



# Board Meeting Minutes

**Meeting Date:** April 11, 2022 **Time:** 7:30 am **Location:** Via Zoom

**Chairperson/President/Facilitator:** Jerry Rogers, Chairperson

**Attendees:** Kathryn Ellis (Board Vice Chair); Kim Harvey-Manus; Mark Mertens; Beth McDaniel (Board Secretary); Jenelle Behnen; Mary Dunnegan; Dr. Steven Crawford; Jane Sullivan; Jerry Rogers (Board Chair); Dr. Josh Isaacson and Tammy Fulbright

**Not in Attendance:** Martha Maxwell; John Lamping (Board Treasurer) and Dennis Gannon

**Staff in Attendance:** Susan M. Curfman, MA (President & CEO); Amy Rhodes (CFO); Katie Harman (VP, HR); Katy Murray (VP Corporate Compliance/QM); Patty Vanek (VP, Clinical Quality); Kim Elbl (VP Capital Campaign and Fundraising); Dr. Harvin (Psych Director); Cindy Vessell (VP of Community Services); Lisa Rothweiler (COO); Dr. Stevenson (Director of Primary Care); Dr. Cook (Dir of Oral Health); Monica Johnson (Director of Nursing) Danielle Bent (AVP, BH) Megan Vitale (VP, BH Youth)

**Not in Attendance:**

Tony Sokolic (VP, Youth BH) and Amy Phillips (VP, Adult BH)

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## 1. Meeting Open

The April 11, 2022 Board Meeting was called to order at 7:31 am by Jerry Rogers and he turned the meeting over to Kathy Ellis to chair with a quorum of members present. The board met via zoom

## 2. Approval of Agenda

The April 11, 2022 Board Meeting agenda was reviewed with no additions requested.

**Recommendations:** "I, Beth McDaniel move that we approve the April 11, 2022 Agenda as presented." Cliff Lane seconded the motion. The motion carried.

### **3. Approval of Board Minutes**

#### **a. Approval of March 14, 2022 Minutes**

The March 14, 2022, board meeting minutes were reviewed with no revisions requested.

**Recommendations:** “I, Beth McDaniel, move that we approve March 14, 2022 Board Meeting Minutes as presented.” Jane Sullivan seconded the motion. The motion carried.

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

### **4. Mission Statement**

Jane Sullivan 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. Program Highlight - CHNA High Level Overview (Sue Curfman)**

Sue Curfman stated that the CHNA is done every three years. There was a high level overview with premature death numbers reviewed (increased). The suicide rates for Jefferson County have almost doubled. The areas that are high for death for the county were mentioned. The full report and charts are shown within the powerpoint.

Sue Curfman will work on writing the CHNA for Comtrea once the stakeholder survey is done. Jerry Rogers brought up that Jefferson County seems to rank poorly is there a reason why they are always ranked like this. Sue Curfman stated that having a greater footprint with a healthy lifestyle. Dr. Harvin spoke of the health of some of her clients and the lack of knowledge in the patient population.

### **6. Financial Review**

#### **a. Financial Performance**

Amy Rhodes provided the financial report. The cash on hand as of this morning is \$7.9M. February’s financials have continued cash decreasing, AR has increased and most of that is with billing for the state and having issues getting items billed out. There are payments coming in now and expected in the next few weeks. There is an AR specialist hired now to focus on the old debt. The bad debt is due to the increased denials and there are meetings to address the workflow. For the income statement, there was a loss. YTD \$800,000 loss at the end of February. March is looking better but still a loss not as significant as the other

months though. Some of the older vehicles have maintenance increases and reviewing which vehicles need to be replaced now that they are back in use. There are some new areas being tracked, the AR and revenue per visits to look at what areas need improvement.

**Recommendations:** “I, Jerry Rogers, move that the Board approve the financial report for the month of February 2022.” Beth McDaniel seconded the motion. The motion carried.

**8. CEO’s Report**

**a. Financial Focus Update**

i. Growth Report

Sue Curfman stated that the productivity for March is looking better. Percentages are shown below and the breakdown by department and provider was shown in the powerpoint.

| Service Line          | Mar 1-31 Non-PTO Adjusted | March PTO/Non-Work Hours | March Productivity - MTD (03/1-03/31) | Total Visits 03/01-03/31 |
|-----------------------|---------------------------|--------------------------|---------------------------------------|--------------------------|
| Primary Care          | 2%                        | 137.50                   | 75%                                   | 922                      |
| Psychiatry: Adult     | 49%                       | 330.00                   | 65%                                   | 973                      |
| Child/Youth           | 47%                       | 34.25                    | 55%                                   | 117                      |
| Oral Health: Dentists | 90%                       | 178.50                   | 109%                                  | 1432                     |
| Hygienists            | 95%                       | 60.00                    | 100%                                  | 769                      |

**b. Covid testing and vaccination updates**

Sue Curfman stated that testing has declined dramatically.

