



# Board Meeting Minutes

**Meeting Date:** February 14, 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; Dr. Josh Isaacson and Tammy Fulbright;

**Not in Attendance:** John Lamping (Board Treasurer); Dennis Gannon; Mary Dunnegan; 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); Lisa Rothweiler (COO); Dr. Cook (Dir of Oral Health); Dr. Stevenson (Director of Primary Care); Jennifer Loretta, (AVP BH Youth) and Heather Bond (School Based Therapist)

**Not in Attendance:**

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## 1. Meeting Open

The February 14, 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 February 14, 2022 Board Meeting agenda was reviewed with no additions requested.

**Recommendations:** "I, Kathy Ellis move that we approve the February 14, 2022 Agenda as presented." Mark Mertens seconded the motion. The motion carried.

## 3. Approval of Board Minutes

#### **a. Approval of January 10, 2022 Minutes**

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

**Recommendations:** “I, Kathy Ellis, move that we approve January 10, 2022 Board Meeting Minutes as presented.” Kim Harvey-Manus seconded the motion. The motion carried.

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

#### **4. 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.”*

Jerry Rogers introduced Dr. Joule Stevenson has been the new Director of Primary Care since November 2021. Sue Curfman stated that Dr. Stevenson has taken the first three months to orient. She comes with a great deal of experience and loves to play tennis and spending time with her family.

#### **5. Program Highlight – Jefferson College School Based Therapy – Heather Bond**

Heather Bond is our school based therapist for Jefferson College. Heather Bond joined COMTREA in August after working for St. Louis County and is excited to be back doing clinical work. Heather Bond spoke of the services provided on campus including counseling sessions, drop in hours, groups along with grief support for faculty and staff. There are also presentations done in the classroom like test anxiety and mental health for college students. The demographics are shown on the board slides, with the majority in the 18-20 age range and female. Demographics are optional and this helps to know how to serve the students best. There was 82 students served last semester. The Drop in Services were 10 and individual counseling was 72 students. The drop in was evaluated and that will be maintained for now. Mid Term and Finals Week was the busiest with 20 sessions on finals week. The PHQ is taken at the beginning of the session, and most decrease through the sessions.

Heather Bond spoke of the things they are seeing as trends, among those is trauma history there is a lot of work to educate on campus. A lot of students need case management over therapy. This allows Heather to assist and plug them into other resources. Covid related grief is a large thing these students are dealing with. This is not only related to losses but also

losing the traditional things that should have been experienced in school. Lack of campus community is huge, team building is building back up because of COVID, and students feel lonely and want connections. Sue Curfman stated what a great resource for the college.

## **6. Financial Review**

### **a. Financial Performance**

Amy Rhodes reported on the December financials. Cash on Hand is just over \$8M, this is down from last fall. The unrestricted cash is at \$3.8M and AR is just over \$5M. Currently DMH owes COMTREA over \$2M, that justifies why AR is up and cash is down at this time. For the month of December there was a \$14,000 profit, lower than what is expected, this is due to staffing with turnover and/or quarantines affecting productivity. There continues to be about 60 + positions open with a lot in support staff roles. As a result many of the clinic are having reduced hours. Mark Mertens asked if staffing is getting better and Amy Rhodes stated that they are slowly getting better. Most expenses were in budget for the month.

**Recommendations:** "I, Mark Mertens, move that the Board approve the financial report for the month of December 2021." Cliff Lane seconded the motion. The motion carried.

## **8. CEO's Report**

### **a. Financial Focus Update**

#### **i. Growth Report**

Sue Curfman reported that PC was 82% and Psych Adult was 72%, child and youth Psych was 71% the dentists were at 67%. There was a breakout by each service line.

### **b. Covid testing and vaccination updates**

Sue Curfman stated that she reports numbers to HRSA every two weeks. The vaccine numbers were given and there was a huge decrease in positive cases and are on the downside. January was rough on staff for exposures and positives. The majority of exposures were from the community and not internal. COMTREA continues to have a mask policy and social distancing along with using Safety Tek app.

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

#### **i. MPCA and MO Behavioral Health Council Updates.**

Sue Curfman stated that both are following the governor's budget with the funds that may be for capital improvement.

ii. County projects

1. Community Health Needs Assessment

This is still being rolled up and will be published March 1, 2022 and will be provided to the board.

2. Homelessness

There have been many outreach events and a group is looking at a school location for housing, resources and clinic.

**d. Divisional & Workforce Updates**

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

There is a 36% turnover rate and the investment in salaries has slowed the turnover down. Rachael Bersdale stated that BH is getting many applicants. There are continued shortages in Dental, with the loss of a dentist, a maternity leave and Dr. Darling and Dr. Alyssa will be leaving at the end of August to relocate. There is a lot of work around this. Primary Care went into Athena in January. Psychiatry added a nurse practitioner in January and another one will be added later this year, they have been working on work flows.

