Board Meeting Minutes

Meeting Date 10/08/18 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Cliff Lane; Jane Sullivan; Elizabeth Diveley (Board Secretary) Mark Mertens; Dr. Steven Crawford; Audrey Mitchell; Martha Maxwell and Kelly Steffens

Not in Attendance: Beth McDaniel; Kyle Gowen (Co-Treasurer); John Lamping (Board Treasurer); Sylvia Daniels; Alicia Towery; Kathryn Ellis (Board Vice Chair); Dr. Josh Isaacson and Ken Waller.

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

Not in Attendance:

1. Meeting Open
The October 8, 2018 Board Meeting was called to order at 7:34 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, October 8, 2018 board meeting agenda was reviewed and no revisions were requested. 
Recommendations: "I, Mark Mertens, move that we approve the October 8, 2018 Agenda as presented." Beth Diveley seconded the motion. The motion carried.

4. Approval of September 10, 2018 Minutes
The September 10, 2018, board meeting minutes were reviewed with no revisions requested. 
Recommendations: “I, Beth Diveley, move that we approve the September 10, 2018 Board Meeting Minutes.” Jane Sullivan 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 7:35 am. During the closed session the Board discussed updates with real estate, legal matters and personnel. The Board returned to open session at 7:58 am.

6. Financial Review
The financial update for August 2018 was provided by Amy Rhodes with the absence of John Lamping and Kyle Gowen. In the August Financials the cash flow still remains tight at 30 days and AR is still 70 days out. There were some expenses with AC units at High Ridge and there was another one replaced in Festus last week. Other expenses included moving the MAP trailer. Medical expenses included supplies for MAT supplies and the drug panel cups, however they are 6 month supplies. Some of the grants are behind in billing since they are school based they will increase now since school is in full force. Jerry Rogers asked if there was any questions, there was none.
Recommendations: “I, Mark Mertens, move that the Board approve the financial report for the month of August 2018.” Audrey Mitchell seconded the motion. The motion carried.

7. COMTREA Program Highlight
The program highlight for October is Population Health, Patty Vanek, VP of Population Health presented. Patty Vanek spoke to the Board on what Population Health and the approach that it takes to improve the health of the whole population. Patty Vanek stated that with the program they identify who they are seeing and what chronic conditions and which ones are controlled or not controlled. The patients are broken down by high hospital users, healthy or other chronic. The clinician then focuses on the patients as a team approach. Patty Vanek went over the things are looked at by the payers and a survey is part of how an insurance company provides incentives to the clinicians. One of the biggest challenges is the patients assigned incorrectly which affects the score of COMTREA. There was two main things that are being done at COMTREA. Patients with chronic conditions are assigned a team, a report can be run on the patients. Jerry Rogers asked about the changes, Patty Vanek explained the team approach rather than the doctor and nurse. The number of patients that has changed was discussed and how that was approached in the past and now and having the Behavioral Health Consultant. Jerry Rogers asked if the payment is per a visit or by a patient. Sue Curfman stated that some are fee for service and others are not. There is a move for pay for performance and payment linked to quality outcome and avoiding emergency room visits. Dr. Crawford spoke of how physicians are getting paid and the non-compliant patients. Patty Vanek stated that one of the issues with this program is getting reports and data. There are improvements coming and Patty Vanek will be sitting in on further training while at the MPCA Annual Meeting later this month. Jerry Rogers thanked Patty Vanek for the presentation.

8. CEO’s Report
   a. Financial Focus Update
      Sue Curfman stated that a September update was provided in the board packet. BH will be added to the growth report in October.
      i. Financial Alignment Plan
      ii. Growth Report

   b. State Associations
      No updates at this time.
c. Divisional Updates
Sue Curfman provided the following updates by division.
  i. Behavioral Health/Psychiatry Updates
At the Fox and Dunklin locations BH will be started in this next quarter.
  ii. Primary Care Updates
Ashleigh McGrath will be going out on FMLA, there is a provider that will cover the leave.
  iii. Oral Health Updates
Performing well and the new dentists are ramped up.

d. HRSA
  i. PR Monthly Review
     1. Board Composition
Sue Curfman stated that the Board Composition is 100% in compliance.
  ii. Current % of Board Consumers
Sue Curfman stated that in November the % of Board Consumers will drop below the 51% compliance number. Board Members were encouraged to make an appointment with a provider.
  iii. NoA – SUD-MI – Grant Award of $304,250
Sue Curfman informed the board of the NoA on the SUD-MI being awarded.

e. Volunteers
Sue Curfman reported that TWT had the top volunteer hours for the month of September and the board can in second with 81 hours.

9. Action Items (Anything that requires a vote)
a. Leadership Council Reports (Month of September)
The September Leadership Reports were provided via email to all Board Members two weeks prior to the meeting.

Recommendations:  "I, Beth Diveley, move that we approve the September Leadership Reports." Jane Sullivan seconded the motion. The motion carried.

b. Approval of Budget Justification – Quality Supplement
There was additional HRSA funding given of $104,000 and a budget has to be submitted on how the funds will be used. Sue Curfman went over the budget with the Board.

