1. Meeting Open
The July 15, 2019 Board Meeting was called to order at 7:34 am by Jerry Rogers, Board Chairman with a quorum of members present.

2. Approval of Agenda
The July 15, 2019 board meeting agenda was reviewed and no revisions were requested. 
**Recommendations:** "I, Mark Mertens, move that we approve the July 15, 2019 Agenda as presented." Josh Isaacson seconded the motion. The motion carried.
3. Approval of Board Minutes
   a. Approval of June 17, 2019 Minutes
   The June 17, 2019, board meeting minutes were reviewed with no revisions requested.
   Recommendations: “I, Kathy Ellis, move that we approve the June 17, 2019 Board Meeting
   Minutes.” Mark Mertens seconded the motion. The motion carried.
   b. Approval of July 02, 2019 Special Board Meeting Minutes
   The July 02, 2019, board meeting minutes were reviewed with no revisions requested.
   Recommendations: “I, Kathy Ellis, move that we approve the July 02, 2019 Board Meeting
   Minutes.” Mark Mertens seconded the motion. The motion carried.
   **Action Items**
   - Sign the final approved board meeting minutes (Jerry Rogers, Chairman)

4. Closed Session / Real Estate / Legal / Personnel
   The closed session opened at 7:50am. During the closed session the Board discussed Real
   Estate, Personnel and Legal matters. There was no formal decisions made.

5. Mission Statement
   John Lamping read the 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.

6. July Program Highlight – Trauma Informed
   Beth Kreminski, AVP Adult BH and is now the chair of the COMTREA trauma informed
   committee. The training is normally two hours and staff go through this at new hire
   orientation. Beth Kreminiski shared the mission of the Trauma Informed committee. It was
   presented that Trauma affects everyone and children are the most vulnerable population to
   trauma. Being TI is changing your approach to recognize the presence of trauma and
   changing the way you do things to be responsive to trauma. Jerry Rogers asked if the TI is
   not just with the clients it’s internally within COMTREA and how policies and ways are
   approached. Some of the things the committee has been able to do: new staff receive two
   hours of training on their 2nd day, they are reviewing the MO Model, and they provide tips in
   the Trea-Mail monthly, and all new policies are reviewed by the committee. All supervisors
are training in TI supervision, there is an annual survey that goes out to staff and the answers help to drive what the committee does. The committee also sold shirts and donated that back to the co-worker help fund since many people applying for the funds have gone through trauma. There are also CARE teams these are for staff members that have impacted by something in their job they can contact the CARE team and talk to a licensed staff member.

7. Financial Review
Jerry Rogers thanked the committee for meeting last week. The financial update for May 2019 was provided by John Lamping going over the cash on hand and AR numbers. There are still plans to continue to improve both of these items. The overall May numbers were a loss but that was specific to an adjustment that was made YTD there was a profit. Expenses are all in line. Sue Curfman updated that when Avatar was changed for BH it changed payments and shadow claims. Due to this there is a lot of manual work on the finance team to do adjustments. There was some communication at the state level to try and change this. Amy Rhodes reached out to Avatar to come on site to fix the issues, they will be onsite with staff for two weeks to help with the financial side of things and explained the process that is currently happening. Jerry Rogers asked what shadow claims are, Amy Rhodes are the actual services provided that then triggers a PPS rate. The problem is in Avatar the claims are not trying to one another for that PPS rate. Sue Curfman stated that write offs with shadow claims and revenue that doesn’t exist. Jerry Rhodes asked about how it shows, Amy Rhodes stated that it makes things look like there is more billable services than there was. Margo Pigg went over how the services go and how one payment is generated no matter how many or few. Sue Curfman stated that PC is due to switch to Avatar in January.

Recommenations: “I, John Lamping, move that the Board approve the financial report for the month of May 2019.” Kathy Ellis seconded the motion. The motion carried.

8. CEO’s Report
   a. What are our clients saying?
Sue Curfman went over how there are positive comments that come in all the time and spoke of one recently in Dental.
   b. Financial Focus Update
      i. Growth Report
Provided for the board and ending the month of June, BH 60%, BH Child was at 89%, PC 59% and Oral Health 81%. Cancellation and no show continues to be worked on. This no show rate will be presented at the HRSA opening as a barrier and Sue Curfman is hopeful to learn what other centers are doing.

c. Federal/State Associations

Sue Curfman stated that there is not much going on at the state level but CCBHC was approved at the state level. There is a push for Medicaid Expansion there is a 3 member board to try and get this voted on in April. There will be a need of funds for the campaign and FQHC will be asked to give some of the funding needed for this.

d. Divisional Updates

   i. Behavioral Health/Psychiatry Updates

   There are recruitment efforts for Adult, Child and APN in psychiatry.

   ii. Primary Care Updates

   There are recruitment efforts for a NP and PC doctor as Dr. Helton moves into retirement. There was some information found out on residents and how hospital are signing residents right away. There is a meeting coming up regarding this and recruitment is a big challenge at time. Mark Mertens asked if Dr. Helton has a non-compete clause, Sue Curfman stated that is not in the current agreements but is being reviewed.

   iii. Oral Health Updates

   The dentists that applied for the state program for loan payment all that applied that didn’t get and so there have been some resignations. Dr. Garland stated that the others applying for the Federal are happy with their positions and she believes they will stay.

