Board Meeting Minutes

Meeting Date 09/09/19 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

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

Not in Attendance: Beth McDaniel

Guest: Kim Harvey, Nominated Board Member

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Amy Rhodes (CFO); Patty Vanek (VP, Clinical Quality); Cindy Vessell (VP of Community Services); Katy Murray (VP Corporate Compliance/QM); Kim Elbl (VP Capital Campaign and Fundraising); Tony Sokolic (VP, BH); Lisa Rothweiler (COO); Rachael Bersdale (VP, Adult BH); Dr. Rohatgi (Chief Medical Officer); Margo Pigg (Chief Behavioral Health Officer); Laura Bilsland (AVP Adult BH) and Katie Harman (Sr HR Manager)

Not in Attendance: Dr. Courtney Garland (Dir of Oral Health)

1. Meeting Open
   The September 9, 2019 Board Meeting was called to order at 7:32 am by Jerry Rogers, Board Chairman with a quorum of members present.

2. Approval of Agenda
   The September 9, 2019 board meeting agenda was reviewed and no revisions were requested.
   
   Recommendations: "I, Kathy Ellis, move that we approve the September 9, 2019 Agenda as presented." Josh Isaacson seconded the motion. The motion carried.
3. Approval of Board Minutes
   a. Approval of August 12, 2019 Minutes

   The August 12, 2019, board meeting minutes were reviewed with no revisions requested. Recommendations: “I, John Lamping, move that we approve August 12, 2019 Board Meeting Minutes.” Alicia Towery seconded the motion. The motion carried.

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

4. Closed Session / Real Estate / Legal / Personnel

   The closed session opened at 7:33am. During the closed session the Board discussed Real Estate, Personnel and Legal matters. The closed session ended at 7:37am. There was no formal decisions made.

5. Mission Statement

   Jerry Rogers asked everyone to join him in reading 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. September Program Highlight – Tooth Titans/Dental Outreach

   Sue Curfman reminded the board how once a month a program is brought to the Board and introduced Sandy Holifield. Sandy Holifield presented on the Tooth Titans and explained the sites that Tooth Titans goes into schools and nursing homes and over 35,000 kids were offered the full service dental programs. Sandy Holifield stated that the program is brought to the schools to help with the barriers. There are 74 facilities that they will visit this year.

   Around 3,000 students were seen last year. They also do WIC screenings for Jefferson and Ste. Genevieve County at these a lot of education is done for parents. Sandy Holifield also participates in education in the schools teaching kids to floss and brush and participates in many community fairs and events to reach more. Sandy Holifield stated that most of the children they serve have never seen a dentist and need a good first experience. All of the dental equipment is on site with mobile carts and xray machines. They also utilize teledentistry which was approved last year in the state of Missouri.
Dr. Crawford asked for Sandy Holifield’s phone extension and she mentioned on the back of the flyer the number goes directly to her. Jerry Rogers asked how successful follow up checks are. Sandy Holifield stated when it was started that wasn’t working so well it has gotten better the biggest issue is getting the parental consents, treatment plans are sent home with children and care coordinators will follow up with parents and the team work closely with the schools. Mark Mertens asked if there is a capacity to see every child that wants to be seen. Sandy Holifield stated that they will stay onsite as long as needed even if another team comes in. Jerry Rogers asked Amy Rhodes where the funding for out of Jefferson County services comes from. Sandy Holifield stated that private insurance is billed if they have. Dr. Crawford asked how many of the children are from Jefferson County. Amy Rhodes stated that none of the JC MH sales tax goes towards this. Sue Curfman added that HRSA does cover some of the expenses and talked about the health department and working closely with them on the schools. Sandy Holifield stated that every school in Jefferson County has a dental program whether it’s with COMTREA or Health Department. There are two school districts that utilize another program.

7. Financial Review
The financial update for July 2019 was provided by John Lamping in Beth McDaniel’s absence. Cash on hand is $1,562,874.20 and AR is $3,545,848.87, the cash on hand continues to be a focus with growing reserves.
John Lamping mentioned that one of the big items last month was how Avatar was impacting the financials and progress was made after they come onsite, moving forward improvements are hoped to continue. In general for the month of July strong overall performance, there are good signs to start the new fiscal year. Amy Rhodes added that the July and August expenses are higher due to the annual expenses (one time) that come in. All of the staff received an increase in July. Mark Mertens asked on the AR number and how much is expected to be collected. Amy Rhodes stated that will be roughly 80% she spoke of the different payers. Amy Rhodes stated that about $200,000 is written off a year and John Lamping asked what amount of the AR number grants is, roughly $600,000 is taxes (MIL and Sales) and roughly $200-300K is grants. There were no additional questions.

