Board Meeting Minutes

Meeting Date: 01/08/2018 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Kathryn Ellis (Board Vice Chair); Jane Sullivan; Mark Mertens; Cliff Lane; Kelly Steffens; Alicia Towery; Elizabeth Diveley (Board Secretary); John Lamping (Board Treasurer) and Kyle Gowen (Co-Treasurer)

Not in Attendance:
Audrey Mitchell; Dayle Burgdorf; Ken Waller; Dr. Steven Crawford; Martha Maxwell; Sylvia Daniels and Katherine Hardy-Senkel

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

Guests: Gabby Ayres, AVP, SNTP / CSTAR and Tony Sokolic, VP, Children and Youth Services

1. Meeting Open
   The January 8, 2018 Board Meeting was called to order at 7:35 am by Jerry Rogers, Board Chairman.

2. Mission Statement
   COMTREA's mission is to be an innovative, effective, and responsive comprehensive health center which exists to serve those in need; we believe that our clients are
entitled to the best professional care, in the most comfortable surroundings, at the most reasonable price possible. This we pledge to do.

3. Approval of Agenda
The January 8, 2018 board meeting agenda was reviewed and no revisions were requested.
Recommendations: "I, Mark Mertens, move that we approve the January 8, 2018 Agenda as presented." Cliff Lane seconded the motion. The motion carried.

4. Approval of December 11, 2017 Minutes
The December 11, 2017, board meeting minutes were reviewed with no suggestions for corrections or additions.
Recommendations: "I, Kathy Ellis, move that we approve the December 11, 2017 Board Meeting Minutes". John Lamping 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 7:38 am. At 7:48 am the Board returned to open session, during the closed session the board discussed the real estate owned on Highway 30 that has been for sale. The current pricing along with a lower pricing was discussed. There was no decisions made during the closed session.

The open session resumed at 8:54 with COMTREA leadership staff joining the board.

6. Financial Review
   a. Financial Performance
John Lamping updated the board regarding the cash on hand and how the Finance team is focusing on collecting on the receivables. The PPS payment methods has been a matter of discussion the past through months after talking to other COO's this concern over PPS payments is heavy among others too. John Lamping stated that more funds are being pulled down than previous years. Primary Care and Oral Health
are both down with the addition of Dr. Helton to Primary Care it is hoped things will pick up and Oral Health as vacancies are filled hopefully will improve. Areas of concern are continued to be monitored, overall COMTREA is doing well despite the concerns. The focus will be on cash on hand and increasing the reserves. Sue Curfman added that the CCBHC is a federal mandate that is not federally funded. Generally allocations run out towards the end of the fiscal year and so it will be interesting to see how those CCBHC come up. Jerry Rogers asked John Lamping to explain the line of credit. John Lamping stated that there was $600,000 pulled down from that credit, when mill tax is received hopefully by the end of January the amount will be paid off. Sue Curfman stated that the county owes $995,000 which typically comes in at the end of January. Mark Mertens asked if there are any major capital building projects coming up. Jerry Rogers stated that B Building is going to be addressed and will have expenses, potentially in phases so the building can be made safe.

Recommendations: “I, John Lamping, move that the Board approve the financial report for the month of November 2017.” Kyle Gowen seconded the motion. The motion carried.

7. CEO's Report
   a. Metrics Reporting
      Sue Curfman pointed out the revenue cycle dashboard.

   b. State and Federal Budget Updates
      Sue Curfman updated that funding has been extended through March 2018 for FQHC and chip funding. There are no updates for the BH coalition, there are many of the groups working together as one regarding this.

   c. FY Q2 Strategic Update
      Sue Curfman updated the board with the changes in the Strategic Plan for FY 2018 with the 10 big rocks. The Mission and Collaboration and Integration Pillars now have 100% of the action items have been initiated.

   d. United Way - Funding Award
Sue Curfman stated that the funding letter for United Way for just over $70,000 was received. There was no cuts, however there will be changes to how United Way funds agencies for next year, Sue Curfman will be attending an in service for that next week.

