



Board Meeting Minutes

Meeting Date: June 15, 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); Dr. Josh Isaacson; Cliff Lane; Sylvia Daniels Jenelle Behnen; John Lamping (Board Treasurer); Mark Mertens and Martha Maxwell

Not in Attendance: Kelly Steffens; Dr. Steven Crawford; Tammy Fulbright and Audrey Mitchell

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 June 15, 2020 Board Meeting was conducted via zoom call in due to the continued COVID pandemic and gathering restrictions. The Meeting was called to order at 7:32 am by Jerry Rogers with a quorum of members present via phone.

2. Approval of Agenda

The June 15, 2020 Board Meeting agenda was reviewed and no revisions were requested.

Recommendations: "I, Kathy Ellis move that we approve the June 15, 2020 Agenda as presented." Cliff Lane seconded the motion. The motion carried.

3. Approval of Board Minutes

a. Approval of May 11, 2020 Minutes

The May 11, 2020, board meeting minutes were reviewed with no revisions requested.

Recommendations: “I, Kathy Ellis, move that we approve May 11, 2020 Board Meeting Minutes.” Dennis Gannon seconded the motion. The motion carried.

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

4. Financial Review

a. Financial Performance

The financial report for April 2020 was provided, cash is over \$6M. This is the best cash position the organization has been in. Receivables continue to be worked on. Overall everything was strong, significant reason is the Medicaid Cost report settlement is the reason for this. Performance is as good as it can be considering the circumstances. Expenses are inline and as expected. The month was as expected. Jerry Rogers mentioned about the return of the PPP and stated that Amy Rhodes is now hopeful that none of the PPP will have to be returned with the new guidelines they announced recently. Sue Curfman stated that the organization is starting to gear back up and transition back.

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

5. 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 8:29am, during the closed session a decision was made to continue discussions with the owner of Hickory Plaza regarding the property.

6. Mission Statement

Jerry Rogers asked Mark Mertens to read the 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.”

7. June Program Highlight – COVID-19 Pandemic Timeline & COMTREA Response

Sue Curfman stated that it is important to realize the changes made within 90 days around telehealth. There was a timeline developed with COVID and then the steps COMTREA took around this. Jerry Rogers asked how many new lap tops were purchased for staff to work at

home. Lisa Rothweiler stated that 180 lap tops were purchased, Sue Curfman stated that this was possible from funding.

8. CEO's Report

a. What are our clients saying?

Sue Curfman went over a note that came in from counselor regarding the SL program.

The impact of the Comtrea School Liaison program is beyond beneficial for our schools. With one counselor in most elementary schools per 400+ students, there is no way that one person can help every student in need. The option of having our school liaison adds support for students in difficult times, which may have gone unnoticed. For example, if it were not for the communication our school liaison had with one student, I may not have known of another situation that needed my attention. I am so thankful for this program.

b. Financial Focus Update

i. Growth Report

Sue Curfman went over the divisions and the production numbers.

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

i. Update on Medicaid Expansion Campaign

Sue Curfman stated this will be on the ballot in August. There will be more information coming out.

ii. State budget updates from MPCA and MO Coalition

d. Divisional/Department Updates

Sue Curfman spoke of this in productivity. Jerry Rogers asked if PC and Dental have been opened for face to face. PC has one provider a day in the office for face to face visits. OH are doing cleanings without aerosol. Lisa Rothweiler stated that Henry Schein came out to look at the air for dental, they are waiting for more feedback on that.

i. Behavioral Health/Psychiatry Updates

ii. Primary Care Updates

iii. Oral Health Updates

e. HRSA

- i. Extend the Scope Verification deadline is Approved - extension for adding Psychiatry to the Welcome Center
- ii. PR Monthly Review – Budget – 100% compliant with all elements
- iii. Current % of Board Consumers – 47% compliant, this will be looked at mid-summer as services resume.

f. Monthly Grant Update

Funding Entity	Program Recipient	Description	Amt Requested on Pending Grants	Status
St. Francois County United Way	CAC		\$5,000	Awaiting Review

g. Volunteers

The volunteer report for May was provided with 63 total hours.

Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL HOURS
A Safe Place	0	9	19	8	9	14	6	8	6	0	2	81
CAC	0	8	10	2	6	2	0	0	0	0	0	28
Employees	12	6	0	19	11	11	0	0	5	0	0	64
Board Members	84	58	99	120	71	60	68	73	37	29	51	750
Adult and C&Y Div.	48	40	71	140	32	26	95	37	3	53	0	545
Tails with Tales	55	108	88	113	153	65	80	77	62	8	10	819
Job Shadowing	0	7	25	58	48	11	11	53	0	0	0	213
TOTAL Hours:	199	236	312	460	330	189	260	248	113	90	63	2500

9. Annual Presentation Approval (Annually requires a vote)

a. Approval of FY 2021 Budget

The FY2021 Budget was presented to the Board on Thursday, June 12, 2020.

Recommendations: “I, Mark Mertens, move that the Board approve the FY2021 Budget as presented to the board.” Kim Harvey-Manus seconded the motion. The motion carried.

b. Approval of FY 2021 Strategic Plan

The FY 2021 Strategic Plan was presented to the Board on Thursday, June 12, 2020.

Recommendations: “I, Kathy Ellis, move that the Board approve the FY2021 Strategic Plan as presented to the board.” Mark Mertens seconded the motion. The motion carried.

c. Annual Approval of 3 yr plan (2021-2023)

The 3 year (2021-2023) Strategic Plan was presented to the Board on Thursday, June 12, 2020.

Recommendations: “I, Mark Mertens, move that the Board approve the 3 year (2021-2023) Strategic Plan as presented to the board.” Jen Sullivan seconded the motion. The motion carried.

d. Annual Approval of Governance, Service & Special Project Manuals

Recommendations: “I, Mark Mertens, move that the Board approve the following Governance Manuals G1 Admin Mgt Legal Requirements, G2 Continuous Quality Improvement, G2 Appendix Performance and Quality Improvement Operations Plan, G3 Governance, G4 Human Resources, G4 Employee Handbook, G4 HR Credentialing and Privileging Policy/Procedures -Appendix 4.6, G5 Quality of Service Environment, G5 Health And Safety Manual Appendix, G6 Financial Risk Mgt Manual w Appendices, G7 Training and Supervision Manual, G8 Intake Assessment-Service Planning Manual, G9 Service Delivery Manual, G10 Behavior Management Manual, G11 Behavioral Health Medical Manual, G11 Primary Care Medical Manual, G11 Oral Health Services Medical Manual, G11 Keaton Center ALF Medical Operations Manual, G14 Fundraising and Development, G15 Information Technology Manual, G17 Volunteer Program Manual as presented to the board.” Jane Sullivan seconded the motion. The motion carried.

Recommendations: “I, Mark Mertens, move that the Board approve the following Service Manuals, S2 Mental Health Manual -Children and Youth Svc, S3 Adult Community Based Rehabilitation Services, S3 CPR-Jr Psychosocial Psychiatric Rehab Services Manual, S4

Safe Access-Exchange Program, S5 Adult CPS Clinic-Based Treatment Services, S5 Youth TCM Manual Case Management Services, S6 Adult Outpatient Sub Use Svc/Drug Court, S6 CSTAR Adolescent Substance Abuse Services Manual, S9 Healthcare Home Manual, S11 Intern Training Manual, S12 A Safe Place Manual, S24 PSR Adult Day Tx , S25 Specialized Services Drop in Center Addendum to S24, S26 Keaton ALF Manual Group Living Services, S30 Social Advocacy Services CAC, S31 Housing Department Manual Addendum to S3, S32 Indiv Placement and Spt–Supported Employment Ops Manual (EC Svc SM), S38 Supportive Parents Manual, S38 In School Services Manual Prevention and Support Services and Tails with Tales Policy Procedure Manual as presented to the board.” Beth McDaniel seconded the motion. The motion carried.

9. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of May)

Recommendations: “I, Mark Mertens, move that the Board approve the May Leadership Council Report.” Kathy Ellis seconded the motion. The motion carried.

b. HRSA Budget Approval

Amy Rhodes this is the third HRSA grant provided by CARES Act. The funds are to provide testing for virus and/or antibodies. This would create a mobile medical team to travel the community as needed this would do testing at residential living it could be expanded. This hires 3 new staff, purchases a vehicle, equipment and a mobile tent. This includes 2 of the portable quick testing for COVID, Strep and Flu. This covers additional pharmacy needs for individuals to recover from COVID. This is for 12 months beginning June 1st. Jerry Rogers asked regarding the staff, Amy Rhodes stated that they are temporary but at the end we would have to address this should be a billable service that might cover those staff salaries.

Recommendations: “I, Beth McDaniel, move that the Board approve the HRSA Budget of \$319,699 as presented to the Board.” Mark Mertens seconded the motion. The motion carried.

c. Approval of Quarterly Risk Management Report

Amy Rhodes stated that is the quarterly risk management that shows the claims that are opened or closed. March – May the incidents reduced due to not being onsite. There was no

critical incidents this time period. There is one potential claim right now that will be shared at the next report if something happens.

Recommendations: “I, Mark Mertens, move that the Board approve the Quarterly Risk Management Report as presented to the Board.” Kim Harvey-Manus seconded the motion. The motion carried.

d. Approval of COMTREA Tax Budget Request to JCCMHFB

Amy Rhodes stated that this is a request to the board for the amount of MIL and Sales Tax COMTREA needs for programs. Mark Mertens asked if this is all of the funds coming in. Amy Rhodes stated that yes it shows COMTREA and the funds for RFP’s and \$100K set aside for the separation of the Boards.

Recommendations: “I, Mark Mertens, move that the Board approve the COMTREA MIL Tax and Sales Tax Request to JCCMFB as presented to the Board.” Jane Sullivan seconded the motion. The motion carried.

e. Approval of Policy Revision – OHS2 Hours of Operation

Sue Curfman stated that this is for FOX dental for accommodating lunch hours for social distancing.

Recommendations: “I, Mark Mertens, move that the Board approve the REVISED OHS2 Hours of Operation as presented to the Board.” Dennis Gannon seconded the motion. The motion carried.

f. Approval of COMTREA Care Values

Katie Harman stated that these were voted on and it will be values that all staff will hold themselves accountable to.

Recommendations: “I, Mark Mertens, move that the Board approve the new COMTREA CARE VALUES as presented to the Board.” Dennis Gannon seconded the motion. The motion carried.

g. Credentialing & Privileging

Kathy Ellis went over the report for May 2020.

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

h. QIQA Monthly Report

Beth McDaniel stated that the meeting met via zoom call and discussed HR. Beth McDaniel went over how turnover has changed and some loyalty options are being looked at for retaining staff. Staff continue to stay due to the mission of the organization, flexibility and coworkers. The Chronic Disease collaborative was also discussed, there has been some decline in measures and they will be focused on as patients return into the office.

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

10. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Lisa Rothweiler stated the parking lot was poured and striped last week and the roadway should get done this week.

ii. Fundraising & Capital Campaign

Kim Elbl stated that the first virtual fundraising event was hosted this past weekend and raised just over \$5,000. This event had a few sponsorships that also brought in money. Later this week there will be a second virtual fundraiser that will be for the CAC. This art event is brand new.

iii. MHOH Committee

Kim Elbl stated that the circle of hope program was designed to help with operational expenses with the housing, this will go out in the mail around July 1st. Donations and new donors are still continuing to come in. Mark Mertens stated that Kim Elbl is doing a good job and he is pleased that fundraising is going online.

11. Board Member Information

a. Annual Board Assessment & Self Assessment's (Will be sent out later this month)

b. 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, July 13, 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 _____
(Signature of Committee Chair) (Date)

12. Old Business

There was no old business at this time.

13. Next Scheduled Board Meeting

a. Monday, July 13, 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 *Opuyh Byers* 7-13-20
(Signature of Committee Chair) (Date)