Board Meeting Minutes

Meeting Date: 04/09/2018  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); Beth McDaniel; Jane Sullivan; Kyle Gowen (Co-Treasurer); Ken Waller; Audrey Mitchell and Sylvia Daniels

Not in Attendance:
Dr. Josh Isaacson; Katherine Hardy-Senkel; Dr. Steven Crawford and Martha Maxwell

Staff in Attendance: Amy Rhodes (CFO); Lisa Rothweiler (COO); Cindy Vessell (VP of Community Services); Katy Murray (VP Corporate Compliance/QM); Patty Vanek (VP of Population Health); Kim Elbl (VP Marketing and Fundraising); Dr. Courtney Garland (Dir of Oral Health); Tony Sokolic (VP – BH Youth Services), Rachael Bersdale (VP – BH Adult Services) and Gabby Ayes (AVP – Youth CSTAR)

Not in Attendance:
Susan M. Curfman, MA (President & CEO); Dr. Kevin Turner (Medical Services Director);
Dana Silverblatt (VP of Integrated Practices and SBHC); Donna Harris-Brekel (VP of HR) and Margo Pigg (Chief Behavioral Health Officer)

1. Meeting Open
The April 09, 2018 Board Meeting was called to order at 7:32 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 April 09, 2018 board meeting agenda was reviewed and no revisions were requested.
Recommendations: "I, Ken Waller, move that we approve the April 09, 2018 Agenda as presented." Cliff Lane seconded the motion. The motion carried.

4. Approval of March 12, 2018 Minutes
The March 12, 2018, board meeting minutes were reviewed with no suggestions for corrections or additions.
Recommendations: "I, Kathy Ellis, move that we approve the March 12, 2018 Board Meeting Minutes". Mark Mertens seconded the motion. The motion carried.

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

5. Closed Session
The Board went into closed session at 7:35am. During the closed session the Board made no formal decisions other than the approval of the last minute’s closed sessions. The closed session was utilized to discuss real estate updates with Bridle Ridge and the Wee Care facility. In addition, an update was given on a pending legal case.

The open session resumed at 8:15 am with COMTREA leadership staff joining the board.

6. Capital Campaign Update
Pat Rich from EMD Consulting provided the board with an update on the Capital Campaign. Pat Rich stated that Capital Campaigns are a marathon not a sprint, they are based on the most part on large gifts most of the money will come from 10% of the donors. Pat Rich stated that Mark Mertens has taken on the chairman of the campaign role. Pat Rich stated that peers or Board Members are the individuals who need to be talking to people on the campaign. Pat Rich mentioned that Sue Curfman has been willing to get out and talk to anyone in the community. She distributed a sheet and went over the feasibility study, the top chart shows the donors. Pat Rich stated that there is one major donor in Jefferson County and that is the Jefferson Foundation. Mary’s House of Hope has been a large contributor and
businesses (car dealers in the community). The other includes events but does not include the Mardi Gras event since that goes towards operational expenses of ASP.

Pat Rich stated that there are a few major gifts left to come in and the Board Members will be asked to contribute. Pat Rich went over the second chart and how most of the gifts have come from 8 individuals. Pat Rich spoke about house parties and having a speaker to expand the donor base. Pat Rich asked if there was any questions from the Board. Jerry Rogers stated that the questions that came up was regarding going public. Pat Rich stated normally you announce a public stage after 60% of the funds have been collected. Jerry Rogers thanked Pat Rich for attending the meeting.

7. Financial Performance

John Lamping went over the cash on hand and AR. The collection of the AR has improved to under 45 days. John Lamping referred to the notes to the financial statements and how improvements were seen in December and January and then a step back was taken last month. John Lamping stated that Sue Curfman and Amy Rhodes are digging in to the financials and the plans are in place to see why results are not being accomplished. Amy Rhodes agreed. Jerry Rogers stated that Primary Care and Dental are the areas that need to improve and steps are being taken. Lisa Rothweiler stated that one of the NP’s contract was not renewed due to Primary Care not meeting their goals and spoke of an extensive marketing campaign is being done for Primary Care. Kim Elbl stated that marketing is working closely with Primary Care to put out ways to increase the patient load.

