



Board Meeting Minutes

Meeting Date: October 12, 2020 **Time:** 7:30 am **via Zoom Call in due to COVID**

Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jane Sullivan; Kathryn Ellis (Board Vice Chair); Martha Maxwell; Kim Harvey-Manus; Cliff Lane; Jenelle Behnen; Audrey Mitchell; Sylvia Daniels and Dr. Steven Crawford

Not in Attendance: Dr. Josh Isaacson; Beth McDaniel (Board Secretary); Dennis Gannon; Jerry Rogers (Board Chair); Mark Mertens; Tammy Fulbright; John Lamping (Board Treasurer) 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); Tony Sokolic (VP, Youth BH); Kim Elbl (VP Capital Campaign and Fundraising); Cindy Vessell (VP of Community Services); Heather Borah, AVP Adult BH and Patty Vanek (VP, Clinical Quality)

Not in Attendance: Dr. Rohatgi (Chief Medical Officer)

1. Meeting Open

The October 12, 2020 Board Meeting was conducted via zoom call in due to the continued social distancing recommendations. The Meeting was called to order at 7:34 am by Kathy Ellis due to the absence of Jerry Rogers with a quorum of members present via phone.

2. Approval of Agenda

The October 12, 2020 Board Meeting agenda was reviewed and no revisions were requested.

Recommendations: "I, Kim Harvey-Manus move that we approve the October 12, 2020 Agenda as presented." Jane Sullivan seconded the motion. The motion carried.

3. Approval of Board Minutes

a. Approval of September 14, 2020 Minutes

The September 14, 2020, board meeting minutes were reviewed with no revisions requested.

Recommendations: “I, Audrey Mitchell, move that we approve September 14, 2020 Board Meeting Minutes.” Jane Sullivan seconded the motion. The motion carried.

b. Approval of September 18, 2020 Minutes

The September 18, 2020, board meeting minutes were reviewed with no revisions requested.

Recommendations: “I, Jane Sullivan, move that we approve September 18, 2020 Board Meeting Minutes.” Jenelle Behnen seconded the motion. The motion carried.

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

4. Mission Statement

Kathy Ellis asked Jane Sullivan 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.”*

5. October Program Highlight – PCMH by Patty Vanek

Patty Vanek presented on Patient Centered Medical Home which is a model payer that puts the patient at the center of the care. The focus is on the population being served and knowing which patients have a chronic condition. There are almost 15,000 sites doing this. In Missouri there are over 200 sites participating currently. In 2020, there was 101 criteria and there are about 40 must have criteria that must be achieved. The key components for this team based practice – patient care team meetings with daily huddles. The second is knowing and managing the patient this goes into data collection, the proactive reminders are part of this such as phone campaigns, patient portal reminders and postcards. There also needs to be assessments for chronic conditions such as the depression assessment. The third is assessing for the access need this is done by the patient access survey which asks about services, locations and hours. The four is care management and support this is where you show care management of the patient, if they have at least two chronic conditions they are assigned a HCM, then there are care plans for the patients and these must involve the patient. The fifth is care coordination and transition. This is lab, imaging and how we manage this care and track and the loop was closed. The care coordination is looking at services between COMTREA and a specialist or hospital and is information being shared for the care. The last is the performance and quality, do we set goals and how do we share the information gathered, this is shared on boards and social media.

The two clinics Hickory and Emerson just received their certification through September 2021. Sue Curfman spoke of all the accreditation and surveys and thanked Patty Vanek and her team for their work. Kathy Ellis thanked Patty Vanek on all of the work.

6. Financial Review

a. Financial Performance

Amy Rhodes updated the board on the cash on hand which was over \$7M, which is approximately 100 days of cash on hand. Some of the cash is restricted due to the PPP and other COVID requirements. AR is at \$5M due to the billing system and they are working to clean up. This is approximately 98 days and the goal is to move down to 45 days. The month of August had a profit as a whole. PC and OH had an increase in their patient revenues and both are still recovering from COVID. Expenses in the month include recruiting fees for two providers. COVID supply expenses are not in budget but they are covered 100% by HRSA funding. Some fundraising expenses are over due to timing and some of the medication expenses are over and are being monitored closely. Amy Rhodes is also watching any provider relief funds to see if COMTREA is eligible. This is also the second week of the audit, everything is moving nicely at this time. They are focusing on the recovery from COVID.

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

7. CEO’s Report

a. Financial Focus Update

i. Growth Report

Sue Curfman went over the report for September for PC there was a lot of PTO and illness, so productivity was only 52%. BH Adults was at 62%, BH Youth/Child was at 52%. The youth/child team is working to get productivity up. Oral Health was at 80% for the dentists. The hygienists were at 94%.

