



Board Meeting Minutes

Meeting Date: August 10, 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; Kathryn Ellis (Board Vice Chair); Beth McDaniel (Board Secretary); Sylvia Daniels; Mark Mertens; John Lamping (Board Treasurer); Dr. Josh Isaacson; Martha Maxwell and Tammy Fulbright

Not in Attendance: Dennis Gannon; Kim Harvey-Manus; Cliff Lane; Jenelle Behnen; Dr. Steven Crawford; Audrey Mitchell and Kelly Steffens

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); 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 Elbl (VP Capital Campaign and Fundraising)

Not in Attendance: Cindy Vessell (VP of Community Services);

1. Meeting Open

The August 10, 2020 Board Meeting was conducted via zoom call in due to the continued social distancing recommendations. The Meeting was called to order at 7:33 am by Jerry Rogers with a quorum of members present via phone.

2. Approval of Agenda

The August 10, 2020 Board Meeting agenda was reviewed and no revisions were requested.

Recommendations: "I, John Lamping move that we approve the August 10, 2020 Agenda as presented." Jane Sullivan seconded the motion. The motion carried.

3. Approval of Board Minutes

a. Approval of July 13, 2020 Minutes

The July 13, 2020, board meeting minutes were reviewed with no revisions requested.

Recommendations: “I, Kathy Ellis, move that we approve July 13, 2020 Board Meeting Minutes.” Beth McDaniel seconded the motion. The motion carried.

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

4. Closed Session – Real Estate and Personnel

The board entered into closed session at for the purpose of discussing real estate and personnel matters at 7:34 am. The board returned to open session at 8:18am, during the closed session the board discussed real estate with no formal decisions and personnel related to the CEO’s annual evaluation, the vote to accept the CEO’s performance review and amended contract will be completed in the open session portion.

5. Mission Statement

Jerry Rogers asked Beth McDaniel 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.”*

Jerry Rogers noted that with all the changes going on should the mission statement be revisited and it was decided it should be left as is. During COVID the focus has been on the mission statement and the purpose of serving stated Sue Curfman.

6. August Program Highlight – Financial Impact of COVID 19 on COMTREA

Sue Curfman went over the financial impact stating that Oral Health was almost completely shut down. Pre-COVID the average month patient revenue was \$316,077, during the initial 3 full months of COVID, the average is \$38,224. This calculates to an approximate 87.91% loss of revenue due to COVID. In Primary Care Pre-COVID the average month patient revenue was \$98,157, during the initial 3 full months of COVID, the average is \$77,020. This calculates to an approximate 21.53% loss of revenue due to COVID. For Behavioral Health Revenues have been adjusted for annual “over allocation” amount in the month of June - \$440,639. Pre-COVID the average month patient revenue was \$1,249,894, during the initial 3 full months of COVID, the average is \$1,101,633. This calculates to an approximate 13.46% loss of revenue due to COVID. COMTREA had a loss of approximately \$1.35 million of patient revenue during April, May and June.

The number of staff impacted at the high point (end of May) was 25%. Right now the production and access will need to increase and ramp back up. Jerry Rogers asked what day OH started back fulltime. OH will start back full services next Monday, August 17th there was a lot of equipment and changes needed to areas. There is still a continued issue with Dental Assistants and this will be a priority. Sue Curfman is working on a financial plan and if things do not recover the current staffing level could not continue and some cuts may be needed in programs. Jerry Rogers asked regarding the plan will it be a step up or right at the 15% reduction. Sue Curfman stated that this will be specific to each program and bottom line is we must stay financially viable.

7. Financial Review

a. Financial Performance

John Lamping gave the report the \$7M in cash is overstated cash due to some COVID funds in that amount. Accounts Receivable are just over \$4M. John Lamping stated that the reality is we continue to be impacted by COVID and thankfully there has been COVID funds to help through this. June was no different with the impact and it shows on the bottom line. Amy Rhodes had nothing additional to add. Jerry Rogers spoke of the PPP and how appreciative of the job that Amy Rhodes and Sue Curfman have done during this time.

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

6. CEO’s Report

a. Financial Focus Update

i. Growth Report

Sue Curfman updated on the report and an email that was sent out to all of the divisions. Adult BH are starting to transition to in person appointments. There is a child psych through contract services and we will be changing that individual. One of the key financial levers will be productivity.

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

i. Update on Medicaid Expansion Campaign

Sue Curfman stated that this passed however there is some resistance.

- ii. State budget updates from MPCA and MO Coalition

They are both supportive looking for funding and PPE stated Sue Curfman.

c. Divisional/Department Updates

- i. Behavioral Health/Psychiatry Updates

A new adult psych started last week, Dr. Harvin. BH non psych is out in the community and seeing some clients but still have telehealth visits.

- ii. Primary Care Updates

Dr. Morgan started the last week of July and she is doing well and Dr. Hampton retired the end of July.

- iii. Oral Health Updates

Will fully open back with all procedures next Monday.

e. HRSA

- i. NoA - 4 H80CS241050902 (extends our reporting period for our current budget (5/1/2020- 4/30/2021) out 12 months due to COVID)

This was a notification of the full award. Amy Rhodes stated that they moved the reporting a year due to delays with COVID.