Mark Mertens asked regarding why managed care plus and why those numbers are down. Amy Rhodes stated that is due to the lack of Child Psychiatrist and dental. Jerry Rogers stated that dental has been shorthanded. Amy Rhodes stated that all but one dentist role is now filled. Mark Mertens asked regarding the number of dentists that COMTREA has lost. Amy Rhodes stated 5 and the fact that the student loan repayment is done after two years contributed to this, so it is normal to see dentists leave after that point. Jerry Rogers spoke about how the Health Department had to bring someone up for their dental van. Kim Elbl stated that marketing is trying to attend all community events.

Recommendations: "I, John Lamping, move that the Board approve the financial report for the month of February 2018." Mark Mertens seconded the motion. The motion carried.
Jerry Rogers stated that Sue Curfman flew to California last night and may be out all this week, Lisa Rothweiler will be reporting in Sue Curfman’s absence.

8. CEO’s Report
   a. Metrics Reporting
      Lisa Rothweiler stated that there will now be a new report coming out on a weekly basis for all divisions.
      i. Revenue Cycle Dashboard
   b. State and Federal Budget Updates
      There are no new updates except what Sue Curfman sent out on Friday.
   c. FY 2019 Strategic Planning
      Lisa Rothweiler reported that the strategic planning process for FY2019 has begun, the schedule was provided for all board members.
   d. FY 2018 Q3 Update
      Lisa Rothweiler referred to the FY2018 Q3 Strategic Plan update. There is now a total of 98% of steps initiated.
   e. Divisional Updates
      i. Behavioral Health/Psychiatry Updates
         Lisa Rothweiler informed the Board that Dr. Delaney returns to COMTREA today. Lisa Rothweiler asked Rachael Bersdale to update on Open Access. Rachael Bersdale stated that the numbers have dropped but all are able to get in and assessed.
      ii. Primary Care Updates
         Lisa Rothweiler stated that marketing has increased for Primary Care.
         1. Financial Alignment
         2. My Avatar
      iii. Oral Health Updates
         Lisa Rothweiler stated that Dr. Garland will move over to the Dental Director role on April 16th and they are looking at some plans to change their payor mix. Jerry Rogers stated that the wait list for dental is working on booking appointments for the new dentists.
   f. HRSA
      i. 3 year SAC Award Update
         COMTREA received notification of the SAC award.
      ii. Operational Site Visit (OSV) and Requirement Changes
1. Monthly/Annual Review
The monthly review of the annual requirements will start back up next month this was being revised based on the new requirements.

2. MOCK Survey
There will be a MOCK Survey in August due to the changes with the site visits. There are only 18 requirements but roughly 90+ areas within them.

   iii. Sliding Fee Schedule

   1. Affordability of fee schedules for upcoming FY2019
The sliding fee schedule is an area that is missed on OSV, the affordability is now looked at on the patient surveys and there will be discussion around the fee coming up.

   iv. % of Board Member Consumers
The Board Members receiving services is at 47%, this needs to be at 51%. Jerry Rogers stated that it is a requirement through HRSA. Board Members or children need to have a service once every two years.

3. Media/Marketing Update
   i. #familytreea branding
Kim Elbl stated that marketing is working on a new branding. There will be more information on this when it is rolled out.

4. COMTREA Fleet of vehicles
Lisa Rothweiler stated that many of the vehicles are aging a detailed report was provided in the packet, however, new vehicles will need to be purchased to cycle some of the vehicles.

5. Volunteers
Lisa Rothweiler went over the volunteer report below.

<table>
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<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>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
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<tr>
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<td>68</td>
<td>102</td>
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<tr>
<td>A Safe Place</td>
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<td>6</td>
<td>8</td>
<td>8</td>
<td>6</td>
<td>10</td>
<td>72</td>
<td>8</td>
<td></td>
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<tr>
<td>CAC</td>
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<td>29</td>
<td>16</td>
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<td>84</td>
<td>71</td>
<td>72</td>
<td>48</td>
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<td>TOTAL Hours</td>
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<td>496</td>
<td>485</td>
<td>277</td>
<td>290</td>
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9. Action Items (Anything that requires a vote)
   a. Leadership Council Reports (Month of March)

      The March Leadership Reports were emailed to the Board for review.

