Board Meeting Minutes

Meeting Date: 04/08/2019 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); Alicia Towery; Beth McDaniel; Jane Sullivan; Dennis Gannon; Audrey Mitchell; Cliff Lane; Kelly Steffens and Martha Maxwell

Not in Attendance: Dr. Caron Daughtery; Elizabeth Diveley (Board Secretary); Sylvia Daniels and Dr. Steven Crawford

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Donna Harris-Brekel (VP of HR); Margo Pigg (Chief Behavioral Health Officer); Lisa Rothweiler (COO); 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); Rachael Bersdale (VP, Adult BH); Rachel Pourchot (AVP, BH) and Christina Gower (AVP, BH)

Not in Attendance: Katy Murray (VP Corporate Compliance/QM); Dr. Courtney Garland (Dir of Oral Health) and Tony Sokolic (VP, Youth BH)

1. Meeting Open
The April 8, 2019 Board Meeting was called to order at 7:34 am by Jerry Rogers, Board Chairman with a quorum of members present.

Sue Curfman introduced Amanda Patel who is a researcher at University of Missouri who will be observing a FQHC Board Meeting.

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 April 8, 2019 board meeting agenda was reviewed and no revisions were requested. 
Recommendations: "I, Kathy Ellis, move that we approve the April 8, 2019 Agenda as presented." Josh Isaacson seconded the motion. The motion carried.

4. Approval of March 11, 2019 Minutes

The March 11, 2019, board meeting minutes were reviewed with no revisions requested. 
Recommendations: "I, Mark Mertens, move that we approve the March 11, 2019 Board Meeting Minutes." seconded the motion. The motion carried.
Kathy 2nd with change needed

Action Items

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

5. Closed Session

During the closed session the Board discussed Real Estate, Personnel and Legal matters.

6. March Program Highlight – HRSA Needs Assessment

Jerry Rogers spoke of the highlights that are provided at the board meetings. This month the highlight will be the needs assessment review. Sue Curfman stated that the HRSA site visit will be July or August. Sue Curfman went over the needs assessment requirements. In the past 8 months COMTREA has participated in a health needs assessment with 4 other community partners along with other data that are considered and how is COMTREA responding to the data received. Transportation, Insurance and Cost are three areas that have come up as a barrier around care according to the recent needs assessment. The UDS zip code was shown and the top zip codes shown are right in the area, in addition a map was provided showing the BH, OH and PC. This map shows the point of origin for patients and with COMTREA having ten different services points for clients to some in for services around the county. Jerry Rogers stated that he was surprised with the patients by zip code and the highway 30 has a lot of the patients and along 55 there are less patients, it used to be that 55 and Festus being the center and will we look into Festus not being the center of COMTREA. Lisa Rothweiler stated that this is only FQHC. Jerry Rogers brought up the contact information. Mark Mertens asked what exactly the percentages mean on the map. Sue
Curfman stated if you look at one area, ex High Ridge it will show how many clients from each of the areas coming from that zip code. Sue Curfman spoke of how effective COMTREA has been in meeting the needs. The recent Stakeholder Survey that was done, in the last 3 years there has been an increase in each area, with access to services being one of those improved. Responding to the needs there has been same day walk in for PC, the welcome center and made other improvements, How well we coordinate with other agencies has increased over 20% in this time frame. When needs are looked at and new offices the barriers will need to always be considered. Dennis Gannon stated that he has met with a lot of groups and the common theme is transportation concerns, he has a meeting this week with transportation and he wants to see how the county can be more responsive to this and a creative model may need to be looked at. Jerry Rogers stated that Jeffco Express has tried to alleviate this and found there wasn’t as many riders, the issue is they might go on highway 30 but those people don’t live on Highway 30.

7. Financial Review

The financial update for February 2019 was provided by John Lamping with the absence of Caron Daughtery. The cash is still under 30 days however there is some improvement in this. Over the next 120 days there is the possibility of receiving around $2M. AR still continues to be a focal point for the finance team. For the month of February there was a profit posted and the trend appears to be upward. OH efficiencies are improving AR is being cleaned up, PC had a profit and BH had a strong month.

Mark Mertens asked regarding the Health Care Home, Amy Rhodes stated that they are rolled into the CCBHC PPS rate so there is not a loss. This is a program that is stand alone and does not get revenue on its own it is built into the other programs/services that are covered under one rate. Jerry Rogers spoke how there are so many different types of funding and it’s complicated to show in the financial report that shows what is being done.

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

7. CEO’s Report

   a. What are our clients saying?
Sue Curfman spoke of the compliment that was received for the dentists on the MAP clinic this past month. This is why MAP goes to 4 different points throughout the county.

b. Financial Focus Update
   i. Financial Alignment Plan
   ii. Growth Report

Sue Curfman stated that in the month of March there was upward trending as seen in the reports. April for the first week looks great.

   c. Federal/State Associations

Sue Curfman stated that while in DC the comment that it is not likely to get a budget for the next few years can be concerning. On the state level, Sue Curfman stated there could be a shortfall but the 2020 budget should not have cuts but the following year may see cuts.

d. Divisional Updates
   i. Behavioral Health/Psychiatry Updates

Sue Curfman stated that all updates have been said but there is a strong candidate for Psychiatry at this time.

   ii. Primary Care Updates

Sue Curfman stated that the PC had their first profit in years and part of that may be due to the colocation in Arnold.

