



Board Meeting Minutes

Meeting Date: July 13, 2020 **Time:** 7:30 am **via Zoom Call in due to COVID**

Chairperson/President/Facilitator: Jerry Rogers, Chairperson

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

Not in Attendance: John Lamping (Board Treasurer); Dr. Josh Isaacson; Martha Maxwell; Kelly Steffens and Tammy Fulbright

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); Tony Sokolic (VP, Youth BH) and Kim Eibl (VP Capital Campaign and Fundraising)

Not in Attendance:

1. Meeting Open

The July 13, 2020 Board Meeting was conducted via zoom call in due to the continued social distancing recommendations. The Meeting was called to order at 7:38 am by Jerry Rogers with a quorum of members present via phone.

2. Approval of Agenda

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

Recommendations: "I, Beth McDaniel move that we approve the July 13, 2020 Agenda as presented." Audrey Mitchell seconded the motion. The motion carried.

3. Approval of Board Minutes

a. Approval of June 15, 2020 Minutes

The June 15, 2020, board meeting minutes were reviewed with no revisions requested.

Recommendations: “I, Kathy Ellis, move that we approve June 15, 2020 Board Meeting Minutes.” Kim Harvey-Manus seconded the motion. The motion carried.

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

4. Closed Session – Real Estate, Legal and Personnel

The board entered into closed session at for the purpose of discussing real estate, legal and personnel matters at 7:38 am. The board returned to open session at 8:13am, during the closed session discussion was regarding real estate, legal cases and personnel, specifically the annual review of the CEO. There was one recommendation and approval regarding the contract of the CEO. The complete review of the CEO will be highlighted to the board in August, this has been delayed due to COVID.

5. Mission Statement

Jerry Rogers asked Mark Mertens to read 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. July Program Highlight – Racial Equity Board Statement / Social Determinants

Sue Curfman stated that with the events from the past month she thought it would appropriate to put together a board statement. Jerry Rogers asked if there was any comments, the statement will be issued as Sue Curfman CEO and the Board of Directors. Sue Curfman stated that Leadership and CTeam has been working on this over the past few weeks. Jerry Rogers is not in favor of postponing it, it can be delayed a week for everyone to read and give comments. Sue Curfman stated that Mark’s request to delay is reasonable. Jerry Rogers asked that everyone read the statement over, if you have questions or comments please submit to Sue Curfman.

Sue Curfman stated that the next 5 pages is a profile created and it shows the disparities with health care. Sue Curfman would like for the board to look at the data and see where the disparities are. Sue Curfman stated COMTREA will be looking at everything hiring practices, barriers in health care and figuring out what can be done to help. Jerry Rogers asked that all pay special attention to the children’s section the data is disturbing. Kathy Ellis asked when a task force will be established, Sue Curfman stated after the Board Meeting. Kathy Ellis would

like to be a part of that if any other board members want to be involved send Lisa Wigger an email.

7. Financial Review

a. Financial Performance

Amy Rhodes provided the following financial report for May 2020. May had a profit for the month and a year to date. This profit is over inflated due to the COVID funding received. BH is status quo and have not been affected much, they received a bonus payment in May. However there was over \$500,000 written off in over allocation that will be seen in June. PC and OH were hit the hardest by COVID. The rest of financials are the same, some expenses have decreased and a few increased with PPE. Some of the additional supplies related to COVID will be expensed throughout the year. All of the lap tops ordered have been received and distributed. The cash looks great right now with \$6.4M but \$4M is related to COVID funding and is restricted. With the lack of revenue coming in there is a concern that cash will be depleted quickly. Jerry Rogers asked how the PPP is on the books, Amy Rhodes stated that it will sit as a loan and then there will be a request to forgive that loan and the goal is that 100% will be forgivable. The unrestricted cash is \$1.9M.

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

6. CEO's Report

Sue Curfman spoke of the agency roundtable this past Thursday and there was feedback from staff on how appreciative they are of COMTREA working to keep everyone safe.

a. Financial Focus Update

i. Growth Report

Sue Curfman stated that the report is for the month of June – in PC 50%, BH 58% and OH was at 56%. OH is really impacted with all the aerosol procedures, more equipment is due in August to assist with services.

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

i. Update on Medicaid Expansion Campaign

Sue Curfman reminded everyone that this will be on the ballot in August 4th. Advocating for individuals to vote yes on this.

- ii. State budget updates from MPCA and MO Coalition

There is a watch on the budget at this time and the federal cliff is coming up at the end of September.

c. Divisional/Department Updates

- i. Behavioral Health/Psychiatry Updates
- ii. Primary Care Updates
- iii. Oral Health Updates

e. HRSA

- i. Change of Scope – Temporary closure of Mobile Dental Programs

Sue Curfman stated that HRSA was notified of this. HRSA stated that at this time paperwork did not have to be filed since its temporary.

- ii. Grant Number: H8ECS38933 - *This is approval for our 3rd HRSA funding which is the \$319,000 for the Medical Mobile program.*

We are in the process of getting prices on the mobile van that will allow us to go onsite. Jerry Rogers asked if we are limited in what we can do. Sue Curfman stated that COVID testing will be done and immunizations. This will start as soon as all the supplies come in. Amy Rhodes believes that the van is being ordered and Sue Curfman stated that the rapid response test is being explored. Lisa Rothweiler stated that the van is around 30 days out due to some custom work needed. The 3 positions that will run the van have been posted at this time per Amy Rhodes.

