



Board Meeting Minutes

Meeting Date: January 10, 2022 **Time:** 7:30 am **Location:** Via Zoom

Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Kathryn Ellis (Board Vice Chair); Kim Harvey-Manus; Jerry Rogers (Board Chair); Mark Mertens; Beth McDaniel (Board Secretary); Jenelle Behnen; Jane Sullivan; Cliff Lane; Dennis Gannon; Mary Dunnegan and John Lamping (Board Treasurer)

Not in Attendance: Dr. Josh Isaacson; Tammy Fulbright; Dr. Steven Crawford and Martha Maxwell

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Amy Rhodes (CFO); Katie Harman (VP, HR); Katy Murray (VP Corporate Compliance/QM); Rachael Bersdale (Chief Behavioral Health Officer); Patty Vanek (VP, Clinical Quality); Tony Sokolic (VP, Youth BH); Amy Phillips (VP, Adult BH); Kim Elbl (VP Capital Campaign and Fundraising); Dr. Harvin (Psych Director); Cindy Vessell (VP of Community Services); Monica Johnson (Director of Nursing) and Lisa Rothweiler (COO)

Not in Attendance: Dr. Cook (Dir of Oral Health)

1. Meeting Open

The January 10, 2022 Board Meeting was called to order at 7:32 am by Jerry Rogers with a quorum of members present. The board met via zoom

2. Approval of Agenda

The January 10, 2022 Board Meeting agenda was reviewed with no additions requested.

Recommendations: "I, Kathy Ellis move that we approve the January 10, 2022 Agenda as presented." John Lamping seconded the motion. The motion carried.

3. Approval of Board Minutes

a. Approval of December 13, 2021 Minutes

The December 13, 2021, board meeting minutes were reviewed with no revisions requested.

Recommendations: “I, Kathy Ellis, move that we approve December 13, 2021 Board Meeting Minutes as presented.” John Lamping seconded the motion. The motion carried.

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

4. Mission Statement

Kathy Ellis 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 – Resources & Needs for individuals experiencing homelessness – Sue Curfman

Sue Curfman spoke to the board on the resources and needs for individuals experiencing homelessness along with the work being done. A group that came together had 2 goals, and immediate goal was to help those throughout the winter and a second goal is to have a shelter or drop in location. As a result the first goal was met and resources have been handed out at several locations so far and another one is scheduled for January. Last month community members also took a tour of a homeless shelter in St. Francois County. There are conversations about possibilities within the county for shelters with COMTREA providing services under HRSA scope. Dennis Gannon added that everyone is sitting at the same table and trying to work through the process, Sue Curfman mentioned that when this started there was three groups working separate that have come together. On January 14th the event starts at 10am as a drive up at Peace Pantry. Jerry Rogers thanked everyone for their work.

6. Financial Review

a. Financial Performance

John Lamping reported on the November financials. This is still the low point of the year for cash balance but that is normal for this time of the year. The AR is continued to be worked on. Amy Rhodes stated that there is about \$400,000 that DMH owes that was rejected last week and MIL Tax is due in next week.

Recommendations: “I, John Lamping, move that the Board approve the financial report for the month of November 2021.” Kathy Ellis seconded the motion. The motion carried.

8. CEO's Report

a. Financial Focus Update

i. Growth Report

Sue Curfman reported on the productivity with PC at 70% Oral Health Dentists are at 68% and Adult Psych was at 74%. There was a lot of PTO during the month. The increases for staff have helped to stabilize the work force some.

b. Covid testing and vaccination updates

Sue Curfman stated that things have picked up and about 70% of cases are Omicron. There are no updated on the vaccine mandate that is getting heard by the courts.

c. State Associations/Advocacy Update/Community Involvement

i. MPCA and MO Behavioral Health Council Updates.

ii. County projects

1. Community Health Needs Assessment

The final stage of data gathering then the data analysis will start.

2. Homelessness

d. Divisional & Workforce Updates

i. Behavioral Health/Psychiatry Updates

Sue Curfman stated that contracts have been finalized that will be bringing in additional child psychiatrists. Dr. Delaney will reduce her hours as she is working with foster children.