Patty Vanek spoke of the CHW report that is submitted. There are stories provided that shows the need and success stories. The CHW touches around 200 individuals a quarter and this is a state funded role since its helping patients and reducing hospital visits. Sue Curfman stated that this is unique the worker can go into the home and help the individual.

Jerry Rogers asked regarding the Population Health report that was sent out in this month’s report to the board and the depression that was not on the list last year and was at the top. Patty Vanek stated that she was not sure if it’s an influx of referrals but they are looking into this further.

   iii. Oral Health Updates

Sue Curfman stated that OH will most likely pull out of the schools in St Louis areas and focus more on the schools in the area that show a need.

e. HRSA

   i. Upcoming OH and BH HRSA Grants
Sue Curfman stated that there are 2 grants that have come out that are being looked at and what COMTREA will write for with the grant. The BH was by invite, COMTREA received an invite.

ii. NoA

Sue Curfman stated that the next year of funding award was received.

iii. PR Monthly Review

Sue Curfman stated that the monthly requirements for the month of April were reviewed and in compliance at this time. This is one face to face visit with a provider in 18 months. Beth McDaniel stated that individual fall off.

iv. Current % of Board Consumers

Sue Curfman stated this is an area of concern we still continue to be out of compliance.

v. HRSA Board Composition Requirement

f. Monthly Grant Update

Sue Curfman stated that one grant was applied for this past month and several are pending waiting for responses.

g. Volunteers

The volunteer report was reviewed, Margo Pigg stated that BH no longer has a zero as their numbers have been updated.

9. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of March)

Recommendations: “I, Alicia Towery, move that the Board approve the March Leadership Council Report.” Mark Mertens seconded the motion. The motion carried.

b. FY 2019 Stakeholder Survey Results

Sue Curfman went over the rest of the survey results some were discussed previously during the needs assessment portion. There was some concerns regarding health literacy and so that will need to be looked at. The comments were shared regarding the surveys, Jerry Rogers went over some of the comments that were in the survey. Sue Curfman reminded everyone that comparing 2016 to 2019 shows significant improvement.
Recommendations: "I, Kathy Ellis, move that the Board approve the FY 2019 Stakeholder Survey results" Alicia Towery seconded the motion. The motion carried.

c. Credentialing & Privileging

Kathy Ellis stated that there were 4 new staff and 1 intern privileged during March and two existing.

Recommendations: "I, Kathy Ellis, move that the Board approve the March Credentialing and Privileging Report as presented." Mark Mertens seconded the motion. The motion carried.

h. QIQA Monthly Report

Beth McDaniel gave the QIQA report. Patient Advisory Council is now a focus group and will report at the May meeting. The A1C same day testing started for PC and OH had a decline in some services due to the mobile program. In addition, patient suggestion boxes are at the offices and will reported each month. Beth McDaniel also stressed the patient board count and getting in for appointments. Patty Vanek gave the overview of the MPCA measures. There was some concerns regarding the measures and showing larger. Patty Vanek spoke of the focus each month and how they will now need to look at one measure to report and focus on at the QIQA meetings.

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

10. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

The construction at the B Building is well underway and the carpet was replaced in the secretary area at Arnold. The permits and plans are submitted for MHOH, Pevely has had some delays. There was some news regarding the line on the highway. Jerry Rogers stated that one of the issues is the review of the plans the engineer was assisting the city with that. On the back point it has not started. Mark Mertens asked regarding when the ground
breaking will start and Lisa Rothweiler stated that it was unknown still and Jerry Rogers stated that getting closer to the Mabee grant is needed before the ground is broken.

ii. Fundraising & Capital Campaign
Kim Elbl reminded everyone of the Furry Tales event that is coming up and the reminded every one of all the upcoming fundraisers. For the capital campaign there is hopes to get a $200,000 grant. Kim Elbl went to a church in High Ridge and there was $700 given and personal items were donated. Jerry Rogers and Barb Tenholder were in attendance at the church. Kathy Ellis stated that her mother attends the church and stated that the presentation was great. Beth McDaniel asked regarding the Bingo night and it’s sold out. Kim Elbl stated that the wait list has been developed and she will be out at the winery today looking at the space and confirming the number of attendees. There is still a need for runner up prizes and raffle baskets for the purse night.

11. Board Member Information
   a. CEO Performance Evaluation Overview
Donna Harris-Brekel stated that in April each year the performance review is completed on the CEO. The review is similar to last year, new will be a guide that explains the rating and Sue Curfman will do her own self-evaluation that will be sent out to all Board Members. Jerry Rogers stated that last year there was confusion on the review so having the guide should help. Jerry Roger's stated that Sue Curfman will have her self-evaluation done this week and sent out. Lisa Wigger clarified that the electronic versions will be emailed out today and Donna Harris-Brekel asked the Board to make sure they use the job responsibilities when completing.

   b. Board Recruitment
Sue Curfman spoke of an individual that is potentially interested in the board that an application will be sent to.

12. Old Business

13. Next Scheduled Board Meeting
   a. Monday, May 13, 2019 at 7:30am
10. 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.

[Signature of Committee Chair] 5-13-9

Minutes approved (Signature of Committee Chair) (Date)