



Board Meeting Minutes

Meeting Date 04/13/20 **Time:** 7:30 am **via Zoom Call in due to COVID**

Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Jane Sullivan; Audrey Mitchell; Dennis Gannon; Kathryn Ellis (Board Vice Chair); Kim Harvey-Manus; Beth McDaniel (Board Secretary); Dr. Josh Isaacson; Cliff Lane; Sylvia Daniels Jenelle Behnen; and Tammy Fulbright

Not in Attendance: John Lamping (Board Treasurer); Martha Maxwell; Mark Mertens; Kelly Steffens and Dr. Steven Crawford

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Amy Rhodes (CFO); Katie Harman (VP, HR); Katy Murray (VP Corporate Compliance/QM); Dr. Courtney Garland (Dir of Oral Health); Cindy Vessell (VP of Community Services); Amy Phillips (VP, Adult BH); Rachael Bersdale (Chief Behavioral Health Officer); Lisa Rothweiler (COO); Patty Vanek (VP, Clinical Quality); Dr. Rohatgi (Chief Medical Officer) and Tony Sokolic (VP, Youth BH)

Not in Attendance: Kim Elbl (VP Capital Campaign and Fundraising)

Jerry asked that each person state their name before talking or giving a motion so it can be recorded accurately.

1. Meeting Open

The April 13, 2020 Board Meeting was conducted via zoom call in due to the COVID pandemic at this time. The Meeting was called to order at 7:35 am by Jerry Rogers, Board Chairman with a quorum of members present via phone.

2. Approval of Agenda

The April 13, 2020 Board Meeting agenda was reviewed and no revisions were requested.

Recommendations: "I, Josh Isaacson move that we approve the April 13, 2020 Agenda as presented." Kathy Ellis seconded the motion. The motion carried.

3. Approval of Board Minutes

a. Approval of March 9, 2020 Minutes

The March 9, 2020, board meeting minutes were reviewed with no revisions requested.

Recommendations: “I, Kathy Ellis, move that we approve March 9, 2020 Board Meeting Minutes.” Kim Harvey-Manus seconded the motion. The motion carried.

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

4. 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.

5. Board Highlight for April– No highlight due to the call in.

Jerry Rogers mentioned that Patty Vanek is celebrating a birthday on Thursday and Katy Murray will celebrate 24 years with COMTREA.

6. Financial Review

a. Financial Performance

Amy Rhodes provided an overview of the financial report for February 2020 in the absence of John Lamping. There was a profit for the month. YTD profit is about \$103,000 after the sale of Bridle Ridge. BH was decent and Primary Care has a slight loss but that was an improvement, this was due to extra providers and the start of Avatar. OH had improvements. In operations but they also received a grant. There was some realignment in BH in February that effected them to help with the DMH allocations. There was a high AR and that was due to DMH allocation, this was received March 1st. Cash on hand was \$3.8M there was some Medicaid cost report that came in and there was other payments that came in for COVID related. The line of credit is in there but has not been utilized.

Jerry Rogers asked regarding IT expenses to set staff up to work from home, there was additional grant funding from HRSA received that will allow up to recoup some of those costs. There was \$823,000 received from HRSA to also set up more of a telehealth environment. Sue Curfman stated that this grant is really for the agency to prepare for the COVID response over the next year. Jerry Rogers asked if there was any questions, none were stated.

Recommendations: “I, Beth McDaniel, move that the Board approve the financial report for the month of February 2020.” Kathy Ellis seconded the motion. The motion carried.

b. Payroll Protection Plan

Amy Rhodes provided information on the Payroll Protection Plan (PPP).

COMTREA was approved for the Payroll Protection Program through the SBA. This is a loan program intended to cover payroll expenses and retain all staff at current salaries.

COMTREA was approved for \$3.9 million, with closing papers expected today (4/13). This funding can be completely forgiven if utilized to cover payroll expenses within 8 weeks (through mid-June). This will afford COMTREA to continue paying staff that have been furloughed due to services being cut and childcare issues.

7. CEO’s Report

a. Financial Focus Update

i. Growth Report

Sue Curfman reported that this from March and the numbers are low and the impact of COVID was shown in these. There was one week where we were slow, this was the transition to telehealth and this has improved as of last week. However, dental stays impacted since they can only do emergencies.

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

i. Update on Medicaid Expansion Campaign

Sue Curfman reported that she does not have any updates at this time but has reached out to Joe Pierle with no response.

c. Agency Response to COVID-19 Pandemic

i. Transformation of Care Delivery

Sue Curfman stated that each of the board members are getting the updates that are being sent to staff. Sue Curfman stated that the IT, Leadership and COVID taskforce have been doing a phenomenal job.

ii. Individuals Impacted

There was 125 staff impacted though furlough or reduced schedule or other reasons. These individuals now will receive paychecks due to the PPP.

iii. Timeframe Projection

Sue Curfman stated that the stay at home may be extended into May, it's unknown at this point. When the restrictions are lifted it won't be a switch and everyone back at work.

Jerry Rogers stated that there have been some unkind remarks and inappropriate questions from staff on whether leadership is contributing to the effort. Jerry Rogers stated that CTeam is working hard and 7 days a week most weeks. Jerry Rogers stated that what leadership contributes personally should not have to be shared with the board and the staff and know they are going above and beyond the call of duty.

