



COMTREA BOARD OF DIRECTORS MEETING MINUTES Monday, November 14, 2022

Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Kim Harvey-Manus; Jenelle Behnen; Jane Sullivan; Christine Eoff; Kathryn Ellis (Board Vice Chair); John Lamping (Board Treasurer) and Staci Frank

Not in Attendance: Martha Maxwell; Heather Green; Cliff Lane; Beth McDaniel (Board Secretary); Tammy Fulbright

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Amy Rhodes (CFO); Katy Murray (VP Corporate Compliance/QM); Patty Vanek (VP, Clinical Quality); Kim Elbl (VP Capital Campaign and Fundraising); Dr. Harvin (Psych Director); Lisa Rothweiler (COO); Megan Vitale (VP, BH Youth); Tony Sokolic (VP, Youth BH) Amy Phillips (VP, Adult BH), Cindy Vessell (VP of Community Services); Andrea Cuneio; and Dr. Stevenson (Director of Primary Care); Amy Knobbe; Monica Johnson (Director of Nursing) and Makenzie Beckham

Not in Attendance: Katie Harman (VP, HR) and Dr. Cook (Dir of Oral Health)

1. Meeting Open

The November 14, 2022 Board Meeting was called to order at 7:35am by Jerry Rogers. There was a quorum of members present and the board met via zoom.

2. Approval of Agenda

The November 14, 2022 agenda was approved as read.

Recommendations: "I, Kathy Ellis move that we approve the November 14, 2022 Agenda." John Lamping seconded the motion. The motion carried.

3. Approval of Minutes

a. October 10, 2022

The October 10, 2022 board meeting minutes were reviewed with no revisions requested.

Recommendations: "I, Christine Eoff, move that we approve October 10, 2022 Board Meeting Minutes as presented." John Lamping seconded the motion. The motion carried.

4. Mission Statement



COMTREA BOARD OF DIRECTORS MEETING MINUTES Monday, November 14, 2022

Jerry asked Kathy Ellis to review 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 – School Based Therapy – Megan Vitale

Sue Curfman introduced Megan Vitale as the presenter.

Megan Vitale spoke about School Based Therapy. School based therapists provide services in 53 schools in the Jefferson County area. We are also excited to announce that we recently started providing services in two schools that we had not serviced for a few years. Comtrea has 3 school based clinics, Valley, Senn-Thomas, and Festus. School Based Therapy provides school based therapy and clinic based therapy. With School Based Therapy In the schools, our therapists provide 30-45 minute sessions to help children with a variety of issues. Depression, suicidal ideation, anxiety, grief, emotional regulation, divorce and friendship issues are just some of the concerns our therapists address. Sessions occur in available spaces provided by the school. The average number of students seen in a day is 6-7. They also provide crisis assistance inside the school if they are on campus during the crisis. Jerry Rogers asked what the main benefit of this program is. Tony Sokolic told Jerry the importance of this program is getting the students in for service in a timelier manner. Jerry Rogers asked if the School Based Therapy program was fully staffed. Megan reported that it was.

6. Financial Review

Cash on Hand	\$3,077,656.52
Total Cash Unrestricted	\$2,693,982.80
Account Receivables	\$5,305,167.14



COMTREA BOARD OF DIRECTORS MEETING MINUTES Monday, November 14, 2022

Cash balance is currently \$3,077,656.52. AR – Patient Services - \$6,896,696 – 136.65 days (increase of 18.07 days). There were 3 payrolls in September. Decrease from previous month by \$371,407, MCO billing errors with State Behavioral Health billing. Approx. \$900,000 due. Delay in Interim Medicaid Cost Report – Approx. \$965,000 due. AR Grants and other - \$1,592,618 – most grant and other AR is at 30 days or less. JCCMHFB payment delays (\$1,332,565). Total AR over 120 Days at 49 % (\$2,740,926) – no change from prior month. All claims must be submitted by October 31st for the billing errors – this was completed. Income Statement - Comtrea’s Income Statement for September is a profit of \$73,509 not including MHOH construction and YTD loss of \$462,101. In September, our overall expenses were down by \$77k contributing to our September profit.

Recommendations:

As a member of the Finance Committee, I John Lamping, move that the Board approve the financials for the month of September 2022. Kathy Ellis seconded the motion. Motion carried.

7. CEO’s Report

a. Financial Focus Update

Service Line	October 24-28 Non-PTO Adjusted	October PTO/Non-Work Hours	October Productivity - MTD (10/24-10/28)	Total Visits 10/01-10/28
Primary Care	69%	114.00	83%	794
Psychiatry: Adult	44%	178.25	54%	772
: Child/Youth	43%	0.00	43%	75
Oral Health: Dentists	77%	97.50	85%	1008
: Hygienists	88%	162.50	110%	507

i. Productivity

We have seen a drop in patients during this last quarter.

b. Covid Impact Update

Nothing really new to report. Our numbers are down and numbers are really low key.

c. State Associations/Advocacy Updates/Community Involvement

Main focus on Federal is 340b funding. This is the reduced cost medication for our clients. Only about 10% come to FQHC.



