Board Meeting Minutes

Meeting Date 03/11/2019 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson/

Attendees: Jerry Rogers (Board Chair); Mark Mertens; John Lamping (Board Treasurer); Kathryn Ellis (Board Vice Chair); Elizabeth Diveley (Board Secretary); Alicia Towery; Beth McDaniel; Jane Sullivan; Sylvia Daniels; Dennis Gannon; Dr. Steven Crawford; Audrey Mitchell and Martha Maxwell

Not in Attendance:

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Donna Harris-Brekel (VP of HR); Margo Pigg (Chief Behavioral Health Officer); Lisa Rothweiler (COO); Katy Murray (VP Corporate Compliance/QM); Amy Rhodes (CFO); Patty Vanek (VP, Clinical Quality); Kim Elbl (VP Capital Campaign and Fundraising); Dana Silverblatt (VP of Integrated Practices and SBHC); Cindy Vessell (VP of Community Services); Dr. Rohatgi (Chief Medical Officer); Dr. Courtney Garland (Dir of Oral Health); Rachael Bersdale; Laura Bisland and Tony Sokolic

Not in Attendance:
Cliff Lane; Dr. Caron Daughtery and Kelly Steffens

1. Meeting Open
The March 11, 2019 Board Meeting was called to order at 7:34 am by Jerry Rogers, Board Chairman with a quorum of members present.

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 March 11, 2019 board meeting agenda was reviewed and no revisions were requested.
**Recommendations:** "I, Kathy Ellis, move that we approve the March 11, 2019 Agenda as presented." Martha Maxwell seconded the motion. The motion carried.

4. **Approval of February 11, 2019 Minutes**
The February 11, 2019, board meeting minutes were reviewed with no revisions requested.
**Recommendations:** "I, John Lamping, move that we approve the February 11, 2019 Board Meeting Minutes." Kathy Ellis seconded the motion. The motion carried.

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

5. **Closed Session**
*During the closed session the Board discussed the Bridle Ridge Property and current Personnel updates. There were no decisions or votes held in the closed session.*

6. **March Program Highlight – Peer Recovery Coach**
Colton Baker presented on the role of the peer recovery coach at COMTREA. Colton Baker gave a background on his experience with substance use. He spoke of the recovery and the medication assisted treatment available. The EPICC outreach project allows Colton Baker to engage with individuals that come into an ER or hospital with substance use/overdose when a call is made the coach meets with the individual within one hour and schedule appointments for them for the next day with doctors, counselors and other providers. The reason that peer coaches are used is because the time is critical, the individual needs to know that coach is also in recovery and can relate. The coaches are able to give the resources to that individual to get help. The engagement rate using this process is about 20% over the national average. This is a coordination between 17 hospitals and major behavioral health centers. The EPICC project is funded by the STR grant and the name has changed recently to SOR. Margo Pigg explained more about EPICC and how it works and goes through Behavioral Health Network (BHN).

7. **Financial Review**
The financial update for January 2019 was provided by John Lamping. The cash on hand and flow is still a little bit lighter but is continuing to be addressed. The AR still needs some work, but is being focused on. There was a profit shown from January but the majority of that
was due to a rebilling in OH. Most of other items have been discussed previously. OH and PC continue to be an emphasis. There was some larger expenses but they are being monitored. The emphasis is on production and cash flow. Jerry Rogers stated that having cash in the reserves less than what a payroll is concerns him. Sue Curfman stated that DMH has a hold on payments and explained the restricted and unrestricted funds and stated that COMTREA is continuing to serve clients at about $500,000 a month without reimbursement. Dr. Crawford asked on this. Amy Rhodes stated that it will be paid but it will be later. Sue Curfman stated that the SOR funding was used quickly and so there is about a $15,000 cost a month for MAT treatment for services being incurred. There is also a discussion that cost reports are being settled and if that is paid and there are funds from the quality bonus is due this makes things tight. Jerry Rogers stated that payroll can be made when needed even if the cash is low from the line of credit or other options. Sue Curfman stated that this is not a performance issue it's getting the funding. Mark Mertens asked if there are coders working on the AR, Mark Mertens stated that it is not a coding issue it's a payer issue that has led the AR to increase. Amy Rhodes stated that the cash is low today also due to payroll and this coming week there are many payments due.

**Recommendations:** "I, John Lamping, move that the Board approve the financial report for the month of January 2019." Mark Mertens seconded the motion. The motion carried.