Recommendations: "I, Kathy Ellis, move that the Board give a vote of confidence to Sue Curfman and the leadership team" Cliff Lane seconded the motion. The motion carried.

Audrey Mitchell stated that this process is like no other and thanked everyone on the leadership team. Jerry Rogers stated that are a lot of staff doing great work and should be thanked.

d. Divisional/Department Updates

i. Behavioral Health/Psychiatry Updates

Sue Curfman stated that BH and Psych have moved to 100% Telehealth services at this time. Psych has seen about 5% increase with the transportation barrier removed.

ii. Primary Care Updates

Primary Care has moved to Telehealth appointments and COVID drive through is available when needed.

iii. Oral Health Updates

They are doing adult emergency visits and children on 2 days. They are working on capacity and whether to add a second adult provider for emergencies. Dr. Garland stated that starting this week there will be one day where there are 2 adult providers in clinic.

e. HRSA

i. NoA Approvals

There were 4 Award notices received this month. The 1st was supplemental funding for COVID. The 2nd award was partial funding for the next year. The 3rd is the COVID response award for \$823,000 and the 4th was the confirmation of the twin city dental removed from our scope. Two of the awards will need approval once the budgets are created.

1. Award 1 H8CCS347210100 FY 2020 Coronavirus Supplemental Funding
2. Award 5 H80CS241050900 – Budget Year 2021
3. Award 1 H8DCS359350100 – COVID \$823,000 addtl funding
4. 6 H80CS241050810 – Removal of Twin City Dental

ii. PR Monthly Review – Accessible locations and hours of operation and Coverage for medical emergencies during and after hours

The HRSA requirements were reviewed and found to be 100% in compliance.

iii. Current % of Board Consumers

Sue Curfman reported that currently 53% of the board are consumers which is in compliance. By the end of April we will fall below the 51%. We will need to work to get back in compliance when things are back to normal.

f. Monthly Grant Update

Sue Curfman reviewed the grants below that are pending.

Funding Entity	Program Recipient	Description	Amt Requested on Pending Grants	Status
Walmart Grants	MHOH	Applied for (3) grants	3 rd one was denied	Awarded (1) Festus Walmart \$2,000 / Denied (1) Waterloo Walmart and pending a 3 rd

St. Francois County United Way	CAC			\$5,000	Awaiting Review
National Children's Alliance	CAC			\$4,132 per site	Awaiting Review

g. Volunteers

The volunteer report was provided below. This was for the month of March.

Location	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	Mar	TOTAL HOURS
A Safe Place	0	9	19	8	9	14	6	8	0	73
CAC	0	8	10	2	6	2	0	0	0	28
Employees	12	6	0	19	11	11	0	0	0	59
Board Members	84	58	99	120	71	60	68	73	42	675
Adult and C&Y Div.	48	40	71	140	32	26	0	0	0	357
Tails with Tales	55	108	88	113	153	65	80	77	62	801
Job Shadowing	0	7	25	58	48	11	11	53	0	213
TOTAL Hours:	199	236	312	460	330	189	165	211	104	2206

8. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of March)

Recommendations: “I, Audrey Mitchell, move that the Board approve the March Leadership Council Report.” Kathy Ellis seconded the motion. The motion carried.

b. Approval of EPSL Policy

The EPSL Policy was created for COVID. Sue Curfman stated that an act of congress passed was for enhanced time off as a healthcare agency COMTREA opted to be exempt. Even though we are exempt individuals can still benefit from this if they meet the criteria so a policy needed to be developed.

Recommendations: “I, Josh Isaacson move that the Board accept the new EPSL Policy as presented.” Beth McDaniel seconded the motion. The motion carried.

c. Credentialing & Privileging

Kathy Ellis went over the report for March 2020. There was 4 new staff and 10 current staff.

Recommendations: “I, Kathy Ellis move that the Board accept the March 2020 Credentialing & Privileging Report as presented.” Audrey Mitchell seconded the motion. The motion carried.

d. QIQA Monthly Report – no report this month due to COVID

9. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Jerry Rogers asked Lisa Rothweiler if Building and Grounds should meet on Wednesday or cancel. Lisa Rothweiler stated there are not many updates so she could give via this call. Lisa Rothweiler then gave the following updates on MHOH construction. Two of the units have the kitchens installed the 3rd unit will be done this week, painting is done, doors are up. It is well on its way. The streets are being worked on and the storm sewer is in. With the recent events Dan Gardner has lost most of his staff but they have been in touch. Hoping to have Bucheits in to pour concrete this week.

Sue Curfman stated how amazing it is that the project was kept moving with the rain and setbacks from COVID. Lisa Rothweiler stated she doesn't have a final date.

ii. Fundraising & Capital Campaign

No updates at this time. Sue Curfman stated that this is not the point in time to be soliciting individuals. Jerry Rogers agreed.

iii. MHOH Committee

This committee did meet, no report.

10. Board Member Information

No information at this time.

11. Old Business

No old business at this time.

12. Next Scheduled Board Meeting

- a. Monday, May 11, 2020 – Arnold

13. Adjournment

There was no further business to discuss.

Recommendations: With there being no further business to discuss, Kathy Ellis moved for adjournment. Dennis Gannon seconded the motion. The motion carried.

Minutes approved *Jerry Byers* 7/15/20
(Signature of Committee Chair) (Date)