**e. HRSA**

- i. PR Monthly Review
  - 1. Required & Additional Health Services

The review for this month was 100% in compliance.

- ii. Current % of Board Consumers

This continues to be in compliance with 53%. If you are on the board and have not utilized services, please schedule a service.

- iii. Construction Grant Updates

Sue Curfman report that there is a call this week with the consulting group on Capital Improvement using Federal dollars. Amy Rhodes stated that an environment test has to be done and the Federal Interest letter has to be signed then it will be put out for bid.

**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                               | Grant Awarded for full amount of request – will be paid in qtrly installments  |
| 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 no response at this time   |
| 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. |

**Volunteers**

The volunteer report shows Board Members leading the way with the most volunteer hours. Sue Curfman thanked the board for their time.

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

**a. Leadership Council Reports (Month of January)**

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

**Recommendations:** “I, Kathy Ellis, move that the Board approve the January 2022 Leadership Council Report.” Tammy Fulbright seconded the motion. The motion carried.

**b. New Positions**

**i. Talent Selection Specialist**

Sue Curfman stated that there is a summary in the packet, the HR department has endured extra work due to covid and this is not unique to COMTREA. Request for a new position, the funds would be used from HRSA funds and this role will be taking the recruitment work from program managers and others in HR.

**Recommendations:** “I, Tammy Fulbright, move that the Board approve the unbudgeted position of Talent Specialist as presented to the board.” Mark Mertens seconded the motion.

**c. Approval of CAC ECM Operational Protocols**

Sue Curfman stated that every 5 years the CAC goes through reaccreditation and they are in the midst of this process, this is part of the process that they have the protocols in place.

**Recommendations:** “I, Mark Mertens move that the Board approve the CAC ECM Operational Protocols as presented to the Board.” Cliff Lane seconded the motion.

**d. Annual Approval of Sliding Fee Discounts**

Amy Rhodes stated that the discounts are brought for approval annually and the nominal fees will go up for this year, this will help with the additional cost that is being experienced.

**Recommendations:** “I, Mark Mertens, move that the board approve the Annual Approval of sliding Fee Discounts as presented to the Board.” Tammy Fulbright seconded the motion. The motion carried.

**e. Federal Interest Notice on High Ridge Building**

This notice will need to be signed, this basically stated that if changes or the building is sold there will have to be notifications and if sold the funds used from the Federal government may have to be returned.

**Recommendations:** “I, Mark Mertens move that the board approve the Federal Interest Notice on High Ridge Building as presented to the Board.” Kathy Ellis seconded the motion. The motion carried.

**f. Annual Approval of Line of Credit**

Amy Rhodes stated that the line of credit has been in place for a few years and comes up for renewal annually. COMTREA has not used this in years but it is there in case it is needed.

**Recommendations:** “I, Tammy Fulbright move that the board approve the annual renewal of COMTREA’s line of credit as presented to the board.” Kim Harvey Manus seconded the motion. The motion carried.

**g. Approval of Form 990 Draft**

Amy Rhodes stated that this is part of the tax returns and needs to be approved annually by the board.

**Recommendations:** “I, Mark Mertens move that the board approve the Form 990 Draft as presented to the board.” Kathy Ellis seconded the motion. The motion carried.

#### **h. Approval of 2022–2023 FCCRB Grant – Family Advocate**

This is for CAC funding at Union.

**Recommendations:** “I, Mark Mertens move that the board approve the 2022–2023 FCCRB Grant Application – Family Advocate as presented to the board.” Kathy Ellis seconded the motion. The motion carried.

#### **i. Approval of 2022–2023 FCCRB Grant – Prevention Program**

**Recommendations:** “I, Mark Mertens move that the board approve the 2022–2023 FCCRB Grant Application – Prevention Program as presented to the board.” Kathy Ellis seconded the motion. The motion carried.

#### **j. Quarterly Risk Management Report**

The report shows that it is 100%.

**Recommendations:** “I, Mark Mertens move that the board approve the Quarterly Risk Management Report as presented to the board.” Cliff Lane seconded the motion. The motion carried.

#### **k. Q2 Strategic Plan Updates**

Sue Curfman stated that this is another quarterly plan updates that goes to the board. Each one of the goals has had significant movement during the 2<sup>nd</sup> quarter

**Recommendations:** “I, Kim Harvey-Manus move that the board approve the Q2 Strategic Plan Updates as presented to the board.” Mark Mertens seconded the motion. The motion carried.

#### **l. Credentialing & Privileging Report**

Kathy Ellis reported there was 6 initial appointments and 1 intern and 10 reappointments.

**Recommendations:** “I, Kathy Ellis, move that the Board approve the December 2021 Credentialing and Privileging report as presented.” Jane Sullivan seconded the motion. The motion carried.