   iv. Human Resources Updates – Health Insurance Renewal

Amy Rhodes gave an update on the meeting regarding the renewals. The rate increases came in and were rejected and then came back with a 0% rate increase. The staff are happy with UHC so the rate by Anthem was not considered, UHC gave some wellness perks for staying with them this year. The life insurance carrier was also explored due to issues with the current carrier. MetLife will be the carrier there is a slight increase but with the time and effort it was justified. Overall there will be a savings with the plan changes of $168,000 so the benefit team asked that COMTREA would cover some portion up to 50% of dental premiums and still a savings will be had. The insurance stipend will end during the open enrollment so there could be a few individuals added to the plan. Josh Isaacson asked how
the rebates will be used, Amy Rhodes stated it will be used for staff but it is unknown and
spoke of the health reimbursement and there is a wellness fair given annually. Amy Rhodes
stated that there is a list of items that the money can be utilized for it will be looked at further.

   e. HRSA
      i. OSV Preparations – Upcoming Visit Schedule July 23-25, 2019

Sue Curfman reminded the board of the upcoming survey and to attend the opening or
closing session and meeting with the board if available.

   ii. PR Monthly Review – Billing

This requirement is 100% compliant.

   iii. Current % of Board Consumers

Sue Curfman was happy to report that the board is now 56% consumers.

   f. Monthly Grant Update

The grant update was provided with new and pending grants listed.

   g. Volunteers

The total hours are just over 4100 hours and TWT is in the lead along with the Board hours
following, the other hours are from programs.

10. Action Items (Anything that requires a vote)
   a. Leadership Council Reports (Month of June)

Recommendations: “I, Mark Mertens, move that the Board approve the June Leadership
Council Report.” Cliff Lane seconded the motion. The motion carried.

   b. Approval of New Policy – PC24 Sterilization Policy

Patty Vanek stated that these are steps that are used for sterilization of equipment and the
machine that is used, how exam rooms are used and blood spills are addressed.

Recommendations: “I, Mark Mertens, move that the Board approve the New Policy – PC24
Sterilization Policy.” John Lamping seconded the motion. The motion carried.

   c. Room Rate Increase – Keaton Living Facility
Amy Rhodes stated that Keaton has not done a rate increase in over 12 years some of the individuals are losing money as the room rates are too low. It was suggested to move the semi-private of $2,300 and private rate to $2,500. Mark Mertens asked about the number. Margo Pigg stated that it was built for 24 but due to some Medicaid funds only 16 people can be housed and it is always full with a wait list.

**Recommendations:** “I, Mark Mertens, move that the Board approve the Room Rate Increase – Keaton Living Facility as presented.” John Lamping seconded the motion. The motion carried.

d. Approval of Risk Management Dashboard

Amy Rhodes distributed a dashboard for RM this was created to assist with the FTCA regulations. This is a checklist to make sure everything is done with the new regulations. At this time there has never been any provider claims for malpractice. Jerry Rogers asked regarding RM. Amy Rhodes stated that there always has been RM in the agency. Dr. Crawford asked regarding FTCA. Amy Rhodes clarified that this is the malpractice insurance for providers.

**Recommendations:** “I, Mark Mertens, move that the Board approve the Risk Management Dashboard as presented.” John Lamping seconded the motion. The motion carried.

e. Credentialing & Privileging

Kathy Ellis stated that the month of June brought in a lot of staff to be credentialed again.

**Recommendations:** “I, Kathy Ellis, move that the Board approve the June Credentialing and Privileging Report as presented.” Cliff Lame seconded the motion. The motion carried.

f. QIQA Monthly Report

Patty Vanek went over the MPCA Quality Awards and the increases that have occurred.

**Recommendations:** “I, Mark Mertens, move that the Board approve the QIQA Report as presented.” John Lamping seconded the motion. The motion carried.
11. Discussion Items (Informational; no action taken)
   a. Subcommittees of the Board
      i. Building and Grounds
      Lisa Rothweiler stated that the site contract for MHOH was awarded last week the concrete and asphalt is still being clarified before those contracts can be signed the start date should be August 1st.
      
      ii. Fundraising & Capital Campaign
      Kim Elbl updated that around $3,000 was raised at the Fashion Show yesterday. There are many events coming up and Kim Elbl encouraged all board members to attend and participate. The Twin City Toyota Supra car fundraiser was discussed and the potential of netting $75,000 off of the one event if all the tickets are sold. There will be more information coming. Margo Pigg asked the cost of the ticket, they will be $100 and the drawing will be done on black Friday. Sue Curfman spoke of the Love Liner play, this play is good for all ages.

      iii. MHOH Committee

12. Board Member Information
   a. Discussion Board Assessment & Self Assessment’s
      Jerry Rogers spoke of the assessments from the board and they are very positive. Jerry Rogers thanked everyone for completing the surveys. Jerry Rogers went over the comments on the self-assessment and asked everyone to read those. Jerry Rogers spoke of the one point that jumped out in the additional comments. The comment that caught Jerry Rogers eye was the review of Robert’s Rule and some time will be spent on that and some suggestions will be made to the board. Sue Curfman spoke of HRSA and how they are really looking at the oversite when they do the visit.

   b. Board Recruitment
      Jerry Rogers stated that additional board members need to always be looked at there is one short on the JCCMHFB. There is one candidate that will be interviewed after the HRSA site visit.
13. Old Business

14. Next Scheduled Board Meeting
   a. Monday, August 12, 2019

15. Adjournment
There was no further business to discuss.

Recommendations: With there being no further business to discuss, Kathy Ellis moved for adjournment. John Lamping seconded the motion. The motion carried.

☑ Minutes approved  [Signature of Committee Chair]  8/12/19  (Date)