7. CEO’s Report
   a. What are our clients saying?
   The “What are our clients saying?” started last month and will feature a statement from a client each month.
   b. Financial Focus Update
   Sue Curfman provided an update on the financials along with the plan and last month’s growth reports. The drill down on PC financials there is typically a loss of $50K and last month it was just $15K and is expected to be better next month and Dr. Rohatgi is working with PC to help knock med costs down. On the dental alignment plan there was some improvement but the mobile program was put on a halt for a few weeks to clarify some state regulations. The mobile dental will pull back to areas of need and access. There are two dentists leaving in the next few months. The number of referrals internally for January has increased dramatically. The growth report shows that January and February was challenging due to clients cancelling with the weather in those months.
Sue Curfman stated that the Value Based Academy was attended last week and reform is coming. Change will be slow the academy stressed to do pilots with the change.

d. Divisional Updates
Sue Curfman stated these were addressed previously.

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

e. HRSA

i. PR Monthly Review
The monthly review was shown and Sue Curfman stated that during the recent MOCK survey it was discussed that there were some procedures in clinical staffing regarding privileging that needed to change to be in compliance with HRSA’s standards, these are currently being worked on. In the area of key management the review showed 100% compliance. Jerry Rogers asked if there will be another MOCK survey but there is an action plan.

ii. Current % of Board Consumers
Sue Curfman stressed to the board that the % of Board Consumers is still not in compliance, the percent remains at 41% and needs to be at 51%. If HRSA walked in today this would put a condition on a grant. Jerry Rogers stated that he will have Lisa Wigger send out emails to remind board members. Kathy Ellis stated that the dental care is the best in COMTREA.

f. Monthly Grant Update
Sue Curfman stated that several grants were applied for during this past month.

<table>
<thead>
<tr>
<th>Funding Entity</th>
<th>Program Recipient</th>
<th>Description</th>
<th>Amt Requested on Pending Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin County Community Resource Board</td>
<td>CAC-Union Prevention Program</td>
<td>One-Time Funding</td>
<td>$7775.00</td>
</tr>
<tr>
<td>Franklin County Community Resource Board</td>
<td>CAC-Union-Therapy</td>
<td>One-Time Funding</td>
<td>$2038.95</td>
</tr>
<tr>
<td>Jefferson Foundation</td>
<td>BH</td>
<td>Medication Support for Opioid Use Disorder</td>
<td>$57,000.00</td>
</tr>
<tr>
<td>Jefferson Foundation</td>
<td>ASP</td>
<td>Conflict/Violence Prevention Education Program for students in Jefferson County</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Incarnate Word Foundation</td>
<td>TWT</td>
<td>Additional Training Classes</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>Missouri Housing Development Commission</td>
<td>ASP-MHOH</td>
<td>AHAP-050 (Affordable Housing Assistance Program) Tax Credits of $200,000</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>St. Francois County United Way</td>
<td>CAC-Farmington</td>
<td>Farbief Funding for our Forensic Interviewer’s Salary</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

Grants Applied for that were denied this month:

Henry Schein Global Product Donation Program OH Products that the company donates
g. Volunteers

The volunteer hours were reported for the month of February 2019.

<table>
<thead>
<tr>
<th>Location</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Safe Place</td>
<td>56</td>
<td>12</td>
<td>22</td>
<td>42</td>
<td>23</td>
<td>21</td>
<td>5</td>
<td>11</td>
<td>192</td>
</tr>
<tr>
<td>CAC</td>
<td>24</td>
<td>172</td>
<td>33</td>
<td>17</td>
<td>8</td>
<td>6</td>
<td>8</td>
<td>23</td>
<td>291</td>
</tr>
<tr>
<td>Employees</td>
<td>14</td>
<td>46</td>
<td>47</td>
<td>34</td>
<td>22</td>
<td>12</td>
<td>7</td>
<td>41</td>
<td>223</td>
</tr>
<tr>
<td>Board Members</td>
<td>76</td>
<td>66</td>
<td>81</td>
<td>102</td>
<td>68</td>
<td>63</td>
<td>56</td>
<td>39</td>
<td>551</td>
</tr>
<tr>
<td>Adult and C&amp;Y Div.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tails with Tales</td>
<td>46</td>
<td>36</td>
<td>138</td>
<td>91</td>
<td>89</td>
<td>80</td>
<td>55</td>
<td>123</td>
<td>658</td>
</tr>
<tr>
<td>Job Shadowing</td>
<td>0</td>
<td>33</td>
<td>63</td>
<td>82</td>
<td>64</td>
<td>17</td>
<td>24</td>
<td>39</td>
<td>322</td>
</tr>
<tr>
<td><strong>TOTAL Hours:</strong></td>
<td><strong>216</strong></td>
<td><strong>365</strong></td>
<td><strong>384</strong></td>
<td><strong>368</strong></td>
<td><strong>274</strong></td>
<td><strong>199</strong></td>
<td><strong>155</strong></td>
<td><strong>276</strong></td>
<td><strong>2237</strong></td>
</tr>
</tbody>
</table>

9. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of February)

The February leadership reports were emailed out to all board members earlier this month. Jerry Rogers asked if leadership had any additions or if any board members had questions. Jerry Rogers asked regarding the population health report and the veteran and homeless numbers. Patty Vanek stated that these numbers are only for PC. Lisa Rothweiler stated that Veterans will go to the VA instead of doing PC. Rachael Bersdale also clarified the homelessness classification.