#### **m. QIQA Monthly Report**

Mark Mertens spoke of the presentation by Dr. Harvin with the opioid issue and is happy to report there is a decreased usage. Patty Vanek added that the clinical focus was dental and their measures were status quo. The Population health reviewed the empanelment for HCH and PCHH. Once there is more staffing the enrollment for these programs will be increased.

**Recommendations:** “I, Mark Mertens, move that the Board accept the January 2022 QIQA report as presented.” Jenelle Behren seconded the motion. The motion carried.

## 10. Discussion Items (Informational; no action taken)

### a. Annual Review of Locations with service lines and hours

Sue Curfman stated this is an annual requirement to review the hours and locations with the board. The list is provided below.

**Festus:** Monday-Thursday 8:00am-7:30pm and Fridays 7:30am-5pm (Behavioral Health/Substance Use and Primary Care on Friday's)

**Arnold:** Monday-Thursday 8:00am-6:30pm and Friday 8:00am-5:00pm (Behavioral Health/Substance Use)

**Northwest:** Monday – Thursday 8:30am-7:00pm, Friday 8:30am-5:00pm (Behavioral Health/Substance Use)

**Valley:** Monday – Friday 7:30am-6:00pm (Behavioral Health, Dental, and Primary Care on Wednesday's)

**Dunklin:** Monday-Friday 7:30am-4pm (Behavioral Health and Dental on Tues/Thurs)

**Fox:** Monday – Friday 7:30am-6:00pm (Dental and Behavioral Health on Monday)

**Hickory:** Monday – Friday 7:30am-6:00pm (Behavioral Health, Dental, and Primary Care)

**Emerson:** Monday-Tuesday 7:30am-7:00pm, Wednesday-Friday 7:30am-5:00pm (Primary Care)

**MAP:** Monday – Friday 7:30am – 6:00pm (phones lines 8:00am-4:00pm) (Dental)

**Welcome Center:** Office Hours Monday - Friday 7:30am-3:30pm (Walk-in Clinic Monday - Friday 7:30am-11:00am) (Behavioral Health/Substance Use)

**Central admissions:** Monday - Friday 7:30am-5:00pm (Behavioral Health, Dental, and Primary Care)

### b. Subcommittees of the Board

#### i. Building and Grounds

Lisa Rothweiler stated that the environmental testing is being conducted at Northwest and the RFP is being worked on for the Project Manager and then the contractor. H8F Grant has painting and flooring allocated for Hickory, those bids are being worked on. The 238 building is having the full demo due to the asbestos. This will need another work through with the architect. There are some spring projects that are coming up, there will be work to obtain those bids. Kudos to the maintenance team for the hours worked to keep the facilities cleaned up with all the snow two weeks ago.

#### ii. Fundraising & Capital Campaign

Kim Elbl stated that the legacy program has now launched that will allow the opportunity for individuals to leave legacy gifts in their wills. There will be additional information going out in the MHOH newsletter. There are many fundraisers coming up, Handbag Bingo on April 9<sup>th</sup>, there is capacity for 200 people at the event. ASP Garden Gala will be on April 23<sup>rd</sup> and the CAC Gala on April 30<sup>th</sup>, all of the events need support with sponsors and attendees. CAC will be doing a \$5 for friend's campaign later this month. Jerry Rogers recognized Kim Elbl and her team for continuing to increase donations.



### iii. MHOH Committee

Jerry Rogers asked on the vacancy at the building. Sue Curfman stated that there are 2 residents and there will be HUD vouchers that can be accepted, an inspection will be done as the process to get approved for this. Once approved there are two families that could potentially move in. There will also be a rebranding of MHOH that is being worked on. Kim Elbl stated it will be Mary's House of Hope Transitional Housing and it will be retooled.

## **11. Board Member Information**

### a. Board Member Recruitment Work Group Updates

There is a social media campaign and efforts to create materials to help recruit board members.

### b. COMTREA Board and Split with JCCMHFB

Josh Isaacson stated that individuals need to let Lisa Wigger know if they plan to serve on JCCMHFB after the split. The time is ticking down. Over the next month there will be a doc that has a job description for the Executive Director of JCCMHFB. With the goal to post March 15 and do interviews in April with a start date in June.

Josh Isaacson gave the history of the boards and why the separation is needed. This will be the final stages in the process. Sue Curfman stated that there is a work plan that outlines all of the steps and that will need to be revisited to make sure we are on track. Jerry Rogers stated that board members that want more information reach out to him, Josh Isaacson or Sue Curfman. Sue Curfman encouraged everyone to think of individuals you know to encourage to be part of the COMTREA Board. Jerry Rogers stated that this split will make a significant difference for COMTREA.

## **12. Old Business**

There was no old business to report at this time.

## **13. Next Scheduled Board Meeting**

- a. Monday, March 14, 2022

## **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.

*Jerry W Rogers*

3/14/22

Minutes approved \_\_\_\_\_

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(Signature of Committee Chair)

(Date)