Recommendations: “I, John Lamping, move that the Board approve the financial report for the month of July 2019.” Mark Mertens seconded the motion. The motion carried.
8. CEO’s Report
   a. What are our clients saying?
Sue Curfman spoke of a letter received from De Soto regarding the services and collaboration with COMTREA.
Sue Curfman
   b. Financial Focus Update
      i. Growth Report
Sue Curfman spoke regarding the report and summer is tough there are is a lot of vacation time. A new nurse practitioner started in PC, Kelly Nichols and was added to the list, Ashley Whitley will be going to 30 hours of substance use and will only be 10 hours in PC but is located in Arnold. Oral Health did well even with PTO, two locations are temporarily closed. There was an article in The Leader that discusses the shortage and the HPSA score that shows an extreme shortage of dentists.
   c. Federal/State Associations
Sue Curfman stated at the Federal level and the HRSA funding which will expire at the end of November. This is faced every year and there is hopes for a 5 year permanent fix, not much at the state level, Margo Pigg and Rachael Bersdale will go to DC next week for Hill Day. The first CCBHO survey coming up in October (16th/17th).
   d. Divisional Updates
      i. Behavioral Health/Psychiatry Updates
Sue Curfman stated that a FT Adult Psych is being interviewed for in addition they are looking for an additional NP.
      ii. Primary Care Updates
Updates discussed previously.
      iii. Oral Health Updates
There is an additional PT pediatric dentist starting in November.
   e. HRSA
      i. Approvals
Sue Curfman went over the changes that have been completed.
      1. NoA 6 H80CS24105-08-05 (completion of form 5A)
2. NoA 6 H80CS24105-08-04 (Quality Award)
3. Scope Verification SCPV024668 (method for intrapartum care was successfully moved from a column I service to a column III service)
4. Scope Verification SCPV024669 (method for postpartum care was successfully moved from a column I service to a column III service)

ii. Final OSV Report
This report was provided to the Board, this lengthy document is in the Board Packet. The project officer stated that this is one of the best surveys for her region. Sue Curfman went over some of the highlights of the visit.

iii. FTCA NDA 1F000010761901 (Coverage for Calendar Year 2020 – proof of malpractice)
Sue Curfman stated that this is the evidence of the Malpractice Insurance.

iv. PR Monthly Review – No Requirement to audit in September
v. Current % of Board Consumers
The % of Board Consumers is currently at 56%, with Beth Diveley leaving the board this will drop to 50%.

f. Monthly Grant Update
The grant updates for the month were provided, the VOCA grants are still pending.

<table>
<thead>
<tr>
<th>Funding Entity</th>
<th>Program Recipient</th>
<th>Description</th>
<th>Amt Requested on Pending Grants</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMAP Tax Credits</td>
<td>MHCM</td>
<td>Tax credits to award donors 56% of their donation for the Mary’s House of Hope Transitional Housing project.</td>
<td>$200,000</td>
<td>Submitted September 4th</td>
</tr>
<tr>
<td>Franklin County Community Resource Board</td>
<td>CAC</td>
<td>Requested for the Family Advocate Position-$25,500 and for the Prevention Specialist $52,762.50. This is a 18 month grant cycle January 2020-June 2021.</td>
<td>$25,500 $52,762.50</td>
<td>Application submitted after Board Approval/Signature</td>
</tr>
<tr>
<td>Franklin County United Way</td>
<td>CAC</td>
<td>Currently working on the application for this funding.</td>
<td>Unknown</td>
<td>Due Oct 11th</td>
</tr>
<tr>
<td>United to End Bullying Grant</td>
<td>TWT</td>
<td>One – Time Funding</td>
<td>$3,000.00</td>
<td>Awarded – amount is still unknown</td>
</tr>
<tr>
<td>VOCA Grants – 2 year grants</td>
<td>ASP, CAC and NHHP</td>
<td>Two year grants. Will find out if awarded middle to end of September. A Safe Place and CAC are sustaining grants and the Mary’s House of Hope is a new grant to cover operational costs. If awarded the grants would start October 1, 2018 through September 30, 2021.</td>
<td>Amounts vary by program</td>
<td>Submitted – will find out later in September</td>
</tr>
</tbody>
</table>
g. Volunteers

In the month of August there was 196 volunteer hours. 58 hours were from the board and 108 from Tails with Tales. The volunteer hours for FY 2020 total 347 at this time.