e. Divisional Updates

   1. Behavioral Health/Psychiatry Updates

Sue Curfman asked Margo Pigg to give an update on Open Access for Mental Health. Margo Pigg stated that there is a planning meeting today for Open Access this should be up and going at 109 Main by the end of the month. Susan Nuckols Treatment Program was discussed by Sue Curfman in the board packet there was a letter and the original MOU with the county. There have been several meetings regarding this program with the discussions around the declining census. The census is running at 7 and dips to 2 to 3 with only 40% coming from Jefferson County. COMTREA has done marketing and surveys. As the census declines the program has been harder to sustain and during the last year COMTREA has discussed terminating the program. COMTREA plans to give the county 90 days’ notice to end the program. Margo Pigg added that it is very hard to maintain residential treatment. Sue Curfman stated that most of the schools have outpatient services or programs for the students so they do not want to send students to the program. Jerry Rogers asked regarding the funding. Amy Rhodes stated that no children’s tax is used for the program because it is residential the program is paid by DMH. Margo Pigg added that the staff have done a fabulous job with the program but it has just been difficult to maintain census and the services need to be added to outpatient and supporting those clients through those services. Jerry Rogers asked how much COMTREA is losing on the program. Amy Rhodes stated that currently COMTREA has not lost any money on the program but it is only just covering its costs. Mark Mertens asked Margo Pigg if inpatient is better than outpatient for outcomes. Margo Pigg described situations of both having outcomes of good and bad. Gabby Ayres stated that one of the problems with residential is removing the kids from the home to give them coping skills and then sending them home is not always a great outcome. Gabby Ayres also brought up that surveys have stated that the services are needed but the census can’t seem to increase, despite going out and speaking to individuals regarding the services. Gabby Ayres stated that the staff has worked very hard over the past two years and the
residential program is not an easy area to work in. Margo Pigg stated that the issue is getting the individuals in the door and getting the referrals especially from Jefferson County. Jerry Rogers stated that the judges, JDO's and COMTREA have all gotten together to discuss this trying to make it viable. Sue Curfman stated that this year the program is losing $20,000 to date with the program not being at census and could those dollars could be served better in an outpatient status to serve more individuals. Kathy Ellis stated that when you are running with a low census there is not that enough diversity for the group counseling sessions. Mark Mertens stated that his concern is not having services available. Margo Pigg stated that when you close a program then an outpatient service needs to be evaluated and provided in a different way and setting. Sue Curfman stated that discussions have been had regarding a weekend intense program that might be more effective.

2. Primary Care Updates
New schedules went live January 2nd and this should help get Primary Care on track.

3. Oral Health Updates
Dr. Garland will resume the Director of Oral Health Care role in the middle of February.

f. HRSA

1. Expected response date on SAC Application
The SAC was submitted don’t anticipate any issues just waiting to hear if it is approved.

2. Program pending approval for in scope (Treatment Center)
Address correction change was needed to get the treatment center under scope.
Revision of Annual Program Requirement Review (launch March)
Due to the new survey manual the

3. % of Board Member Consumers
Today 56% of Board Members are utilizing FQHC services. There will be a push for board members to utilize one of the services since that number is dropping in February. Jerry Rogers stated this is not a onetime thing services need to be utilized every two years.
8. Action Items (Anything that requires a vote)
   a. Leadership Council Reports (Month of December)
   The December Leadership Reports to the board were emailed to the members. No
   additions or comments on the reports. Jerry Rogers mentioned to pay attention to the
   TwT articles in the leadership report.
   Recommendations: “I, Beth Diveley, move that the Board approve the December
   2017 Leadership Council Report.” Jane Sullivan seconded the motion. The motion
   carried.

