Board Meeting Minutes

Meeting Date: 02/12/2018  Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Kathryn Ellis (Board Vice Chair); Mark Mertens; Cliff Lane; Kelly Steffens; Alicia Towery; Elizabeth Diveley (Board Secretary); John Lamping (Board Treasurer); Kyle Gowen (Co-Treasurer); Beth McDaniel; Dr. Josh Isaacson; Dayle Burgdorf; Dr. Steven Crawford and Sylvia Daniels

Not in Attendance:
Audrey Mitchell; Jane Sullivan; Ken Waller; Martha Maxwell and Katherine Hardy-Senkel

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Margo Pigg (Chief Behavioral Health Officer); Amy Rhodes (CFO); Donna Harris-Brekel (VP of HR); Lisa Rothweiler (COO); Cindy Vessell (VP of Community Services); Dana Silverblatt (VP of Integrated Practices and SBHC); Katy Murray (VP Corporate Compliance/QM); Patty Vanek (VP of Population Health); Kim Elbl (VP Marketing and Fundraising) and Dr. Kevin Turner (Medical Services Director)

Staff not in Attendance: Dr. Nathan Suter (Dir, Oral Health)

1. Meeting Open
The February 12, 2018 Board Meeting was called to order at 7:33 am by Jerry Rogers, Board Chairman.

2. 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.
3. Approval of Agenda
The February 12, 2018 board meeting agenda was reviewed and no revisions were requested.

Recommendations: "I, Kathy Ellis, move that we approve the February 12, 2018 Agenda as presented." John Lamping seconded the motion. The motion carried.

4. Approval of January 8, 2018 Minutes
The January 8, 2018, board meeting minutes were reviewed with no suggestions for corrections or additions.

Recommendations: "I, Kathy Ellis, move that we approve the January 8, 2018 Board Meeting Minutes". Beth Diveley seconded the motion. The motion carried.

Action Items
➢ Sign the final approved board meeting minutes (Jerry Rogers, Chairman)

Jerry Rogers introduced Beth McDaniel and Dr. Josh Isaacson to the Board Members prior to starting the closed session.

5. Closed Session
The Board went into closed session at 7:34 am. During the closed session the board discussed and voted to explore the option of selling Bridle Ridge. The board voted to hire a realtor for the purpose of exploring a future build area in Festus and for selling the Bridle Ridge property. In addition the Board approved the creation of a Property Search Committee along with the members of this committee.

The open session resumed at with COMTREA leadership staff joining the board.

6. Financial Performance
John Lamping reviewed the December Financials with the Board.

Recommendations: "I, John Lamping, move that the Board approve the financial report for the month of December 2017." Kyle Gowen seconded the motion. The motion carried.
7. CEO’s Report
   a. Metrics Reporting
   Sue Curfman referred to the revenue cycle dashboard and stated that she will be looking at new ways for each division to report their utilization in the future.

   b. State and Federal Budget Updates
   Sue Curfman stated that mandatory Health Funding was approved last Friday for two additional years and there is additional funding for grants that may be available. The national service corp was extended also. From the state level, Sue Curfman was in Jefferson City last week and was informed that nothing health care wise will get through this year. There are a number of bills in the house with expanding the APN scope of practice and that would increase from 3 to 5 for providers to supervise. Jerry Rogers asked regarding the length of time for the funding extension, Sue Curfman stated the extension is for two years.

   c. United Way – new funding process
   There are changes happening with United Way funding. It will most likely mirror Jefferson Foundation with a needs assessment and any nonprofit can submit an application, they will look at budget and collaboration the change will be effective in 2020.