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

i. MPCA and MO Behavioral Health Council Updates.

There is not much to report at this time, the capital improvement funding continues to be watched.

ii. County projects

1. Community Health Needs Assessment

## 2. Homelessness

There will be a lunch meeting with some of the other organizations and then later this month a meeting with Dennis Gannon and other community partners. There was four outreach events done over the past few months.

### **d. Divisional & Workforce Updates**

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

Sue Curfman spoke of the action plan, Mission Possible Financial Sustainability that has been created with each of the divisions. In Oral Health they are operating with less dentists but running more chairs, they are working hard to get patients in. There are 3 new dentists that have been hired to start later this year. There will be a 90 day ramp up with these new dentists. Psychiatry and the Welcome Center have been working to get directly in for Evaluations.

Sue Curfman introduced Megan Vitale who is the VP, BH Youth. Megan Vitale spoke of her experience in the last 5 years as an AVP, BH. Everyone welcomed Megan to her new role.

### **e. HRSA**

- i. NoA H80CS24105-11-00 – Renewal of new grant period, FQHC with funding extended for an additional 3 years
- ii. PR Monthly Review – the two below were reviewed and at 100% for the guidelines. The hours were adjusted with the staffing difficulties when the COVID numbers were high.
  1. ACCESSIBLE LOCATIONS & HOURS OF OPERATION
  2. COVERAGE FOR MEDICAL EMERGENCIES DURING & AFTER HOURS
- iii. Current % of Board Consumers – the board continues to be at 53%. HRSA will give a three month notice on their dates to complete the onsite visit.
- iv. Construction Grant – Amy Rhodes stated that there was notification from HRSA regarding a tribal preservation assessment. The Osage Indian

tribe may have interest in the property and there will be additional assessments to make sure the ground is not Indian burial grounds. Per Lisa Rothweiler the assessment has been ordered, she is waiting for the cost and timeline.

**e. Monthly Grant Update**

The grants were reviewed. Sue Curfman reported that the HRSA SAC was approved. The VOCA Grants have been extended but not awarded any funding.

| Funding Entity                    | Program Recipient | Description   | Amt Requested on Pending Grants                        | Status   |
|-----------------------------------|-------------------|---|--|--|
| FCCRB Grants                      | CAC – Union       | Family Advocate Prevention Program  | \$21,000 – Family Advocate<br>\$26,837.50 – Prevention | RFP for Grants submitted February 11th   |
| HRSA – SAC                        |                   | FQHC Continuation grant – 3 year grant cycle  | \$2,146,416  | Approved   |
| United Way of St. Francois County | CAC – Farmington  | To help support the salary of the Farmington Forensic Interviewer   | \$5,000  | Submitted application February 15 <sup>th</sup> – Meeting with the grant review board was held on March 22 <sup>nd</sup>                               |
| VOCA Grants                       | ASP and CAC       | VOCA A Safe Place \$238,884<br>VOCA CAC Union \$87,073<br>VOCA CAC Farmington \$82,170<br>VOCA CAC Festus \$122,679 | See Description for amounts by program                 | Submitted, 2 <sup>nd</sup> Extension was giving to existing grant – another extension was given it is unknown when the grant review will be completed. |

**f. Volunteers**

The board members continue to donate the most hours, with 53 hours donated. As things return to normal hopefully volunteering will resume.