**Recommendations:** "I, Mark Mertens, move that we approve the Quality Supplement Budget Justification as presented." Cliff Lane seconded the motion. The motion carried.

c. Approval for 109 Mill Street
During closed session the Board discussed continuing to rent 109 Mill Street for the purposes of relocating staff too, this will help alleviate some of the space issues.

**Recommendations:** "I, Mark Mertens, move that we approve the continuation of renting the site of 109 Mill Street." Cliff Lane seconded the motion. The motion carried.

d. Approval of PSA
The PSA was presented in the Board Packet and discussed during the closed session.

**Recommendations:** "I, Audrey Mitchell move that we approve the signing of the PSA after the feasibility study is completed and satisfactory." Dr. Crawford seconded the motion. The motion carried.

e. New Position Approvals
Sue Curfman stated that there is a temporary position covering the maternity coverage, there is an addition of PC services in Arnold and Dunklin with this forecasted need it would become a fulltime role.

i. Temporary to Fulltime APN for Maternity Coverage

**Recommendations:** "I, Mark Mertens move that we approve the temporary APN position for Maternity Coverage with inclusion of fulltime in January after the leave." Beth Diveley seconded the motion. The motion carried.

f. Policy Approvals
Donna Harris-Brekel stated that the policies below have more accountability and a trauma informed approach with some wording changes.

ii. Revision – Attendance Policy 10.2

**Recommendations:** "I, Beth Diveley, move that we approve the revisions to policy 10.1 Attendance Policy." Audrey Mitchell seconded the motion. The motion carried.
iii. Revision - Outside Employment Policy 6.12.1

Recommendations: "I, Mark Mertens, move that we approve the revisions to policy 6.12.1 Outside Employment." Cliff Lane seconded the motion. The motion carried.

iv. Revision – Code of Conduct 10.1.3

Recommendations: "I, Mark Mertens move that we approve the revisions to policy 10.1.3 Code of Conduct." Audrey Mitchell seconded the motion. The motion carried.

g. Credentialing & Privileg ing

Katy Murray gave the update with new staff and existing staff that need to privileged.

New Staff / Interns Requiring Privileg ing (during the month of September 2018)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Mitchell</td>
<td>Youth Therapist</td>
<td>BH</td>
</tr>
<tr>
<td>Claire Wroblewski</td>
<td>Case Manager - Therapist</td>
<td>BH</td>
</tr>
<tr>
<td>Colleen Weiser</td>
<td>Behavioral Health Medical Assistant</td>
<td>BH</td>
</tr>
<tr>
<td>Kristina Williams</td>
<td>Dental Assistant I</td>
<td>OH</td>
</tr>
<tr>
<td>Miranda Jones</td>
<td>Behavioral Health Medical Assistant</td>
<td>BH</td>
</tr>
</tbody>
</table>

Current Staff Re-Privileg ing (during the month of September 2018)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelica Miller</td>
<td>Dental Hygienist II</td>
<td>OH</td>
</tr>
<tr>
<td>Jhansi Vasireddy</td>
<td>Psychiatrist</td>
<td>BH</td>
</tr>
<tr>
<td>Rachel Beasley</td>
<td>Dental Patient Care Coordinator</td>
<td>OH</td>
</tr>
</tbody>
</table>

Recommendations: "I, Mark Mertens, move that we approve the September Credentialing and Privileg ing Report as presented." Beth Dively seconded the motion. The motion carried.

h. QIQA Monthly Report
Katy Murray stated that Beth McDaniel asked her to report in her absence. The monthly focus for the last meeting was BH. The CCBHC measures were reported on and with the new welcome center the entrance into COMTREA is about 2 days. In Primary Care there are two measures that still need to be improved on. There are over 100 measures being tracked at this time. Dr. Turner went over the MPCA measures.

Recommendations: "I, Audrey Mitchell, move that we approve the September QIQA Monthly Report as presented." Beth Diveley seconded the motion. The motion carried with one no vote from Mark Mertens.

10. Discussion Items (Informational; no action taken)
   a. Subcommittees of the Board
      i. Building and Grounds
         Jerry Rogers asked Lisa Rothweiler to update on Building and Grounds. Both Dunklin and Northwest areas are under frame. There is a delay with the network at Dunklin. Jerry Rogers asked for a timeline with B Building. Lisa Rothweiler stated that November 5th is the move date right now.
         j. Community Relations/Fundraising & Capital Campaign
            Kim Elbl stated that there was a $15,000 check from a $30,000 pledge that Faith Church made. There is some additional cost needed for infrastructure costs for building. There is a video with Becky Ruth featured and that was shown at the church yesterday. The Dead in Deadwood fundraiser is this Friday and tickets are still available. There is a fundraising calendar detailing all the upcoming events. Our Guidestar profile through United Way is now a Gold level.

11. Board Member Recruitment
Jerry Rogers stated that Board Members are still being looked at there are two individuals pending at this time.

12. Old Business
No old business to report.

13. Next Scheduled Board Meeting
a. Monday, November 12, 2018 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
(Signature of Committee Chair)  1/12/18
(Date)