Sue Curfman read a letter from Clint Johnston thanking COMTREA for all the help with the recent death of a student. Rachael Bersdale stated that as soon as they knew they arranged to have clinicians on staff the next day and the following week. From some funding some staff were able to train on incidents and the clinicians were able to work with the staff and students and will continue to provide ongoing support. COMTREA is currently providing services in 53 schools and will be in 55 once some additional staff is hired.

ii. Primary Care Updates

Primary Care is doing well with improved productivity per Sue Curfman. Dr. Stevenson is on board and bringing some new energy and procedures to the setting.

iii. Oral Health Updates

Oral Health is having gains in engagement under the leadership of Dr. Cook.

Jerry Rogers asked what areas are hit the hardest by shortages at this time. Sue Curfman stated BH and office management.

e. HRSA

i. PR Monthly Review

1. Program Monitoring and Data Reporting Systems

The review for this month was 100% in compliance.

PROGRAM MONITORING AND DATA REPORTING SYSTEMS	FISCAL OR GOVERNANCE/ADMIN	Lisa Rothweiler	January	YES	NO	NA
a. Collecting and Organizing Data				1		
b. Data-Based Reports				1		
			TOTAL	2	0	0
			%	100%		

ii. Current % of Board Consumers

This continues to be in compliance with 53%. At tomorrow’s provider meeting there will be a discussion of recruitment of board members.

iii. Construction Grant

1. January 31st, 2022

Amy Rhodes stated that another extension will most likely be requested for this project.

e. Monthly Grant Update

Sue Curfman reviewed the grants for the month that are shown below.

Funding Entity	Program Recipient	Description	Amt Requested on Pending Grants	Status
Franklin County Area United Way	CAC – Union	The Children's Advocacy Center will utilize the United Way funding to continue supporting the salary of the Forensic Interviewer in the Union office.	\$13,600	Application Submitted
HRSA – SAC		FQHC Continuation grant – 3 year grant cycle	\$2,146,416	Application Submitted 11/02
Missouri Housing Trust Fund Grant	MHOH	For a PT maintenance staff for grounds keeping avg 15-16 hrs a week. MHOH – Term is April 1, 2022 – March 31, 2023	\$16,019	Grant was submitted and should hear a response by end of February
VOCA Grants	ASP and CAC	VOCA A Safe Place \$238,884 VOCA CAC Union \$87,073 VOCA CAC Farmington \$82,170 VOCA CAC Festus \$122,679	See Description for amounts by program	Submitted, Extension was giving to existing grant – another extension was given it is unknown when the grant review will be completed.

Mark Mertens brought up the fact that testing is now limited at Mercy. Sue Curfman stated that all facilities are running on shortages with the surges. Lisa Rothweiler stated that the National Guard will be doing mass testing to help with the surge. Dennis Gannon spoke of the emergency order ending there will still be some large events.

f. Volunteers

The volunteer report CONTINUES TO SHOW Board Members leading the way with the most volunteer hours.

9. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of December)

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

Recommendations: “I, Beth McDaniel, move that the Board approve the December 2021 Leadership Council Report.” Cliff Lane seconded the motion. The motion carried.

b. New Positions - Lead OA – Fox Location

Sue Curfman explained this would be an existing OA position that would be changed to a Lead OA position and provide support for sedation services. There is currently a five month wait, with a Lead OA this will allow additional chairs to possibly be open. The difference in pay is about \$1.55 per an hour however this will help for things to run smoothly and will help with access to care. Jerry Rogers asked how often sedation is at this time. At this time it is two times a month and would like to add additional days. Mark Mertens asked if more days could be added to help with the back log, Sue Curfman stated that Premier is contracted for

this. Lisa Rothweiler stated that the recovery is done in Primary Care so there is a lot of logistics involved with the scheduling.

Recommendations: “I, Mark Mertens, move that the Board approve the unbudgeted position change of OA to Lead OA as presented to the board.” Cliff Lane seconded the motion.

c. Policy Approvals

- i. Surprise Billing and Good Faith Estimate Policy – G6.6 Billing & Collections

Sue Curfman stated that this is a new CMS policy. Amy Rhodes stated that all providers are now required to provide a good faith estimate to patients during their scheduling time. This is very difficult for us to do with sliding fee – this affects only the self-pay individuals.