   b. Approval of Lisa Rothweiler as new COO
   Sue Curfman stated that the board approved the reorganization changes in November
   2017, however for banking and HRSA purposes the Board will need to approve Lisa
   Rothweiler as the new COO.
   Recommendations: “I, Mark Mertens, move that the Board approve the approve Lisa
   Rothweiler in the new role of COO for COMTREA.” Beth Diveley seconded the motion.
   The motion carried.
c. Approval New Mission and Vision of COMTREA
Sue Curfman stated that in the staff surveys there was feedback that the mission statement was outdated. A workgroup along with staff voting created the new mission statement along with the vision statement and values.
Recommendations: "I, Mark Mertens, move that the Board approve the new mission and vision statement as presented." Kathy Ellis seconded the motion. The motion carried.

d. Highway 30 Property Vote
The Highway 30 property was discussed in closed session in regards to selling the eight acres at a reduced price. Mark Mertens asked if we could potentially look at other realtors for listing the property. Jerry Rogers is open to suggestions, however nothing along that stretch has sold. John Lamping stated that now that we are being more aggressive and if movement does not happen in 6 or 9 months consider changing the realtor. Jerry Rogers asked that the Board consider a new listing at the new price for 6 months. Beth Diveley asked how often we renew the listing and that if nothing happens in 6 months then consider a change. There was additional discussion regarding the amount of time leaving the property with the existing realtor.
Recommendations: "I, John Lamping, move that the Board approve the reduced price with a 6 month listing with the existing realtor." Cliff Lane seconded the motion. The motion carried.

e. SNTP Contract
Jerry Rogers stated that there was discussion on SNTP earlier in the meeting. The request was made to terminate the program with a termination letter for the county presented to the County. Jerry Rogers asked if there was any questions. There was no questions. Sue Curfman asked that the closing not be spoke about outside of the board meeting until details can be discussed with the county.
Recommendations: "I, Kathy Ellis, move that the Board approve the closing of the SNTP program." Jane Sullivan seconded the motion. The motion carried with Mark Mertens opposing the vote.
f. Nomination of Elizabeth McDaniel to COMTREA Board
Jerry Rogers spoke of Vicky James whom who resigned last month. Elizabeth McDaniel (Beth) was interviewed by Jerry Rogers and Sue Curfman as few weeks ago. Jerry Rogers went over Beth McDaniel’s education and her husband is a deputy in the county. Sue Curfman stated that Beth McDaniel is looking to serve on a board that gives back to the community.
Recommendations: “I, Kelley Steffens, move that the Board approve the nomination of Elizabeth McDaniel to the COMTREA Board.” Jane Sullivan seconded the motion. The motion carried.

g. Policy Additions and Changes
Katy Murray updated the board on policy addition and changes.
   1. Human Resources Policies
Employee Handbook 10.6 Professional Boundaries policy was updated with a new title and the policy was revised to be more trauma informed.
Recommendations: “I, Beth Diveley, move that the Board approve the revision of Employee Handbook 10.6 Professional Boundaries policy.” Cliff Lane seconded the motion. The motion carried.
   2. BH Adult Program Policy
The Outpatient Client Rights and Responsibilities refers to the adult program and changes were made to this policy to make it more trauma informed.
Recommendations: “I, Kathy Ellis, move that the Board approve the revision of BH Outpatient Client Rights and Responsibilities policy.” Jane Sullivan seconded the motion. The motion carried.

h. Credentialing & Privileging
Kathy Ellis went over the new staff requiring credentialing and privileging for the month as shown below and existing staff.
Recommendations: “I, Kathy Ellis, move that the Board approve the December Credentialing & Privileging report as presented.” Mark Mertens seconded the motion. The motion carried.
New Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelby Pascoe</td>
<td>ADA Counselor</td>
<td>BH</td>
</tr>
<tr>
<td>Rachel Morel</td>
<td>Contract Psychiatrist</td>
<td>BH</td>
</tr>
<tr>
<td>Amy Reese</td>
<td>Medical Assistant</td>
<td>PC</td>
</tr>
<tr>
<td>Gina Staley</td>
<td>Community Support Specialist</td>
<td>BH</td>
</tr>
<tr>
<td>Rhonda Owen</td>
<td>Community Case Manager</td>
<td>BH</td>
</tr>
<tr>
<td>Audrey Greaves</td>
<td>Dentist</td>
<td>OH</td>
</tr>
</tbody>
</table>

