



COMTREA BOARD OF DIRECTORS MEETING MINUTES Monday, December 12, 2022

Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Kim Harvey-Manus; Heather Green; Jane Sullivan; Christine Eoff; Kathryn Ellis (Board Vice Chair); John Lamping (Board Treasurer) ; Beth McDaniel (Board Secretary); and Staci Frank

Not in Attendance: Martha Maxwell; Cliff Lane; Tammy Fulbright; Jenelle Behnen

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); Lisa Rothweiler (COO); Megan Vitale (VP, BH Youth); Amy Phillips (VP, Adult BH), Cindy Vessell (VP of Community Services); Andrea Cuneio; Dr. Stevenson (Director of Primary Care); Amy Knobbe; Monica Johnson (Director of Nursing) Katie Harman (VP, HR) and Makenzie Beckham

Not in Attendance: Dr. Harvin (Psych Director); Tony Sokolic (VP, Youth BH) and Dr. Cook (Dir of Oral Health)

1. Meeting Open

The December 12, 2022 Board Meeting was called to order at 7:33am by Jerry Rogers. There was a quorum of members present and the board met via zoom.

2. Approval of Agenda

The December 12, 2022 agenda was approved as read.

Recommendations: "I, Kathy Ellis move that we approve the December 12, 2022 Agenda with the addition of a closed session." Christine Eoff seconded the motion. The motion carried.

3. Approval of Minutes

a. November 14, 2022

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

Recommendations: "I, Kathy Ellis, move that we approve November 14, 2022 Board Meeting Minutes as presented." Heather Green seconded the motion. The motion carried.



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4. Mission Statement

Jerry asked Christine Eoff 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 – *Katy Murray* - -CARF Survey

Katy Murray spoke of the upcoming CARF Survey.

Katy Murray asked Kathy Ellis and Jerry Rogers to recap their past CARF interview experience. Jerry stated this is not a test and you can't flunk this. Jerry went on to say that he is surprised about how much information that the CARF Survey team will know. Jerry stated do not worry about knowing all the answers to all the questions asked, someone on the team will know the answer. They are not trying to catch you in a mistake. Kathy Ellis stated this is a smooth process and they are not trying to trick us just make sure we are all working as a team. Jerry Rogers asked who pays for the CARF Survey. Amy Rhodes answered that COMTREA does. Katy Murray stated the board of directors will be notified of the time line that certain board members will need to be available as soon as that info is passed down to her.

6. Financial Review

John Lamping reported on the Financial Review. Cash Balance - \$3,689,384 (40.61 days) – 31.2% of AR. Decrease of \$270,500 from prior month and a decrease of \$5.8million from prior year. AR – Patient Services - \$6,768,487 – 133.70 days (increase of .86 days), decrease from previous month by \$128,209. MCO billing errors with State Behavioral Health billing. Approx. \$900,000 due. Total AR over 120 Days at 55 % (\$2,740,926) – slight increase in total dollars prior month. Percentage increased due to current AR decreasing. All claims must be submitted by October 31st for the billing errors – this was completed. Income Statement Details - Comtrea's Income Statement for October is a loss of \$222,878 not including MHOH construction and YTD loss of \$684,980. □ FQHC (HRSA funded) Income Statement for October (includes Medical, Dental, Psychiatry, ARPA H8F & Capital grant). Monthly profit \$114,636, CCBHO Income Statement for October (does not include Psychiatry) Oct, 133.7



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Recommendations:

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

7. CEO's Report

a. Financial Focus Update

We are in a post pandemic world now and we are adjusting to how better to serve our patients and consumers. We are still facing a staffing shortage and are working on the current waitlist while addressing the needs of these potential patients. Staff continues to work on managing schedules, making same day access a possibility and increase all types of appointments.

b. Covid Impact Update

There has been an increase in numbers. We are still submitting COVID impact data. There have been more numbers of testing both public and staff with about a 70% positive rate.

c. State Associations/Advocacy Updates/Community Involvement

Have been talking about a year now on Capital Funds, with COMTREA being both a FQHC and a CCBHO we had to report to both organizations, about 2 months ago it was decided that our funds would be distributed thru MPCA. Jerry asked if there was any anticipated issues with getting the funds from MPCA. Sue reported that there are no foreseen issues.

d. Strategic Plan Updates

e. Division and Department Updates

i. Behavioral Health and Psychiatry

2 new Psychiatrist both will be employees.

ii. Primary Care

We have a new primary care doctor starting

iii. Oral Health



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We have had 3 dentist join us and are fully credentialed. There will also be 2 new dentist starting.

Sue reviewed the department productivity report.