**Recommendations:** “I, Beth Diveley, move that the Board approve the February Leadership Council Report.” Kathy Ellis seconded the motion. The motion carried.

b. Tuck Pointing Bid

The board was provided with the bid to complete tuck pointing at the Festus location. This was not a budgeted expense. Lisa Rothweiler stated that the 227 Building is in need of tuck pointing this is causing issues with leaks, the most urgent need is the front of the building. Dr. Crawford asked how many bids were gotten. Lisa Rothweiler has 2 bids but there is
concern that the contractor know the building. Dr. Crawford would like to discuss this with Lisa Rothweiler.

**Recommendations:** “I, Mark Mertens, move that the Board approve the unbudgeted cost of completing the tuck pointing at the Festus location.” John Lamping seconded the motion. The motion carried. Dr. Crawford abstained from the vote at this time.

c. Appointment of Dr. Caron Daughtery to Finance Chairman role

Jerry Rogers stated that with the changes in banking, John Lamping could not head the finance committee any longer due to the conflict of interest. The committee approached Caron Daughtery for this role and would like to nominate her for the position. Mark Mertens asked regarding Dr. Daugherty background. Sue Surfman stated that she is the VP of Instruction at Jefferson College and has her doctorate.

**Recommendations:** “I, John Lamping move that the board approve the nomination of Dr. Caron Daughtery to the COMTREA Finance Committee and chairman role.” Audrey Mitchell seconded the motion. The motion carried.

d. Patient Satisfaction Survey

Sue Surfman stated that the Patient Survey is conducted quarterly and Patty Vanek reported on some of the outcomes. Most of the areas went up and if they went down it was not a drastic reduction. Sue Surfman and Patty Vanek went over some of the changes.

**Recommendations:** “I, Audrey Mitchell, move that the Board approve the Patient Satisfaction Survey as presented.” Kathy Ellis seconded the motion. The motion carried.

e. FY 2020 Board Calendar

**Recommendations:** “I, Mark Mertens, move that the Board approve the FY 2020 Board Calendar as presented.” Audrey Mitchell seconded the motion. The motion carried.

f. Credentialing & Privileging

Kathy Ellis went over the three new staff that were privileged during the month of February.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christina Gower</td>
<td>AVP - Adult BH</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Heather Nass</td>
<td>CSS II</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Jodi Stotler</td>
<td>Dental Hygienist II</td>
<td>OH</td>
<td>Part time</td>
</tr>
</tbody>
</table>

**Recommendations:** "I, Kathy Ellis, move that the Board approve the February Credentialing and Privileging Report as presented." Audrey Mitchell seconded the motion. The motion carried.

h. QIQA Monthly Report

Beth McDaniel gave the QIQA report. Jacklyn Lowery presented on a PDSA that has enabled improvement on a measure. The PC is working on the diabetes checks and doing in the office. Oral Health had an increase in patients especially with the new call software. There are verbiage changes are with individuals served and EMR to EHR. Beth McDaniel encouraged everyone have a visit. Patty Vanek went over the clinical quality award numbers and some changes that have occurred. HRSA is really looking at the A1C numbers and this needs to be worked on further. Patty Vanek stated that there will be a push for doing the testing in the office to bump up the measures. Dr. Crawford stated that the fasting was eliminated and asked why we are still doing testing this way.

**Recommendations:** "I, Beth McDaniel, move that the Board approve the QIQA Report as presented." Mark Mertens seconded the motion. The motion carried.

10. Discussion Items (Informational; no action taken)

a. JCCMHFB Special Meeting Outcome (Beth Dively)

Beth Dively gave a report to the COMTREA Board regarding the recent special meeting that the JCCMHFB held on February 27th. This was due to a conversation that Sue Curfman had in Jefferson County a few weeks ago, there was questions regarding the relationship between COMTREA and the JCCMHFB. Sue Curfman made Senator Wieland aware that JCCMHFB bylaws are there from the county and not COMTREA. Beth Dively stated that at the meeting it was decided to look at the possibilities of separating the two boards and the bottom line is the right thing needs to be done for the residents of the county and thinking
about what services that they need. There was a letter provided from Beth Diveley as chair and Sue Curfman stating that there would be further discussion at the March 11, 2019 of the JCCMHFB how to proceed. The solution may be just changing the bylaws.