<table>
<thead>
<tr>
<th>Location</th>
<th>JULY</th>
<th>AUG</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Safe Place</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>CAC</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>PSR</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Employees</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Board Members</td>
<td>84</td>
<td>58</td>
</tr>
<tr>
<td>Adult and C&amp;Y Div.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tails with Tales</td>
<td>55</td>
<td>108</td>
</tr>
<tr>
<td>Job Shadowing</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td><strong>TOTAL Hours:</strong></td>
<td><strong>151</strong></td>
<td><strong>196</strong></td>
</tr>
</tbody>
</table>

Sue Curfman asked Rachael Bersdale to update the Board on the Ballpark Night, there are additional tickets available if anyone is still interested. Sue Curfman stated that the Board Members all get 2 tickets.

9. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of August)

Jerry Rogers stated that everyone received the report via email and asked if there was any questions. Jerry Rogers asked how the progress of getting PC into Festus. Sue Curfman stated that the construction and a provider going out on FMLA. The new provider coming on will be working in Festus, the space is now ready and the hope is maybe in 90 days. This will provide a Friday day of service.

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

b. Nomination of Kim Harvey to Board

Jerry Rogers stated that there was slots on the corporate board and after Caron Daughtery left the board it was decided having someone from the college on the board was needed. Kim Harvey from Jefferson College has interviewed with Jerry Rogers, Kathy Ellis and Sue Curfman and is recommended for the COMTREA Board.
Kim Harvey stated that she is in her 16th year at the College and she is excited to join the board. Kim Harvey works with TWT and SL programs at the college and is very familiar with the services.

**Recommendations:** "I, Beth Diveley, move that the Board approve the nomination of Kim Harvey to the COMTREA Board effective September 9, 2019." Audrey Mitchell seconded the motion. The motion carried.

c. FY2019 Strategic Plan – 4th Quarter
Sue Curfman went over the final report of the FY2019 Strategic Plan, 100% of the action steps have been initiated, and the FY2020 is the 3rd year of the plan.

**Recommendations:** "I, Kathy Ellis, move that the Board approve the FY2019 Strategic Plan – 4 Quarter report as presented." Jane Sullivan seconded the motion. The motion carried.

<table>
<thead>
<tr>
<th>PILLAR</th>
<th>Q.1</th>
<th>Q.2</th>
<th>Q.3</th>
<th>Q.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># Indicators</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td># Action Steps</td>
<td>99</td>
<td>99</td>
<td>99</td>
<td>99</td>
</tr>
<tr>
<td># Action Steps Initiated</td>
<td>88</td>
<td>94</td>
<td>97</td>
<td>99</td>
</tr>
<tr>
<td>% Steps Initiated</td>
<td>89%</td>
<td>95%</td>
<td>98%</td>
<td>100%</td>
</tr>
</tbody>
</table>

d. Quarterly Risk Management Report
Amy Rhodes stated this report is to keep the board informed of the incidents and potential claims. There was 15 reports, of those they were reported in a timely fashion. Of those one was a serious reportable event, it was a med error and has been taken care of. There is one not on the report that will be discussed next month. There is a potential court case with the Flower shop.

**Recommendations:** "I, Beth Diveley, move that the Board approve the Quarterly Risk Management report as presented." Josh Isaacson seconded the motion. The motion carried.

Katy Murray stated that this manual is for one of the newest programs. This program involves finding a job and keeping a job, this new program will be part of the CARF review. Margo Pigg stated that this is going to be a wonderful service for our clients no matter what stage they are at.

f. Funding Proposals for Franklin County Community Resource Board
Sue Curfman stated that the application for funding requires board approval.
   i. Family Support Services
   ii. Sexual Abuse Prevention

Recommendations: “I, Beth Diveley, move that the Board approve the signing of applications for the CAC of Family Support Services and Sexual Abuse Prevention for the Franklin County Community Resource Board as presented.” Kathy Ellis seconded the motion. The motion carried.

g. Credentialing & Privileging
Kathy Ellis went over the report as shown below for August. 17 current staff were re-privileged and 2 new staff.

Current Staff Re-Privileged (during the month of August 2019)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker, Colton</td>
<td>Recovery Coach</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Beckett, Valerie</td>
<td>PSR Clinical QMHP</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Beffa, Susan</td>
<td>Dental Assistant - EFDA I</td>
<td>Oral Health</td>
</tr>
<tr>
<td>Budding, William</td>
<td>Counselor - ADA</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Burgett, Donald</td>
<td>CSS</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Campbell, Rod</td>
<td>AVP - Children &amp; Youth</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Gatwood, Robert</td>
<td>CSS</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Kelly, Amanda</td>
<td>Medical Assistant</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Lee, Richard</td>
<td>Counselor - ADA</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Nichols, Kelly</td>
<td>Nurse Practitioner</td>
<td>Primary Care</td>
</tr>
<tr>
<td>Pehle, Teresa</td>
<td>Nurse Care Manager - HCH</td>
<td>Primary Care</td>
</tr>
<tr>
<td>Sieffleisch, Paige</td>
<td>CSS</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Sturm, Laurie</td>
<td>PSR - Clinical QMHP</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Swaback, Megan</td>
<td>Community Mental Health Liaison</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Whitehead, Kelsey</td>
<td>School Liaison</td>
<td>Community Services</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Division</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Hudkins, Jena</td>
<td>Crisis Intervention Specialist</td>
<td>Behavioral Health</td>
</tr>
<tr>
<td>Starkey, Erin</td>
<td>Dental Assistant</td>
<td>Oral Health</td>
</tr>
</tbody>
</table>