Current Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Rapisardo</td>
<td>Community Case Manager</td>
<td>BH</td>
</tr>
<tr>
<td>Ashley Whitley</td>
<td>Nurse Practitioner</td>
<td>PC/BH</td>
</tr>
<tr>
<td>Kimber Manning</td>
<td>Community Support Specialist</td>
<td>BH</td>
</tr>
</tbody>
</table>

i. **QIQA Monthly Report**

Dr. Turner provided an update to the board stating that most of the measures are being met and those that were not are improving. Dr. Turner was just notified that MPCA has lowered the target goal on a few measures which will help COMTREA to meet especially the A1c.

**Recommendations:** “I, Mark Mertens, move that the Board approve the December QIQA Report.” John Lamping seconded the motion. The motion carried.

9. **Discussion (Informational)**

a. **Building and Grounds**

Lisa Rothweiler reported that the 109 Mill location for Open Access is just about finished and B Building will have a phase approach to start repairs. TracyWiecking is working on getting bids and ideas for the phases to put out to bid. Jerry Rogers stated that the other issue is the Northwest Office and the reception area that is small
with the exit and entrance in the same spot. The building needs to be renovated and additional space added to add a separate exit for staff. Cliff Lane asked how much remodeling will need to be done at each floor to allow the elevator. Sue Curfman stated that will be part of the phases proposal.

b. Community Relations/Fundraising & Capital Campaign
Kim Elbl reported that the capital campaign is in full swing, the employee support campaign ended up with just under $10,000. COMTREA was notified that the NAP grant was awarded, there will be a PR package that will be provided after the quiet period. Kim Elbl stated $215,000 has been pledged to the campaign so far. John Lamping asked regarding the target number. Kim Elbl stated $750,000 is the target number. Mark Mertens gave information regarding the tax credits that the NAP grant could offer business owners it is only for Missouri based businesses. Sue Curfman stated that Faith Community is doing videos they filmed Sue Curfman last week and will be filming Becky Ruth this week. Jerry Rogers stated to keep in mind domestic abuse goes on every day and that needs to be remembered for the goal. Sue Curfman stated that the stats have increased. Kim Elbl stated that if a board member is planning to attend to send in a response or if considering a sponsorship.

c. Patient Advisory Council
Margo Pigg stated that information will be presented to the board on a quarterly basis this group has attendees from BH and PC that are patients. CCBHC requires this and it allows patients to give feedback directly to the board. One item that is needed is transitional age youth programming and Margo stated that is being worked on for the next year. Margo Pigg also stated that clients want to know why a doctor is recommending a certain medication or an increase or decrease. There is staff with these clients to help with this communication. The doctors have been asked to listen and make sure the clients are being listened to. The last item is the collaboration that clients want to see between the divisions. The clients will also see policies that affect them and provide feedback. Margo Pigg asked if the board had any questions or points of interest that need to be taken back to the clients. Jerry Rogers asked what percentage participate in and Dana Silverblatt stated under 12%.
d. Board Member Recruitment
Sue Curfman updated on how Alicia Towery's role has changed with the MOU that JCPDC now has with the Health Department. Jerry Rogers thanked the board for approving Beth McDaniel. Sue Curfman stated that Stan Stratton transitioned off the board and Dr. Josh Isaacson is interested however the county council has to appoint the individual. Beth Diveley and Lisa Wigger sent an email to Renee Rueter to request that this be on the agenda for the next council meeting.

10. Old Business
As of January 1st the RFP for JCCMHFB was released. Beth Diveley gave an update of how the JCCMHFB decided to fund services up to $200,000. There are no inquiries yet. There was discussion to do an article in the leader regarding the RFP.

11. Next Scheduled Board Meeting
Monday, February 12, 2018

12. 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.

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: 2/12/2018   Time: 7:30 am   Location: Arnold Suburban Office

☐ Minutes approved ____________________________  2/12/18
(Signature of Committee Chair)  (Date)