   d. Divisional Updates
      i. BH/Psychiatry Updates – Sue Curfman stated that the Open Access soft opening was last week the public opening is this week. All the school superintendents have been notified of open access where COMTREA can see patients 3 and up. Margo Pigg stated that they have an overflowing lobby at 109 this morning. There is now open access now for all three divisions. SNTP has officially closed, the last official day was February 8, 2018. Margo Pigg and Judge Missey presented the decision to the county council.
      ii. Primary Care Updates – Sue Curfman stated that Primary Care is going to all day open access at High Ridge and Hickory Plaza. They will also start Focus clinics later this month.
      iii. Oral Health Updates – At the end of February the director role will transition to Dr. Courtney Garland, Dr. Suter will start his private practice. There are 5 new dentists hired that will start around July.
e. HRSA
   i. Pending Items
      1. SAC Application – Sue Curfman reported that COMTREA has not heard
         back yet on the application it will probably be the end of March or April
         before anything is heard.
      2. Hillsboro Treatment Center – The MOU is being rewritten to meet some of
         the HRSA requirements and will be resubmitted.
   ii. % of Board Member Consumers – Sue Curfman spoke of the % of Board Members
       using services, members were encouraged to make an appointment. Kelly Steffens
       asked regarding family members, Sue Curfman stated that children under 18 do
       count for the service. Sue Curfman stated that members could utilize open access.

f. Volunteers
Sue Curfman pointed out the top two areas for volunteers is Board Members and Tails
with Tales.

8. Action Items (Anything that requires a vote)
a. Leadership Council Reports (Month of January)
The January Leadership Reports to the board were emailed to the members.
Recommendations: “I, Kyle Gowen, move that the Board approve the January 2018
Leadership Council Report.” John Lamping seconded the motion. The motion carried.

b. Approval of Dr. Isaacson to COMTREA Board
Recommendations: “I, Beth Diveley, move that the Board approve the county
appointment of Dr. Josh Isaacson and approve him for the COMTREA Board.” Cliff Lane
seconded the motion. The motion carried.

c. Approval of new sliding fee schedule
The new sliding fee schedule was created from the new federal poverty rates that was
updated.
Recommendations: “I, Kelly Steffens, move that the Board approve the new sliding fee schedule that takes into account the new poverty levels.” Cliff Lane seconded the motion. The motion carried.

d. Human Resources Policy Additions and Changes
Donna Harris-Brekel reported that they have been taking a more trauma informed approach to policies. As a result there are two policies that have had steps or wording changed to be more trauma informed and require approval.

i. 11.3 Corrective Action Policy
Recommendations: “I, Mark Mertens, move that the Board approve the revised 11.3 Corrective Action Policy as presented.” Beth Diveley seconded the motion. The motion carried.

ii. 11.4 Paid Investigatory Leave Policy
Recommendations: “I, Mark Mertens, move that the Board approve the revised 11.4 Paid Investigatory Leave Policy as presented.” Beth Diveley seconded the motion. The motion carried.

e. Credentialing & Privileging
Kathy Ellis had to leave early Beth Diveley went over the new staff requiring credentialing and privileging for the month as shown below and existing staff that require renewals of their privileging.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Ratz</td>
<td>Advanced Practice Nurse</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Shelly Rigdon</td>
<td>Medical Assistant</td>
<td>Primary Care</td>
</tr>
<tr>
<td>Nichole Baumgartner</td>
<td>Nurse Practitioner Intern</td>
<td>Primary Care</td>
</tr>
<tr>
<td>Richard Lucas</td>
<td>Contract Psychiatrist</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Kate Poleos</td>
<td>Dental Hygienist II</td>
<td>Oral Health</td>
</tr>
<tr>
<td>Dawn Miller</td>
<td>Medical Services Manager (LPN)</td>
<td>Behavioral Health</td>
</tr>
</tbody>
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New Staff / Interns Requiring Privileging
(During the month of January 2018)
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiffany Wymore</td>
<td>Treatment Court Counselor</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Julia Wrobel</td>
<td>Community Support Specialist</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Daniel Murray</td>
<td>Adult Psychiatrist</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Colleen Nichols</td>
<td>Pediatric Intern</td>
<td>Primary Care</td>
</tr>
<tr>
<td>Heather Nass</td>
<td>MSW Intern</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Dakota Welker</td>
<td>Community Support Specialist - DM</td>
<td>Behavioral Health</td>
</tr>
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</table>