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

i. State budget updates from MPCA and MO Coalition

Sue Curfman stated that most updates are coming through the weekly CEO updates. There is a lot of discussion around the 340b program. COMTREA put together a report, there would be about \$80,000 a year of lost discounts from the 4 big pharmacies contracted with per Amy Rhodes. There is an estimated 1,000 patients that would be affected by this per Amy Rhodes. Updates will come as more information is available.

c. Divisional/Department Updates

- i. Behavioral Health/Psychiatry Updates
- ii. Primary Care Updates – 34% virtual
- iii. Oral Health Updates – 100% in person

COMTREA is currently at 96% of visits pre-COVID.

e. Updated Mask Policy

Sue Curfman updated on the change to the mask policy. Last Tuesday, CDC released new guidelines on the spread of COVID 19. Changed policy so if a staff is on property and not in their office they must wear a mask. As of Friday, COMTREA is at 0% internal transmission, there have been staff that have had COVID but no internal spread with the quarantine measures.

f. HRSA

- i. Notifications of Awards – no awards this month
- ii. PR Monthly Review
 - 1. Board Composition – 100% in compliance
- iii. Current % of Board Consumers – 53% compliance through the end of the month, in October we will be out of compliance.

g. Monthly Grant Update

The monthly grant updates are shown below, these are pending or recently funded. Sue Curfman hopes to hear soon on the Jefferson County Cares Act.

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.
CCP Grant 4490 Extension	CCP	Sept 14, 2020 – June 14, 2021	\$150,294.56	Awarded the extension
Herbert Woods Foundation Grant	MHOH at ASP	For Operations of MHOH	\$15,000	Pending, Applied will know if awarded by Nov 30 th .
<i>Federal Home Loan Bank</i>	<i>MHOH at ASP</i>	<i>For Operations of MHOH - so they may run an article about our program. Will apply again next year.</i>	<i>\$15,000</i>	<i>We were not selected but they were impressed with our program</i>
Jefferson County Emergency CARES funds	COMTREA	COVID Related Needs	\$25,000	Submitted application September 10, 2020.
Georgia Pacific Foundation	Capital Campaign MHOH	MHOH Construction	20,000	
MO Housing Trust Fund	MHOH at ASP	For Operations and Construction of 2 nd	\$150,000 in each category	Working on App The grant application is due December 4, 2020. If awarded funding would cover April 1, 2021 to March 31, 2022.
United Way Franklin County	CAC Union	Last year we were awarded \$13,600		Grant due Oct 16 th

h. Volunteers

Sue Curfman reported on the hours, more than 50% of the year to date hours are from our Board Members. The report is shown below.

Location	JULY	AUG	SEPT	TOTAL HOURS
A Safe Place	0	0	0	0
CAC	0	0	0	0
Employees	0	0	2	2
Board Members	75	47	54	176
Adult and C&Y Div.	14	12	38	64
Tails with Tales	26	32	30	88
Job Shadowing	0	0	0	0
TOTAL Hours:	115	91	124	330

8. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of September)

Recommendations: “I, Kim Harvey-Manus, move that the Board approve the September Leadership Council Report.” Cliff Lane seconded the motion. The motion carried.

b. Credentialing & Privileging

Kathy Ellis reviewed the report for September 2020. There were 2 new staff, 1 intern and 9 existing staff.

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

c. QIQA Monthly Report

Patty Vanek stated that BH was the focus, there is some reporting issues with Avatar. The quality payment is coming back for BH. HCH presented for the month and they had a decrease in their measures with the COVID 19 due to not having the face to face encounters for assessments. Rachael Bersdale stated that some of these clients are compromised and don't want to come in to the office at this time. Katy Murray went over the monitoring of prescriptions written by providers. Opioids are prescribed by some Primary Care doctors but

this is monitored closely. Sue Curfman stated that the telehealth surveys were also completed more than 50% prefer in person.

Recommendations: “I, Audrey Mitchell move that the Board accept the September 2020 QIQA report as presented.” Cliff Lane seconded the motion. The motion carried.

9. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Lisa Rothweiler stated that there is cleaning going on and the two families will move in by end of this week or next. The painting of the Festus building should begin next week hopefully. Kathy Ellis stated that she was on a tour of the new facility on Friday and it is a home that is made with love and everything in them is carefully chosen and encouraged board members to make time to see the building if they can. Sue Curfman stated that if you want a tour please reach out to Lisa Wigger.

ii. Fundraising & Capital Campaign

Kim Elbl spoke of a zoom meeting with the ministerial alliance last week they have pledged \$500 in Walmart gift cards. The scared heart parish will also donate \$250 more in Walmart cards and \$50 Schnucks cards for each family as they move in. The Good News Church did a paper and cleaning drive and made a \$500 donation to the Hope program which will go towards operations. There will be a presentation to a MOPs group in Eureka. There was a letter sent to Dana Brown Foundation however Kim Elbl was informed that MHOH was not selected. The next fundraiser is a Santa’s workshop for CAC, there is a need for silent auction items and gift cards. The Mardi Gras is scheduled for February 6, 2021 and right now is being moved forward. This will be monitored and there is a backup plan if virtual is needed. Items are needed for the event and there are sponsorship opportunities.

iii. MHOH Committee

Kim Elbl stated that the designer bag bingo had to be taken off the books. There was a tour of the house.

11. Board Member Information

a. Board Recruitment

No information at this time. Kathy Ellis encouraged that if anyone knows someone interested in the board to let Lisa Wigger know.

12. Old Business

There was no old business at this time.

13. Next Scheduled Board Meeting

- a. Monday, November 9, 2020 the meeting will be via zoom. November and December meetings will be via zoom.

14. Adjournment

There was no further business to discuss.

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

Minutes approved *Cliff Lane* 11-9-20
(Signature of Committee Chair) (Date)