| Location                      | JULY      | AUG       | SEPT       | OCT       | NOV       | DEC       | JAN        | FEB        | MAR       | TOTAL HOURS |
|-------------------------------|-----------|-----------|------------|-----------|-----------|-----------|------------|------------|-----------|-------------|
| <b>A Safe Place</b>           | 6         | 0         | 0          | 0         | 0         | 6         | 10         | 6          | 0         | <b>28</b>   |
| <b>CAC</b>                    | 0         | 0         | 0          | 0         | 0         | 0         | 0          | 0          | 0         | <b>0</b>    |
| <b>Employees</b>              | 0         | 5         | 14         | 6         | 3         | 0         | 4          | 0          | 0         | <b>32</b>   |
| <b>Board Members</b>          | 51        | 56        | 52         | 47        | 44        | 51        | 43         | 46         | 53        | <b>443</b>  |
| <b>Adult and C&amp;Y Div.</b> | 7         | 12        | 56         | 8         | 6         | 22        | 76         | 94         | 0         | <b>281</b>  |
| <b>Job Shadowing</b>          | 8         | 0         | 7          | 0         | 0         | 0         | 0          | 0          | 0         | <b>15</b>   |
| <b>TOTAL Hours:</b>           | <b>72</b> | <b>73</b> | <b>129</b> | <b>61</b> | <b>53</b> | <b>79</b> | <b>133</b> | <b>146</b> | <b>53</b> | <b>799</b>  |

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

### a. Leadership Council Reports (Month of March)

The Leadership Reports were sent out via email at the end of March.

**Recommendations:** “I, Beth McDaniel, move that the Board approve the March 2022 Leadership Council Report.” Mark Mertens seconded the motion. The motion carried.

### b. FY2023 COMTREA Board Calendar

**Recommendations:** “I, Mark Mertens, move that the Board approve the FY2023 Board Calendar as presented.” Beth McDaniel seconded the motion. The motion carried.

### c. Quarterly Risk Management Report

Amy Rhodes stated this is an update of any incidents, there was 1 serious reported event in the last quarter that was resolved.

**Recommendations:** “I, Mark Mertens, move that the Board approve the Quarterly Risk Management Report as presented.” Tammy Fulbright seconded the motion. The motion carried.

### d. New Board Member Recommendation *Tony Rich, Effective date of term 7/1/22*

Sue Curfman spoke of Tony Rich, Jerry Rogers and Sue Curfman interviewed him. Mark Mertens stated that he is a captain in the National Guard. Sue Curfman shared some of his veteran experiences. He will be a nonvoting member until July 1<sup>st</sup>.

**Recommendations:** “I, Mark Mertens, move that the Board approve the appointment of Tony Rich to the COMTREA Board effective July 1, 2022 as presented.” Jerry Rogers seconded the motion. The motion carried.

### e. Credentialing & Privileging Report

Kathy Ellis reported there was 5 initial appointments and 5 reappointments and 2 interns in the month of March.

**Recommendations:** “I, Kathy Ellis, move that the Board approve the March 2022 Credentialing and Privileging report as presented.” Tammy Fulbright seconded the motion. The motion carried.

### f. QIQA Monthly Report

Patty Vanek stated that BH focus was this month. There was a discrepancy with a work flow discovered that impacted the low number on the suicide risk assessment. Patty Vanek spoke of after-hours response and the monitoring that is done. Patty Vanek stated that they can

find info on the website and by calling numbers. The audit was done with Primary Care and Dental and the results are shown in the board powerpoint.

**Recommendations:** “I, Mark Mertens, move that the Board accept the March 2022 QIQA report as presented. Kim Harvey-Manus 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 that the environmental study is completed on the capital project. RFP is in its final form but cannot be opt out until after the Indian tribe assessment is complete. The Hickory work is receiving bids. The shelter kitchen was completed over the weekend, there are some finishing touches that maintenance will be working on. Lisa Rothweiler will take pictures for the Gala and for Sue’s email. Jerry Rogers asked on the funding, Lisa Rothweiler stated that it was donated from last year’s Gala. Sue Curfman was able to show a picture of the new kitchen to the board.

#### ii. Fundraising & Capital Campaign

Kim Elbl reported that the handbag bingo was a sellout crowd this past weekend. The Garden Gala is on the 23<sup>rd</sup> and on the 30<sup>th</sup> there is a Gala for the CAC. If you plan to attend one of the events, please get your tickets early. With the capital campaign the 55% tax credits for business owners will end at the end of April. Kim was thankful for the Meramec Elks for doing the Bingo at an alternate location from the hall. Sue Curfman asked on donations for Gala, Kim Elbl stated that they are still in need of sponsors and donations for both the Garden Gala and the CAC Gala.

#### iii. MHOH Committee

There was no meeting this month the next meeting is in May. All four apartments are full at this time.

## **11. Board Member Information**

### a. Board Member Recruitment Work Group Updates

There have been several individuals that have expressed interest in the board.

### b. COMTREA Board and Split with JCCMHFB Updates

There will be a JCCMHFB meeting at 9am and there was a request of letter of intents for who will be on what board when it splits.

