Board Meeting Minutes

Meeting Date: 03/12/2018  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); Kyle Gowen (Co-Treasurer); Beth McDaniel; Dr. Josh Isaacson; Martha Maxwell; Jane Sullivan; Katherine Hardy-Senkel; Ken Waller and Sylvia Daniels

Not in Attendance:
Dayle Burgdorf; Audrey Mitchell and Dr. Steven Crawford;

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); Dr. Kevin Turner (Medical Services Director); Dr. Courtney Garland (Asst Dir of Oral Health); Tony Sokolic (VP – BH Youth Services), Rachael Bersdale (VP – BH Adult Services) and Gabby Ayes (AVP – Youth CSTAR)

1. Meeting Open
The March 12, 2018 Board Meeting was called to order at 7:40 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 March 12, 2018 board meeting agenda was reviewed and no revisions were requested.
Recommendations: "I, Mark Mertens, move that we approve the March 12, 2018 Agenda as presented." Cliff Lane seconded the motion. The motion carried.

4. Approval of February 12, 2018 Minutes
The February 12, 2018, board meeting minutes were reviewed with no suggestions for corrections or additions.
Recommendations: "I, Beth Diveley, move that we approve the February 12, 2018 Board Meeting Minutes". Kathy Ellis 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 7:41am. During the closed session the Board spoke of the status of the property search committee, locations to consider looking at in Festus. In addition there was discussion regarding the COMTREA board and legal questions regarding the JCCMHFB. The Board recommended and voted to contact the owners of the Wee Care Facility regarding the property and changed the agenda to include a Legal discussion for litigation concerns.

The open session resumed at 8:20 am with COMTREA leadership staff joining the board.

6. Financial Performance
John Lamping provided an update on financials. Cash on hand is over $1M still lagging from where ideally would like to be. The CCBHC side the revenues do exceed the budget, expenses are in line, on the FQHC Primary Care has improved by 27% and the improvements seen does not include the changes in Open Access. Oral Health is still behind budget there are 5 new dentists coming on board between now and July and one will be a pediatric dentist. Moving in to next year Dental will continue to improve. The line of credit was paid in full. Mark Mertens asked why Medicaid was down extensively. Amy Rhodes was not in the meeting to answer this question.
Recommendations: “I, Mark Mertens, move that the Board approve the financial report for the month of January 2018.” John Lamping seconded the motion. The motion carried.

7. CEO’s Report
   a. Metrics Reporting
      i. Revenue Cycle Dashboard
Sue Curfman reported the following that the revenue cycle is doing well the days in the AR have dropped.

   b. State and Federal Budget Updates
Sue Curfman provided an update on the state and federal budget. Sue Curfman stated there was nothing going on with Federal. Sue Curfman will be in DC this week, the state was covered in the CEO update that was sent out on Friday.

   c. Media/Marketing Update
      i. Opioid 2018 Conference
Sue Curfman attended the Opioid 2018 conference on March 2, 2018.

      ii. United Way – Black Out
Sue Curfman informed the board that United Way is making changes and the blackout period will be eliminated and fundraising will be allowed with the exception of a few rules that United Way will communicate soon.

   d. Divisional Updates
      i. Behavioral Health/Psychiatry Updates
Sue Curfman reported that open access is full and driving a lot of growth for BH.

      ii. Primary Care Updates
Open Access and Focus clinics have been added to Primary Care. There was a HRSA grant that allowed COMTREA to contract with Qualis. During the site visit, COMTREA was told all metrics are at or above the national.

      iii. Oral Health Updates
The transition of Oral Directors is in process and additional dentists have been hired and will start between now and July 1, 2018.
e. Survey Responses
   i. Patient Satisfaction Survey
   The Patient Satisfaction Survey was presented, Sue Curfman stated that COMTREA has gone up in every area.
   ii. Staff Satisfaction Survey
   The staff survey was completed and 63% of the indicators were above the national norm.

f. HRSA
   i. Pending Items
      1. SAC Application
      Sue Curfman stated that COMTREA is still awaiting notification regarding the SAC.
      2. Hillsbورو Treatment Center
      Sue Curfman informed the board that the change in scope for Hillsbورو Treatment Center needs to be submitted by the March 18th deadline, the new MOU was just signed.

      Ken Waller also spoke about the county detention center and space available or if something comes up that space could be utilized.

   ii. % of Board Member Consumers
      Sue Curfman stated that the % of board member consumers has dropped under the HRSA requirements, we will be reaching out to members to get back in compliance.

g. Volunteers
   Sue Curfman pointed out the February 2018 volunteer report, Board Members completed 45 volunteer hours in the month of February.

8. Action Items (Anything that requires a vote)
a. Leadership Council Reports (Month of February)
   The February Leadership Reports were emailed to the Board on March 2, 2018 for review.
   Recommendations: “I, Kelly Steffens, move that the Board approve the February 2018 Leadership Council Report.” Kathy Hardy-Senkel seconded the motion. The motion carried.
b. New Position Approvals
Sue Curfman stated the need for office associates. The Northwest office never had a staff position backfilled and a Nurse Practitioner is starting and in Festus there is a need for additional support to help with the response to open access.

i. Office Associate 1.0 FTE – Northwest

**Recommendations:** “I, Mark Mertens, move that the Board approve the unbudgeted 1.0 FTE Office Associate position for the Northwest office.” Kyle Gowen seconded the motion. The motion carried.

ii. Office Associate(s) 1.5 FTE – Behavioral Health Open Access

**Recommendations:** “I, Mark Mertens, move that the Board approve the unbudgeted 1.5 FTE Office Associate positions for the Open Access office.” Kyle Gowen seconded the motion. The motion carried.

c. Policy Additions and Changes
Amy Rhodes stated that this policy will be for services over $500 and will be used primarily in dental to allow for payment plans or a discount if a bill is paid in full.