Recommendations: “I, Mark Mertens move that the Board approve the Surprise Billing and Good Faith Estimate Policy – G6.6 Billing & Collections as presented to the Board.” Kim Harvey-Manus seconded the motion.

d. Annual Corporate Compliance Report

Katy Murray presented the annual report to the board. This shows that we have a plan and that COMTREA follows the plan. The Corporate Compliance is reported within the Risk Management committee monthly. Katy Murray stated the only recommendation she has is in November we have always done a week of celebrations during Corporate Compliance Month. Now, Katy Murray will send out an email reminder to staff of this and the number for reporting.

Recommendations: “I, Cliff Lane move that the Annual Corporate Compliance Report is approved as presented to the Board.” Mark Mertens seconded the motion. The motion carried.

e. Fee Schedules

Amy Rhodes stated that the fee schedule was presented to the finance committee last month as the cost of business increases so does COMTREA’s. There was a complete overhaul of all the fee schedules. Amy Rhodes stated that these are standard fees billed to insurance or those that pay standard fees without sliding fees.

Recommendations: “I, Mark Mertens move that the updated Fee Schedules are approved as presented to the Board.” Kathy Ellis seconded the motion. The motion carried.

f. Extension of Audit Services

Our current auditors requested an extension to provide the audit services for the next three years. Amy Rhodes stated that it would be the recommendation to continue this contract. John Lamping stated that COMTREA has a relationship with the current auditor and they have a good understanding of the agency. Their rates are reasonable. The con would be at some point having new eyes, however, there is a lot of access to other sources like BKD. John Lamping stated that everyone on the committee is supportive of the extension. Sue Curfman stated that with the additional work on everyone it would be a strain to try and review contracts with an RFP. Sue Curfman also added that COMTREA was awarded an operational review by BKD and so they are looking at the operational also. Their services for auditing is about double what the current audit services are. Sue Curfman supports the request for extension. Mark Mertens was supportive of this.

Recommendations: “I, John Lamping move that the board approve the extension of the audit services for three years.” Mark Mertens seconded the motion. The motion carried.

g. Credentialing & Privileging Report

Kathy Ellis reported there was 4 initial appointments and 0 interns and 4 reappointments.

Recommendations: “I, Kathy Ellis, move that the Board approve the December Credentialing and Privileging report as presented.” Beth McDaniel seconded the motion. The motion carried.

h. QIQA Monthly Report

Patty Vanek went over the BH improvements that they are working on this year. They have three at this time. Rachael Bersdale spoke of the areas, increasing number of applicants will see a big difference now the salary adjustments are in place. The CIPRP’s are a personal recovery plan, there was a small number of these missing at the last review there was none missing. The progress notes are given 5 days with the State of Missouri, COMTREA likes to have this in within 3 days and supervisors monitor this. There is a workgroup working on productivity and they will be monitoring these results. If notes are over 5 days payments can be taken back. Patty Vanek spoke on the population health with the breakdown of individuals

served by location, you can see that telehealth has increased but phone covid has decreased. There was a breakdown by service line, PC had a slight decrease with BH and OH having an increase in their patients.

Recommendations: “I, Mark Mertens move that the Board accept the December 2021 QIQA report as presented.” Beth McDaniel seconded the motion. The motion carried.

10. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Lisa Rothweiler there is asbestos removal in 238. The pole barn permits were pulled and final plans were given to the builder. D&G Construction received the award there was two bids that came in for that work.

ii. Fundraising & Capital Campaign

Kim Elbl stated that there are about 2-3 fundraisers per a month. On April 9th there is a designer bag bingo, there is a need for designer handbags and raffle items. The Garden Gala will be on April 23rd, looking for auction items and attendees. The CAC is doing a Gala on April 30th and also looking for auction items. For the capital campaign there are still some tax credits available for business owners, this is a 55% tax credit.

iii. MHOH Committee

Mark Mertens updated the board that the MHOH may be full soon. Sue Curfman spoke of the vouchers that would be accepted they are from HUD, this is will be a change in policy to make this happen. Cindy Vessell stated that she and Karen Ferrell, housing manager are working on the next steps with the vouchers.

11. Board Member Information

a. Board Member Recruitment Work Group

There is work being done on this the group will meet again in February.

12. Old Business

There was no old business to report at this time.

13. Next Scheduled Board Meeting

a. Monday, February 14, 2022