**New Staff / Interns Requiring Privileging (during the month of August 2019)**

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

   **h. QIQA Monthly Report**

Katy Murray went over the Trauma Informed surveys for the clients and the staff, all the questions revolve around the 5 principals. For the client trauma informed 13 of the 24 questions have a trend line that has gone up. The report to the QIQA gave some areas that needed to be worked on around trust and collaboration. On the staff survey the performance reviews and flexibility was the highest areas in the survey. The state of Missouri will also do a state TI survey that goes out to all of BH in October, this will allow COMTREA to compare numbers.

Patty Vanek went over the clinical quality awards and the areas that are not currently met. When HRSA came they asked to prepare an analysis on diabetes and come up with a plan. There were 3 interventions presented that will be worked on over the next year. Patty Vanek went over the interventions Intervention 1 – Nurse Care Management Extension; Intervention 2 - Increase the amount of Dietician Referrals; Intervention 3 - Diabetes Depression Screening (NQF 005and the steps being taken, the full report was provided in the August Leadership Report.

**Recommendations:** “I, Beth Diveley 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. Subcommittees of the Board
i. Building and Grounds

Lisa Rothweiler stated that the construction container was delivered to the MHOH site. In about 2 weeks they will start working. The finalized plans were dropped off to the City of Pevely and the bid notice was placed in the paper. The tuck pointing at the Festus Building is in holding at this time.

ii. Fundraising & Capital Campaign

Kim Elbl spoke of the Supra Raffle that is ongoing, there was some tickets sold on Main Street on Saturday, there are several fundraisers coming up. There is a new event coming up for TWT called a dueling piano. The 5K is coming up and currently there are about 50 people signed up and there are many people signed up for the October Bingo the round sponsors are needed and raffle baskets. Kim Elbl has tickets for the Supra with her if anyone would like to purchase one. Kim Elbl went over the Supra raffle, the cost of the car and the tool the tickets should net money for MHOH. If not all 1500 tickets are sold it becomes a 50/50. Jerry Rogers brought up that some of the purchases on the website were from out of state, Mark Mertens asked regarding the tickets and selling them all. Kathy Ellis asked if it’s a conflict of interest for Board Member to purchase and it was stated no. This is really a third party fundraiser for COMTREA. Martha Maxwell asked where there is information on this, Kim Elbl stated that it has been on the radio and in the Leader and at events. Kim Elbl is open to any suggestions on getting the word out regarding the vehicle.

iii. MHOH Committee

Mark Mertens stated that fundraisers are being worked on, the community support has been well. Mark Mertens went over some of the events and asked that board members consider attending. If everything goes the way its planned there is about $64,000 more needed for the Mabee Grant.

b. Pending Discussion on split of COMTREA/JCCMHFB

Jerry Rogers informed the board that the JCCMHFB will meet after the COMTREA Board during that meeting there will be a discussion of splitting the boards.

11. Board Member Information

a. MPCA Annual Conference – Oct 10-11, 2019
Jerry Rogers went over, Jerry Rogers, Kathy Ellis and Beth McDaniel are signed up to go, there are 2 more spots available if anyone wants to attend. Board Members should reach out to Lisa Wigger to attend.

b. Resignation of Beth Diveley – Secretary role on Executive Board
Beth Diveley stated that she is resigning from the board, she is having some health issues and this was a hard decision however necessary at this time. Jerry Rogers spoke of missing Beth Diveley and how she helped in so many areas.

c. Board Recruitment
Jerry Rogers reminded everyone that new board members are still needed if anyone knows of any.

12. Old Business
Dennis Gannon asked that board members to think who in the community can serve on the MH Boards and how hard it is to find people that are willing to serve, this is important and Jerry Rogers stated that it takes devotion.

13. Next Scheduled Board Meeting
a. Monday, October 14, 2019

15. Adjournment
There was no further business to discuss.

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

☑ Minutes approved  
  Jerry Rogers  
  (Signature of Committee Chair)  
  10-14-19  
  (Date)