Service Line	Nov 1-30 Non-PTO Adjusted	November PTO/Non-Work Hours	November Productivity - MTD (11/1-11/30)	Total Visits 11/1-11/30
Primary Care	67%	85.75	77%	836
Psychiatry: Adult	63%	89.00	67%	1161
: Child/Youth	42%	0.00	42%	80
Oral Health: Dentists	132%	98.00	147%	1064
: Hygienists	74%	222.34	98%	521

f. HRSA

i. Notifications of Awards

Award for 6 H80CS24105-10-04

Sue stated that this may be a questioned asked at the CARF survey of how the Board is made aware of the NoAs. Sue reported that it is given in the Board Packet, meeting minutes and Board PowerPoint.

ii. PR Monthly Review

1. Sliding Fee Discount

We are 100% compliant

2. Financial Management and Accounting Systems

We are 100% compliant

3. Site Visit Protocol FTCA Section and Demonstrating Compliance Elements

We are 100% compliant

iii. Current % of Board Consumers



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1. 62% Board Consumers

We are 100% compliant

iv. Construction Grant

Lisa Rothweiler reported on the Construction Grant. The kick off meeting for the Northwest Build will begin tomorrow. Tomorrow’s meeting will be basically a walk thru to get a feel for the layout and our needs. There is no date at this time when we will break ground.

g. Monthly Grant Update

Nothing to report this month

h. Volunteers

Sue reviewed the chart below on volunteer’s hours.

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	0								16
CAC	0	0	0	0	0								0
Employees	0	0	0	0	0								0
Board Members	53	42	54	55	49								253
Adult and C&Y Div.	0	0	0	0	0								0
Job Shadowing	0	0	10	0	0								10
TOTAL Hours:	59	48	68	55	49								279

8. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of October)

Leadership Council Reports were emailed out to all board members.

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

b. Credentialing & Privileging Report

Kathy Ellis reviewed the credential and privileging report. There were 4 initial and 4 reappointments for the month.

Recommendations: “I, Kathy Ellis, move that the Board approve the November 2022 Credentialing and Privileging report as presented.” Beth McDaniel seconded the motion. The motion carried.



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c. QIQA Monthly Report

Patty Vanek reviewed the QIQA report. COMTREA just did receive the Platinum Award at the MPCA conferences.

DRVS UDS 2022 Clinical Quality Measures TY July 2022

Ran TY 10/31/2022 with a change baseline period of Year 2021. **The top 3 measures with greatest decrease:**

Diabetes A1c >9 - 0% (no change from 2021) This measure has a broke even result of 0%, however compared to last quarter the measure improved by 7.5%, BMI Screening and Follow Up – Down 14.6%, Decrease related to criteria changed and seen throughout other FQHCs, Cervical Cancer Screening Down 0.2% - Though down it has improved by 0.8% from last quarter. **The top measures with the greatest improvement:** Depression Screening and Follow-up – 42.5%, Child Weight Assessment - 30%, Colorectal Cancer Screening – 22.6%, Breast Cancer Screening – 18.5%. Patty went on to review the Social Determinant of Health

Social Determinants of Health

Through September 2022

- 292 PRAPARES were completed for the 1st quarter of the fiscal year. This puts COMTREA at 16%, while the Network average is 19%. We continue to increase the amount of PRAPAREs completed quarterly as demonstrated in this graph.
- The majority of screened patients’ scores continue to fall between 4-7 Social Determinants of Health.
- The top categories of need for this past quarter were regarding home, utility, and food insecurity.



Recommendations: “I, Beth McDaniel, move that the Board approve the Quarterly Risk Management report as presented.” Kathy Ellis seconded the motion. The motion carried.



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d. New Dentist Position

We would like to add a full time position Dentist start date would not be in July or August and this will be revenue producing. This position will help with opening up scheduling to the public and the wait list.

Recommendations: “I, Kathy Ellis, move that the Board approve the New Dentist Position as presented.” Beth McDaniel seconded the motion. The motion carried.

e. Network Administrator for IT

This position is budget neutral as IT has cut other positions. This position will help with ongoing technology as we continue to move into a more hybrid world and greater support to the agency.

Recommendations: “I, Beth McDaniel, move that the Board approve New Network Administrator for IT as presented.” Kathy Ellis seconded the motion. The motion carried.

f. Audit

Amy Rhodes spoke of Janice Smith reported at the executive board meeting the prior week. There was one finding and we have set a plan of correction.

Recommendations: “I, Beth McDaniel, move that the Board approve the Audit report as presented.” Kim Harvey-Manus seconded the motion. The motion carried.

g. MTM Services Proposal (Covered by H8F Funding)

Sue spoke of the MTM Services Proposal will not affect the budget we have these funds set aside out the of the H8F funding. We will reallocate these funds

Recommendations: “I, Beth McDaniel, move that the Board approve the MTM Services Proposal report as presented.” Kathy Ellis seconded the motion. The motion carried.

9. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

