated that with a shared patient if there is a positive drug test, Margo Pigg stated that the nurse or staff working with that client needs to be informed. Dr. Crawford asked for the list to be emailed to him.

ii. Primary Care Updates

1. PCHH Designation renewed through June 30, 2020

iii. Oral Health Updates
1. Dental Assistant Shortage / Jefferson College Discussion

The dental assistant shortage is due to schools being closed, there has been initial conversation with the college on whether this will be something they can offer.

   d. HRSA

Sue Curfman stated that the board authority still continues to be compliant at 53% consumers. The board was provided the hours of operations for all of the COMTREA locations for review. Two NoA’s came in this month one for the approval of Annex and the other was a quality award in the amount of $107,818.

   i. PR Monthly Review
      1. Board Authority
       ii. Current % of Board Consumers – 53% in compliance
       iii. NoA – Festus Annex Added
       iv. NoA - $107,818 Quality Award added to total grant amount

   e. Volunteers

The volunteer report was presented. For July and August community events and board were the two active areas.

9. Action Items (Anything that requires a vote)

   a. Leadership Council Reports (Month of August)

Recommendations: "I, Kathy Ellis, move that we approve the August Leadership Reports." Audrey Mitchell seconded the motion. The motion carried.

   b. New Position Approvals

Jerry Rogers asked Sue Curfman to go over 4 new positions that are needed. Currently Primary Care is in Athena as their EMR which costs $13,000 a month for this. Primary Care will transition to MyAvatar like BH. There is no additional charge for using the additional function however there is more support needed. Sue Curfman stated that for moving forward additional positions are needed she went over the cost that would come in for the positions and what expenses would be saved on. The benefit to this is having BH and PC in the same EHR. Beth McDaniel asked if the help desk person will assist the patients on a portal. Lisa
Rothweiler stated that they will assist primarily with help desk needs and Telehealth will require additional support. Lisa Rothweiler stated that on the back end with Athena they did billing so the billing support is needed to assist for that. Mark Mertens asked regarding the new software cost. Lisa Rothweiler stated that it is done and paid for since it's a system cost for modules.

i. Clinical IT Position

Recommendations: "I, Mark Mertens, move that we approve the unbudgeted Clinical IT Position." Alicia Towery seconded the motion. The motion carried.

ii. IT Help Desk Position (0.5)

Recommendations: "I, Mark Mertens, move that we approve the unbudgeted IT Help Desk Position" Alicia Towery seconded the motion. The motion carried.

iii. IT Billing Support

Recommendations: "I, Mark Mertens, move that we approve the unbudgeted IT Billing Support position." Alicia Towery seconded the motion. The motion carried.

iv. Adult General Psychiatrist

Sue Curfman stated that due to the volume of BH another psychiatrist needs to be added. Jerry Rogers asked if there was questions. Dr. Crawford stated that this position is needed. Mark Mertens asked if this role will take a while to fill. Donna Harris-Brekel stated that they have an interested candidate they will meet with next week.

Recommendations: "I, Mark Mertens, move that we approve the unbudgeted Adult General Psychiatrist position." Beth Diveley seconded the motion. The motion carried.

c. Manual Revision Approval

i. S6 Adolescent CSTAR Program Manual

Katy Murray stated that with SNTP closing that was taking out and some information was added for the Level 1 and 2.

Recommendations: "I, Audrey Mitchell, move that we approve the revisions to the S6 Adolescent CSTAR Program Manual as presented." Kathy Ellis seconded the motion. The motion carried.
d. Nomination of Dr. Caron Daughtery to COMTREA Board

Sue Curfman stated that Dr. Caron Daughtery is the VP of Instruction at Jefferson College and would like to recommend for a board position after she interviews with Jerry Rogers and Kathy Ellis.

Recommendations: "I, John Lamping, move that we approve the nomination of Dr. Caron Daughtery to the COMTREA Board of Directors subject to the meeting with Kathy Ellis and Jerry Rogers." Kathy Ellis seconded the motion. The motion carried.

e. Credentialing & Privileging

Recommendations: "I, Kathy Ellis, move that we approve the Credentialing and Privileging Report for August 2018 as presented." Mark Mertens seconded the motion. The motion carried.

f. QIQA Monthly Report

Dr. Turner stated that the quality measures are doing well and the Gold Award will be received this year at the MPCA Annual Meeting. Beth McDaniel gave an update from the meeting. The Trauma Informed Survey and overall the trend was down for staff but up for clients and the QI Award was received. The PC team won one free admission to the conference.

Recommendations: "I, Beth McDaniel, move that we approve the August QIQA Report as presented." John Lamping seconded the motion. The motion carried.

10. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Jerry Rogers asked Lisa Rothweiler to give some highlights. At NW the group room is being split for two case managers there. The welcome center will see patients tomorrow, the 2nd floor B Building meetings continue. The Dunklin project will hopefully start on Wednesday. The Annex bottom floor is under construction. MHOH housing has a lot going on with plans, fire district, MO Dot and other planning. Dan Gardner is working on site plans and that will go down from 4 houses to 2 houses so a full street does not have to be placed in initially.

ii. Community Relations/Fundraising & Capital Campaign
Kim Elbl stated that last Thursday there was a meeting at United Way and they learned how to update some information to improve the level. There is also a platform that they will be using to tell the story that is provided by United Way. There is a campaign meeting this Friday and the go fund me for MHOH is set up. There was also word last week that the grant submitted to UP was denied. They are waiting for an update on the Home Loan Bank grant which is roughly $160,000. Kim Elbl stated that the next fundraiser is the Purple for Purpose run 5K there is a virtual option then after that the Murder Mystery play at TLC, then lastly the annual Mardi Gras in February.

11. Board Member Recruitment
Already discussed a nomination and other board members will be needed that are willing to be a consumer.

12. Old Business

13. Next Scheduled Board Meeting
   i. Monday, October 8th at 7:30am

14. Adjournment
There was no further business to discuss.

Recommendations: With there being no further business to discuss, John Lamping moved for adjournment. Beth Diveley seconded the motion. The motion carried.

☑ Minutes approved  
(Signature of Committee Chair)  
(Date)