**Current Staff Re-Privileged**

*(during the month of January 2018)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Nickelson</td>
<td>Lead Dental Assistant</td>
<td>Oral Health</td>
</tr>
<tr>
<td>Elizabeth Kreminski</td>
<td>AVP - Adult Behavioral Health</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Angela Pierce</td>
<td>Community Support Specialist</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Jacquelyn Current</td>
<td>Medical Services Manager(LP)</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Heather Breihan</td>
<td>Dental Assistant - EFDA I</td>
<td>Oral Health</td>
</tr>
<tr>
<td>Gabriel Ayres</td>
<td>AVP - CSTAR Residential</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>M. Susan Dawson</td>
<td>Advance Nurse Practitioner</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Nancy Timmerman</td>
<td>Dental Assistant - EFDA I</td>
<td>Oral Health</td>
</tr>
</tbody>
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**Recommendations:** "I, Beth Diveley, move that the Board approve the January Credentialing & Privileging report as presented." Mark Mertens seconded the motion. The motion carried.

**f. QIQA Monthly Report**

Dr. Turner provided an update to the board all the measures in blue have been met and MPCA has removed the breast cancer goals. There will be focus clinics at the end of each month where there will be care coordinators, community health worker and dietician from health department to help with testing and education. Dr. Turner stated that they will be using population management and follow up to make sure patients are seen in these focus clinics. Sue Curfman stated that as of this month COMTREA would be gold rating with MPCA. Dr. Turner stated that MPCA lowered the goals. Sue Curfman stated that pay for performance is being moved towards so it is important that all divisions are measured against the benchmarks.

**Recommendations:** "I, Mark Mertens, move that the Board approve the January QIQA Report." Kelly Steffens seconded the motion. The motion carried.
9. Discussion (Informational)

Building and Grounds – Lisa Rothweiler received plans for the Northwest office and they are now out to bid. 109 Mill is now completed for Open Access, there are requests to have updates to drug court updated in Hillsboro.

Capital Campaign – Kim Elbl stated that the campaign is going well, $350,000 worth of tax credits have been utilized already. One of the local auto dealers gave $50,000 and Kim Elbl has been speaking out in the community and spread the word. The first segment of the video has been completed and is very impactful. Sue Curfman asked Kim Elbl to send out to the video link to the board.

Mardi Gras – Kim Elbl thanked everyone for the help with the Mardi Gras. It was successful. There are some sponsorships still coming in the estimated amount is over $40,000 net. The event did cost more than past year and the attendance was increased. Kim Elbl informed the board that everyone wants to go back to the Quality Inn and having the same band again.

Jerry Rogers went over the save the dates and events – Mary’s House of Hope trivia with tacky tourist theme is on March 24th and there are 14 tables sold it will be at the Elks in Festus. On April 21st the Mission Pawsable event is also at the Elks in Festus. Cindy Vessell stated that the CAC dance in Farmington had to be moved to the 21st April so it will be held on the same evening.

10. Board Member Recruitment

Jerry Rogers stated that with the addition of Beth McDaniel and Josh Isaacson the board is back to 19 members.

11. Old Business

There is no old business to report.

12. Next Scheduled Board Meeting

   Monday, March 12, 2018

13. Adjournment

   There was no further business to discuss.
**Recommendations:** With there being no further business to discuss, Beth Diveley moved for adjournment Kyle Gowen seconded the motion. The motion carried.

*Notes:* FY17, the Board will meet every **2nd Monday** of the month at 7:30 am in the Arnold Suburban Office, Anderson Building.

**Next Meeting Date:** 3/12/2018  **Time:** 7:30 am  **Location:** Arnold Suburban Office

□ Minutes approved  
(Signature of Committee Chair)  
3-12-18  
(Date)