



# Special Board Meeting Minutes

**Meeting Date:** September 18, 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; Beth McDaniel (Board Secretary); Sylvia Daniels; Mark Mertens; John Lamping (Board Treasurer); Tammy Fulbright and Cliff Lane

**Not in Attendance:** Kathryn Ellis (Board Vice Chair); Dr. Josh Isaacson; Martha Maxwell Dennis Gannon; Kim Harvey-Manus; Jenelle Behnen; Dr. Steven Crawford; Audrey Mitchell and Kelly Steffens

**Staff in Attendance:** Susan M. Curfman, MA (President & CEO); Katie Harman (VP, HR)

---

## 1. Meeting Open

The September 18, 2020 Special Board Meeting was called to approve two policies that required approval prior to the regular October Board Meeting. The call was conducted via zoom call in due to the continued social distancing recommendations. The Meeting was called to order at 7:30 am by Jerry Rogers with a quorum of members present via phone.

## 2. Approval of Agenda

The September 18, 2020 Special Board Meeting agenda was reviewed and no revisions were requested.

**Recommendations:** "I, John Lamping move that we approve the September 18, 2020 Agenda as presented." Beth McDaniel seconded the motion. The motion carried.

## 3. Action Items (Anything that requires a vote)

### a. Approval of EFMLA Policy

Katie Harman stated that originally FQHC did not have to comply with the EFMLA and there was a ruling in August and now that is changed and the definition of healthcare provider

definition was changed. DOL requires that you now look at specific positions and this is those that provide treatment or diagnostic treatment or if someone's role would impact care adversely. Most of COMTREA will be exempt from this, however there will be positions that are now eligible for this. This will be a temporary policy. Jerry Rogers asked about the classes of staff, Katie Harman stated that there will be a checklist to see who qualifies. Sue Curfman spoke of those eligible versus not eligible. Katie Harman pulled an active position list and went through which ones will meet the definition provided by DOL. Jerry Rogers asked if the changes are mandated or can be rejected. Katie Harman stated that it does need to be implemented. Mark Mertens asked on the second page –could we change periodically to inform HR every 2 weeks. Katie Harman stated that staff is usually pretty good about informing HR. The generalized terms are used because if they don't report in that time period what would happen. The policy matches our current FMLA policy – that requires that the staff keeps in touch with HR and supervisor as HR tracks the information. Jerry Rogers stated adding in HR. Sue Curfman stated that it was advised to keep periodically and open so that there are not issues.

**Recommendations:** “I, Mark Mertens, move that the Board approve the EFMLA Policy as presented to the board with the change to add HR as a contact along with the supervisor.” Cliff Lane seconded the motion. The motion carried.

b. Approval of MHOH Resident Policy and Procedures

Sue Curfman stated that a group has been convening for the last 12 months to put together policies and procedures and an application for the MHOH residents. The attached policy has gone through leadership, the insurance carrier and legal review. The insurance carrier stated that it meets everything needed from a liability standpoint and needed a few legal changes. Jerry Rogers asked about renters insurance and he did not see a requirement for the resident to carry it – most renters have to have a policy. Sue Curfman spoke of if required and they have no income COMTREA would have to pay this. Jerry Rogers spoke of a liability claim that could come up and renters policies are only \$20-40 a month.

**Recommendations:** “I, Mark Mertens, move that the Board approve the MHOH Resident Policy and Procedures as presented to the board.” Cliff Lane seconded the motion. The motion carried.

**4. Next Scheduled Board Meeting**

- a. Monday, October 12, 2020 the meeting will be via zoom. November and December meetings will be via zoom.

**5. 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  9-18-20  
(Signature of Committee Chair) (Date)