**Recommendations:** “I, Mark Mertens, move that the Board approve the revised G6.4 Financial Operations 9. Billing/Fee Collection – Financial Assistance Policy as presented.” Kathy Hardy-Senkel seconded the motion. The motion carried.

d. Credentialing & Privileging
Kathy Ellis stated that 5 new staff and 5 current staff were credentialled. Jerry Rogers stated that the reason that Kathy Ellis gives the report is because she attends the committee meetings.

New Staff / Interns Requiring Privileging (during the month of February 2018)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
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<tbody>
<tr>
<td>Amy Hall</td>
<td>Child &amp; Youth Therapist</td>
<td>BH</td>
</tr>
<tr>
<td>Maria Bitzer</td>
<td>Psychiatric Mental Health Nurse Practitioner</td>
<td>BH</td>
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</table>
Pamela Weaver  Open Access Assessor  BH
Carrie Porter  Family Support Provider  BH
Kayla Tuck-Bragg  Dental Assistant  OH

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Courtney Garland</td>
<td>Vice President of Oral Health Clinics</td>
<td>OH</td>
</tr>
<tr>
<td>Tim Fasnacht</td>
<td>Community Case Manager</td>
<td>BH</td>
</tr>
<tr>
<td>Melissa Craig</td>
<td>ADA Counselor</td>
<td>BH</td>
</tr>
<tr>
<td>Gary Gendron</td>
<td>DMH Case Manager</td>
<td>BH</td>
</tr>
<tr>
<td>Erika Shanks</td>
<td>Medical Assistant</td>
<td>PC</td>
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Recommendations: “I, Kathy Ellis, move that the Board approve the February Credentialing & Privileging report as presented.” Beth Dively seconded the motion. The motion carried.

e. QIQA Monthly Report
Dr. Turner reported that last month the focus was on Finance, HR and Primary Care there was a PDSA with dropping claims and ACO networking and reducing the costs. The MPCA quality measures were shown COMTREA has met 7 of the 9 the two that are not met and focus clinics have been developed for those. Jerry Rogers asked regarding the two unmet. Dr. Turner stated that it is hard to reach those goals. Mark Mertens asked regarding Prescription Drug monitoring. Sue Curfman stated that any clients on opioids must be on a plan and sign a contract. Mark Mertens mentioned maybe the # of prescriptions prescribed should be on the Quality Report also. Alicia Towery stated there is also a mass registration for PDMP for any providers that are not signed up.
Recommendations: “I, Kathy Ellis, move that the Board approve the February QIQA report as presented.” Mark Mertens seconded the motion. The motion carried.

9. Discussion Items (Informational; no action taken)
a. Subcommittees of the Board
i. Building and Grounds
Bids are in for the Northwest project and the expansion for safety reasons. B Building there are continued preparations to get a cost estimate to make the building more ADA accessible and for continued usage of the building. Sue Curfman stated that at Dunklin there are discussion on the rooms and there will be a meeting with their board and then the plan is to open for the new school year.

ii. Community Relations/Fundraising & Capital Campaign
Kim Elbl stated she is developing a list of businesses to work with regarding NAP credits that need to be utilized. There is now a commercial and Kim Elbl will be on the radio this morning to discuss. On March 24th Mary’s House of Hope Trivia night will be at the Festus Elks and there are still a few tables still left. On April 21st the Mission Pawsable and CAC dance. Then April 26th Take back the night will occur at Jefferson College.

10. Board Member Recruitment
Jerry Rogers stated that we are always looking for new individuals. Ken Waller stated that he would like to submit Jane Sullivan for the JCCMHFB.

11. Old Business
There was no discussion.

12. Presentation
Jerry Rogers introduced Mark Stringer, Director, Missouri Department of Mental Health and Nora Bock, MS, LPC, Director of Adult Community Treatment, Division of Behavioral Health for presenting to the board. Margo Pigg gave an overview of the two guests and asked them to present on the direction of the Opioid Epidemic, suicide and other issues with open conversation with the board. Mark Stringer gave an overview of some of the items going on at the state level. Nora Bock spoke regarding the focus of DMH and the integration focus they are working on. Jerry Rogers asked if there was any plans for the state to give any additional funding for domestic abuse. Mark Stringer stated other than VOCA there is not and he did not see any future funding in that area. Kathy Ellis asked if abuse was declared an epidemic would we see funds. Mark Stringer stated that if it gets considered a public health emergency that funding might occur.
13. Next Scheduled Board Meeting
   a. Monday, April 9, 2018

14. 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: 04/09/2018  Time: 7:30 am  Location: Arnold Suburban Office

☐ Minutes approved  [Signature of Committee Chair]  4-9-18