COMTREA BOARD OF DIRECTORS MEETING MINUTES Monday, November 14, 2022

d. Division and Department Updates

We have added more new providers.

- i. Behavioral Health and Psychiatry
- ii. Primary Care
- iii. Oral Health

e. HRSA

- i. Notifications of Awards
- ii. PR Monthly Review
 - 1. Conflict of Interest

We are 100% compliant

- 2. Quality Improvement and Assurance

We are 100% compliant

- iii. Current % of Board Consumers
 - 1. 62% Board Consumers

We are 100% compliant

Sue reported Tony Rich has resigned from the Board of Directors.

- iv. Construction Grant

We have signed the new contract. Jerry asked Lisa to tell the board what the contract is for. Lisa reported it is for the new build that will happen by the Northwest building.

f. Monthly Grant Update

There were no grants to report this month

g. Volunteers

See graph below



COMTREA BOARD OF DIRECTORS MEETING MINUTES Monday, November 14, 2022



VOLUNTEER HOURS PER MONTH - DETAILS

(FY: 2022-2023)

Location	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL HOURS
A Safe Place	6	6	4	0									16
CAC	0	0	0	0									0
Employees	0	0	0	0									0
Board Members	53	42	54	55									204
Adult and C&Y Div.	0	0	0	0									0
Job Shadowing	0	0	10	0									10
TOTAL Hours:	59	48	68	55									230

8. Action Items (Anything that requires a vote)

- a. Leadership Council Reports (Month of October)

This was emailed to the Board

Recommendations: “I, Kim Harvey-Manus, move that the Board approve the October 2022 Leadership Council Report.” Staci Frank seconded the motion. The motion carried

- b. Credentialing & Privileging Report

Kathy Ellis reviewed the credential and privileging report. There were 2 initial and 12 reappointments for the month.

Recommendations: “I, Kathy Ellis, move that the Board approve the October 2022 Credentialing and Privileging report as presented.” Kim Harvey-Manus seconded the motion. The motion carried.

- c. QIQA Monthly Report

Jenelle and Patty reviewed the QIQA slides. Focus for the month were Oral health and HR.

UDS Table 4A Primary Poverty Levels/Payer Source. Calendar Year through 3rd Quarter 2022 with a 2021 Comparison



COMTREA BOARD OF DIRECTORS MEETING MINUTES

Monday, November 14, 2022

UDS Table 4A Primary Poverty Levels/Payer Source
Calendar Year through 3rd Quarter 2022 with a 2021 Comparison

Report generated using COMTREA Reporting
Purpose of this data is for ongoing assessment to track and then not necessarily reflect final validated UDS reporting outcomes

Agency Poverty Levels				Agency Payer Breakdown				All Division Summary			
2022		2021		2022		2021		2022		2021	
Jan-Sep	Jan-Sep	Jan-Sep	Change	Jan-Sep	Jan-Sep	Jan-Sep	Change	Jan-Sep	Jan-Sep	Jan-Sep	Change
100% and <	5252	5513	-261	Uninsured	1507	2001	-494	PH	2475	2785	-309
101-150%	1665	1750	-85	Medicaid	6204	5788	416	PH, CH	330	381	-51
151-200%	898	1038	-140	Medicare	614	596	18	PH, CH, PC	143	181	-48
Over 200%	429	403	26	Private	2225	2795	-569	PH, PC	575	564	11
Unknown	3273	3328	-55					CH	4818	4813	5
								CH, PC	308	315	-7
								PC	2094	2058	36

Specialty Populations				Population by Unique Patient				Total FQHC Visits			
2022		2021		2022		2021		2022		2021	
Jan-Sep	Jan-Sep	Jan-Sep	Change	Jan-Sep	Jan-Sep	Jan-Sep	Change	Jan-Sep	Jan-Sep	Jan-Sep	Change
Homeless	351	387	-36	All FQHC	10575	11200	-625	All FQHC	30688	34011	-3323
Veterans	162	227	-65	Dental	5558	5754	-196	Dental	10167	11416	-1249
School Base	135	167	-32	Primary	3582	3128	454	Primary	2937	6094	-365
				Behavioral	3521	8899	-5378	Behavioral	13180	16801	-3621

Recommendations: “I, Jenelle Behnen, move that the Board approve the QIQA report as presented.” Christine Eoff seconded the motion. The motion carried.

d. Annual Performance Analysis

Patty Vanek spoke about the Annual Performance Analysis.

COMTREA’s Annual Performance Analysis that summarizes the actions and activities that improve COMTREA business functions and service delivery. This report reviews gathered data at a program/service level provided by leadership team members over each program. This annual report is a best practice review of an agency and is intended to be shared among team members, associated partners, and or third party surveyors (i.e. CARF and HRSA).

Recommendations: “I, Christine Eoff, move that the Board approve the Annual Performance Analysis report as presented.” Kathy Harvey-Manus seconded the motion. The motion carried.

9. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Lisa Rothweiler reported that we are waiting to hear back from ArchImages. We are still waiting on updates from the 238 building.

ii. Fundraising & Capital Campaign

iii. MHOH Committee