      **Recommendations:** "I, Mark Mertens, move that the Board approve the March 2018 Leadership Council Report." Kathy Ellis seconded the motion. The motion carried.

   b. Policy Additions and Revisions

      i. Addition of Emergency Narcan (Naxoxone) Administration Policy

         Patty Vanek updated the board on the usage of Narcan and how COMTREA is providing training the policy will cover the training of all staff to administer this. Kelly Steffens asked if Board Members could attend.

         **Recommendations:** "I, Ken Waller, move that the Board approve the addition of the Emergency Narcan Administration Policy as presented." Mark Mertens seconded the motion. The motion carried.

      ii. Deletion of 13.1.2 HR Reduction in Force (RIF) Separation Policy

         Lisa Rothweiler stated that COMTREA’s attorney suggested the removal of this policy and just to use a procedure.

         **Recommendations:** "I, Mark Mertens, move that the Board approve the deletion of 13.1.2 HR Reduction in Force (RIF) Separation Policy as presented." John Lamping seconded the motion. The motion carried.

   c. Credentialing & Privileging

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
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<tbody>
<tr>
<td>Casey Robinson</td>
<td>SAEP Clinician</td>
<td>Behavioral Health</td>
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<tr>
<td>Kristin Whitwell</td>
<td>ADA Counselor</td>
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<tr>
<td>Elizabeth Pope</td>
<td>ADA Counselor</td>
<td>Behavioral Health</td>
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<tr>
<td>Pratibha Gurusiddiya</td>
<td>Psychiatrist</td>
<td>Behavioral Health</td>
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<tr>
<td>Lisa Delaney</td>
<td>Child Psychiatrist</td>
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</tr>
<tr>
<td>Kelly Conn</td>
<td>RH Case Manager</td>
<td>Primary Care</td>
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<tr>
<td>Jean Leemker</td>
<td>Critical Incident Reviewer/</td>
<td>Behavioral Health</td>
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<td></td>
<td>Open Access Aervisor</td>
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<td>David Haasis</td>
<td>Behavioral Health Consultant</td>
<td>Behavioral Health/Primary Care</td>
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<tr>
<td>Name</td>
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<td>Division</td>
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<tr>
<td>Gautam Rohatgi</td>
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<tr>
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<td>Jennifer Brewer</td>
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<td>Julie Boardman</td>
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<td>Andrea Cuensio</td>
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<tr>
<td>C.J. Jos</td>
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<td>Behavioral Health</td>
</tr>
</tbody>
</table>

d. QIQA Monthly Report

Katy Murray mentioned that Beth McDaniel attends the meetings now and there are 140 measures between all the departments. The monthly focus was BH in March and there was a review of a PDSA. There is just one area that needs to be moved on for the MPCA measures, the cervical cancer screening needs to be increased. Patty Vanek spoke of how Primary Care is trying to achieve these measures. Beth McDaniel spoke of the discussions on how to track the prescriptions and the process.

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

10. Discussion Items (Informational; no action taken)

a. Subcommittees of the Board

i. Building and Grounds

Lisa Rothweiler stated that there was some issues found at Northwest as they started the digging that has delayed the start.

ii. Community Relations/Fundraising & Capital Campaign

Kim Elbl stated that they are waiting to hear from the Jefferson Foundation and applying for some additional grants. Kim Elbl stated that more of the NAP credits need to be utilized. There are a few events coming up that Kim Elbl went on.

11. Board Member Recruitment

Jerry Rogers stated that on the corporate side there is always a need for members.

12. Old Business
There was no discussion. Lisa Rothweiler stated that there was another suicide at Hillsboro. Cindy Vessell stated that services are being sent to the school.

13. Next Scheduled Board Meeting
   a. Monday, May 14, 2018

14. Adjournment
    There was no further business to discuss.
    Recommendations: With there being no further business to discuss, Mark Mertens moved for adjournment. Ken Waller 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: 05/14/2018    Time: 7:30 am    Location: Arnold Suburban Office

✓ Minutes approved  

(Signature of Committee Chair)  

(Date)