- iii. PR Monthly Review – Billing and Collections

The monthly review of HRSA requirements was 100%.

- iv. Current % of Board Consumers

The % of consumers is 47% which is out of compliance. This will be addressed as more in person services resume. Sue Curfman would like to see this come back in compliance in August. She encouraged the board to make their appointments. Children of board qualify for

this too. Amy Rhodes stated that just one additional board member at this point will put us in compliance.

f. Monthly Grant Update

The BNSF application has been submitted and received. Jerry Rogers spoke of the American Home Loan for MHOH and changes that had to be made, this additional paperwork was submitted.

Funding Entity	Program Recipient	Description	Amt Requested on Pending Grants	Status
BNSF Railway Foundation	MHOH at ASP	For Operations of MHOH	\$10,000	Applied
St. Francois County United Way	CAC		\$5,000	Was not Awarded

g. Volunteers

The volunteer report for June was provided. Board Member hours for FY2020 was 815.

Location	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	Mar	Apr	May	June	TOTAL HOURS
A Safe Place	0	9	19	8	9	14	6	8	6	0	2	5	86
CAC	0	8	10	2	6	2	0	0	0	0	0	0	28
Employees	12	6	0	19	11	11	0	0	5	0	0	0	64
Board Members	84	58	99	120	71	60	68	73	37	29	51	65	815
Adult and C&Y Div.	48	40	71	140	32	26	95	42	24	117	14	0	649
Tails with Tales	55	108	88	113	153	65	80	77	62	8	10	14	833
Job Shadowing	0	7	25	58	48	11	11	53	0	0	0	0	213
TOTAL Hours:	199	236	312	460	330	189	260	253	134	154	77	84	2688

7. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of June)

Recommendations: "I, Dennis Gannon, move that the Board approve the June Leadership Council Report." Cliff Lane seconded the motion. The motion carried.

b. Health and Safety Chapter 3 Respiratory Protections Program

Katy Murray stated that this is a new policy addressing OSHA and COMTREA Infection Control manners and annual fitting of masks, and annual review of masks along with review of contamination. Sue Curfman stated that this policy was worked on for about three weeks by our COVID taskforce and our RN and LPN in PC. All clinical providers have gone in for fit testing and new providers will go in from this point forward.

Recommendations: “I, Mark Mertens, move that the Board approve the new policy for Health and Safety Chapter 3 Respiratory Protections Program.” Jane Sullivan seconded the motion. The motion carried.

c. Credentialing & Privileging

Kathy Ellis went over the report for June 2020. There was 6 new staff and 9 current staff and an intern in BH.

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

d. QIQA Monthly Report

Beth McDaniel stated that the meeting met via zoom call again this month. The focus was on BH, the measures were April 2020 and telehealth services had started there was a slight decrease in the measures which is expected due to COVID. Rachael Bersdale stated that the Quality Bonus Payments that have been received the past few years have been placed on hold this is something COMTREA has received this the past few years. Beth McDaniel also spoke of the staff survey results, 280 staff completed the survey (72%), the hot button items were pay (#1 reason they leave the organization). Katie Harman stated that pay still remains one of the top reasons individuals leave. Employees continue to stay due to mission and coworkers. In addition flexibility offered, Katie Harman reminded everyone the survey was completed in January so the results are from previous year. The Opioid review was covered for board. Beth McDaniel spoke of board members making appointments to keep COMTREA in compliance.

Recommendations: “I, Beth McDaniel move that the Board accept the June 2020 QIQA report as presented.” Kathy Ellis seconded the motion. The motion carried.

8. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Lisa Rothweiler updated that the street is fully poured down to the entrance so it looks like a subdivision now. Most of the appliances are in with the exception of the house deemed ADA. There are two families that may be ready to move in the house. Lisa Rothweiler stated that it may be September before everyone can get in.

ii. Fundraising & Capital Campaign

Kim Elbl updated that the 2nd virtual fundraiser is coming up at the end of the month – Art contest that people can vote on. There will be a silent auction portion and a fund a need. The CAC golf tournament will be on August 14. August 29th will be a pickle ball tournament this is a new fundraiser for MHOH.

iii. MHOH Committee

Kim Elbl stated that the Circle of Hope Campaign was launched last week, brochures mailed out. BNSF funding was applied for last week. Jerry Rogers asked Kim Elbl to explain to the board about the Federal Home Loan Bank funding. They were concerned as there was nothing in place for sustainability funding. Two of the long standing fundraisers (Trivia and the Handbag Bingo) were moved over to be used for MHOH Operations instead of the campaign to help show sustainability. These changes were submitted last week so hopefully these funds will be released. Mark Mertens spoke of how there is about \$27,000 needed to furnish the first home. Kim Elbl stated that a few weeks back there was a family that contacted her and they may be willing to purchase all of the items needed to furnish the home. The family was discussing over the weekend and Kim Elbl hopes to hear more this week on their decision. Sue Curfman spoke of the Circle of Hope Campaign that she is hopeful about.

11. Board Member Information

a. Board Recruitment

No information at this time.

12. Old Business

There was no old business at this time.

13. Next Scheduled Board Meeting

a. Monday, August 10, 2020

14. Adjournment

There was no further business to discuss.

Recommendations: With there being no further business to discuss, Mark Mertens moved for adjournment. Cliff Lane seconded the motion. The motion carried.

Minutes approved Jerry W. Rogers 8-10-20
(Signature of Committee Chair) (Date)