Beth Diveley stated that the focus needs to be on the people and it is the board’s job to make sure the funds are used appropriately. Beth Diveley stated that the bylaws are being followed. Audrey Mitchell also stated that an attorney did review the bylaws and contracts of the JCCMHFB. Dr. Crawford asked if COMTREA is in compliance with the state laws and Beth Diveley stated that all statues are being followed.

Kathy Ellis stated that in the mid-seventies there was nothing – no services for those dealing with mental health or substance use and today COMTREA has created those services. Kathy Ellis was angry and voiced that she is against this and voiced that other organizations have done nothing to help with this. Sue Curfman went over the services that COMTREA provides and what they cost versus what COMTREA does. Sue Curfman stated that there needs to be a focus on what is needed. Jerry Rogers stated that COMTREA is supported by two taxes one is the MIL tax and one is the children’s tax and that gives just short of $6M.

Dennis Gannon stated he had met with Senator Wieland and the board was discussed and that was a tip off there might be some issues. After that conversation, Dennis Gannon reached out to Sue Curfman regarding some of the concerns and followed up with the Senator that this was being worked on. Dennis Gannon stated that he was on Mercy Board for years, but recently resigned and the conversation between Mercy and the Senator mentioned he is not aware of it. Dennis Gannon stated that Sue Curfman should not have been surprised with the conversation that Senator Wieland had. Sue Curfman stated that she was at a MPCA meeting and that the Senator stated that what COMTREA is doing is illegal and corrupt with the mental health dollars. Sue Curfman shared with him all of the actions on the mental health board in the past year. The Senator took the concern to the Senate appropriations committee and they have asked some other organizations questions regarding funding so this appears that it is being looked at further. Everything that has been requested has been provided to them. Audrey Mitchell stated that she has lost count of the number of grants that COMTREA has applied to through the Foundation and none have been approved and everyone is supposed to be here for the people. Sue Curfman clarified that
there was a grant on oral health and vouchers that COMTREA was awarded. Dr. Crawford asked if there is room for COMTREA to work together with other community partners. Dennis Gannon stated that he can’t answer and he is not part of the Foundation Board. Mark Mertens stated that he has never said a word to Senator Wieland but there is still the perception when everyone is on the same board it can’t be fair to give the funds. Mark Mertens stated that if there was separation COMTREA will probably get the same funds and he feels it’s not that people are trying to screw the county they are trying to get better care. Kathy Ellis asked Mark Mertens why this was not addressed when he was chair. Mark Mertens stated that he was not aware of the issues when he was chair.

Jerry Rogers stated that the JCCMHFB will meet after this meeting and a workgroup will be put together to discuss where to go and what it will look like. Alicia Towery stated that no matter what happens, there might need to be a community education on how the board works to show how they are open. Dennis Gannon stated that communication would help and Sue Curfman stated that the dysfunctional relationship with the county council in the past made this hard.

b. Mizzou study about FQHC Boards
Sue Curfman stated that she was recently contacted regarding a research project that Mizzou is doing with FQHC Boards. There is an email that Lisa Wigger will email out to the board this is a project about how boards voice their opinion, Sue Curfman stated that she would love for the board to support and help with this project.

c. Subcommittees of the Board
   i. Building and Grounds
Lisa Rothweiler provided an update on Building and Grounds stating that there is a meeting directly after the Board meeting today to open the bids for the B Building renovations. MHOH has been submitted to MODOT and will be discussed tomorrow further.

   ii. Fundraising & Capital Campaign
Kim Elbl provided an updated on fundraising and the capital campaign. There are a lot of events coming up and ways that some of the programs can support themselves. A new event that will be done did this year will be a House of Fashion. Jerry Rogers stated that Oak Valley is discounting the rentals considerably to help with this events.
11. Board Member Information
   a. Board Recruitment

   Jerry Rogers stated that there is still a need on the corporate side.

12. Old Business

   No old business.

13. Next Scheduled Board Meeting

   a. Monday, April 8, 2019 at 7:30am

14. Adjournment

   There was no further business to discuss.

   Recommendations: With there being no further business to discuss, Beth Diveley moved for adjournment. Mark Mertens seconded the motion. The motion carried.

☐ Minutes approved ____________________________ 1/8/19
   (Signature of Committee Chair)                   (Date)