- ii. PR Monthly Review

Sue Curfman stated that we were 100% compliant on both requirements this month. Sue Curfman also spoke of community testing and Jerry Rogers spoke of the mobile van. The staff have been hired for this.

- a. Contracts and subawards
- b. Collaborative relationships

- iii. Current % of Board Consumers

Sue Curfman stated that this is at 53% and we are now compliant.

f. Monthly Grant Update

Sue Curfman spoke of the grants that are open or were awarded this past month. The list of grants is show below.

Funding Entity	Program Recipient	Description	Amt Requested on Pending Grants	Status
BNSF Railway Foundation	MHOH at ASP	For Operations of MHOH	\$10,000	Applied, Pending hearing back at this time.
DVSS-Federal FVPSA (Family Violence Prevention & Services) Cares Act Funds	A Safe Place (501)	DHSS (Dept of Health & Senior Services)	\$ 3,916.00	1 YEAR GRANT
DVSS-Federal FVPSA (Family Violence Prevention & Services) match required \$3,644	A Safe Place (501)	DHSS (Dept of Health & Senior Services)	\$ 14,576.00	1 YEAR GRANT
DVSS-EMERGENCY TANF (Temporary Assistance for Needy Families)	A Safe Place (501)	DHSS (Dept of Health & Senior Services)	\$ 10,342.00	1 YEAR GRANT
DVSS-Domestic Violence TANF (Temporary Assistance for Needy Families)	A Safe Place (501)	DHSS (Dept of Health & Senior Services)	\$ 22,397.00	1 YEAR GRANT
DVSS-State (Domestic Violence Shelter & Services)	A Safe Place (501)	DHSS (Dept of Health & Senior Services)	\$ 64,637.00	1 YEAR GRANT
DVSS-State (Domestic Violence Shelter & Services) Sexual Assault funds	A Safe Place (501)	DHSS (Dept of Health & Senior Services)	\$ 3,737.00	1 YEAR GRANT
Children's Division	CAC (701, 703, 705)	DSS (Dept. of Social Services)	\$ 247,511.50	1 YEAR GRANT
MPCA (MO Primary Care Association)	Adult Outpatient	Mo Coalition for Primary Health Care w/ Dept of Social Services	\$ 75,000.00	1 YEAR GRANT

g. Volunteers

The volunteer report for July was provided. First month we had 98 volunteer hours with 72 of those from the board. The full volunteer report is provided below.

Location	JULY	TOTAL HOURS
A Safe Place	0	0
CAC	0	0
Employees	0	0
Board Members	72	72
Adult and C&Y Div.	0	0
Tails with Tales	26	26
Job Shadowing	0	0
TOTAL Hours:	98	98

7. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of July)

There was no questions this was emailed out a few weeks ago. Jerry Rogers asked Patty Vanek a question, with the productivity increase needed from providers, does private practice report anything in regards to quality measures like COMTREA does. Patty Vanek stated that it's not to the extent of an FQHC, some insurance groups may require it. Jerry Rogers stated that making sure of this probably cuts down on productivity. Sue Curfman stated that private practice does not have the data collection.

Recommendations: "I, Mark Mertens, move that the Board approve the July Leadership Council Report." John Lamping seconded the motion. The motion carried.

b. Approval of CEO Performance Appraisal (discussion in closed session)

The CEO CY2019 Performance Appraisal was discussed in full during today's closed session. (The CEO stepped out for the vote to take place).

Recommendations: "I, Mark Mertens, move that the Board approve the CY 2019 Performance Appraisal as presented to the Board during the closed session." John Lamping seconded the motion. The motion carried. Mark Mertens added that Sue Curfman is an excellent CEO.

c. Approval of revised CEO Employment Contract (discussion in closed session)

This was discussed in closed session. (The CEO stepped out for the vote to take place).

Recommendations: “I, Josh Isaacson move that the Board accept the revised CEO Employment contract as presented to the board in the closed session.” Mark Mertens seconded the motion. The motion carried.

Jerry Rogers spoke of Katie Harman and the help with the process with reviewing the contract and appraisal.

d. Credentialing & Privileging

Kathy Ellis went over the report for July 2020. There was 4 new staff, 3 current staff and 3 interns.

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

e. QIQA Monthly Report

Beth McDaniel stated that the monthly focus was HR and Dental. The HR turnover rate is trending downward probably due to COVID. There was two measures for OH discussed, a lot of the measures have been impacted by COVID and not able to have the services. For additional areas, the PCMH preliminary results were shared, final will be reported later. Beth McDaniel stated that the quality committee does a fantastic job of reporting and great job to the team.

Recommendations: “I, Beth McDaniel move that the Board accept the July 2020 QIQA report as presented.” Mark Mertens seconded the motion. The motion carried.

8. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Lisa Rothweiler stated that the culvert to the street is complete. There are a few minor areas that need to be finished and the appliances need to be put in. The detention pond was worked on and seed and straw needs to be put down. There was no further questions.

ii. Fundraising & Capital Campaign

