1. Meeting Open
The June 17, 2019 Board Meeting was called to order at 7:37 am by Jerry Rogers, Board Chairman with a quorum of members present.

2. Approval of Agenda
The June 17, 2019 board meeting agenda was reviewed and no revisions were requested. Recommendations: "I, Mark Mertens, move that we approve the June 17, 2019 Agenda as presented." Cliff Lane seconded the motion. The motion carried.

3. Approval of May 13, 2019 Minutes
The May 13, 2019, board meeting minutes were reviewed with no revisions requested.
Recommendations: “I, Cliff Lane, move that we approve the May 13, 2019 Board Meeting Minutes.” Kathy Ellis 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

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. June Program Highlight – No highlight due to annual meeting

7. Financial Review

The financial update for April 2019 was provided by John Lamping. Overall the month of April was positive, cash on hand is still a little light and the AR is still a little higher but there are action steps that continue. Overall for April there was a profit. Each month challenges are discussed and organization is doing well. Amy Rhodes stated that with expenses it was a quiet month and with June the cost report amounts will come in. There were three payrolls in the month of May and the LOC was not needed. John Lamping stated the LOC is still being paid on and it was a good month.

Recommendations: “I, John Lamping, move that the Board approve the financial report for the month of April 2019.” Mark Mertens seconded the motion. The motion carried.

8. CEO’s Report

Sue Curfman stated that last Thursday a lot of the stakeholder survey was reviewed and there was a lot of positive. Sue Curfman spoke of a recent donation that a community member made and the contact for MHOH donor.

a. What are our clients saying?
b. Financial Focus Update
   i. Growth Report
   The growth reports were reviewed with the board by Sue Curfman and the % of productivity each division was operating at. Sue Curfman stated that with PC 70% of no shows are with hospital follow ups and there is work with additional communications and contacts to help ensure that they come in. The other issue continues to be transportation. As the next strategic plans are discussed the transportation issue will be looked at. Dr. Crawford asked regarding the no show rate for hospitals and stated that is what his runs to for the hospital follow ups. Jerry Rogers stated that some no shows work out for open access. Sue Curfman stated that more around an urgent care model. Dennis Gannon stated that he met with the director of Bistate and expressed the concerns and around August they would like to have a roundtable with organizations that are affected by this problem.
   c. Federal/State Associations
   Sue Curfman stated that there is not a lot to report, legislative session has entered, National Health Care Center will be in August a video is being developed.
   d. Divisional Updates
   There are more BH hours for psych coming to the SBHC and in PC, Christian Hayes whom just took over a clinical services role with a nursing degree and is transitioning to this. In Oral Health there are two new dentists that start July 15th. Sue Curfman stated that COMTREA is a training ground for dental. HPSA scores were also shared with the board via email on Friday, both dental and PC had changed scores. This shows the shortage in professionals in the area.
      i. Behavioral Health/Psychiatry Updates
      ii. Primary Care Updates
      iii. Oral Health Updates
   e. HRSA
   The monthly program was looked at the OSV dates were shown, the current board consumer rate is 50% however it should come in compliance.
      i. OSV Preparations – July 23-25, 2019
      ii. PR Monthly Review – Budget
      iii. Current % of Board Consumers
f. Monthly Grant Update

No new updates.

g. Volunteers

The largest group was with children and youth for the month and TWT is leading for the year.

9. Annual Presentation Approval (Annually requires a vote)

a. Approval of FY 2020 Budget

Amy Rhodes stated that a lot was discussed during the session on Thursday this is a $32M budget, the revenue was reviewed. DMH is about 34% of the revenue based that is a significant decrease. There is no expansion in the budget, there are only 5 new staff members included in the budget. The largest expense in the budget is the prescriptions that are assisted with. Personnel expenses are about 75% of the budget.

Margo Pigg stated that with the medication cost is being worked on with a formulary that a team is working on so those dollars can go as far as possible.

Capital Expenditures in the budget include a maintenance shed at the ASP location for storing equipment. There is also a budget for painting the building on Main Street and the parking lots at Arnold and High Ridge. In addition Enterprise Leasing has been looked at for replacing vehicles since the cost to purchase would be significant. There are expenses for updating IT and a few cosmetic items at the buildings.

The cash for the fiscal year 2020 was reviewed and if everything goes as planned then an increase of over $1M may be attainable. Jerry Rogers asked if there is anything on the horizon that has not been discussed. Amy Rhodes stated that she does not expect anything and some emergency expenses were planned within the budget. Sue Curfman stated that the B Building is beautiful and there was discussion on planning the August Board Meeting in Festus to let members see the buildings.

The MHOH Budget was separated and so presented on its own. This budget will be to finish the project. Amy Rhodes went over the grants that they have and what needs to be addressed. Jerry Rogers asked how close the Mabee Loan was, Kim Elbl stated that they are about $200,000 and there have been a few tax changes so organizations are not taking advantage of the credits. Jerry Rogers asked if the Mabee is all or nothing. Kim Elbl stated yes it is all or nothing. Jerry Rogers asked if in-kind donations can count. Kim Elbl stated that a few more community partners are needed.
Recommendations: “I, Mark Mertens, move that the Board approve the FY2020 Budget for COMTREA and MHOH as presented.” Kathy Ellis seconded the motion. The motion carried.

b. Approval of FY 2020 Strategic Plan
Sue Curfman stated that the review of the plan was completed last Thursday, she reviewed the plan and priorities of COMTREA.
Recommendations: “I, John Lamping, move that the Board approve the FY2020 Strategic Plan as presented.” Mark Mertens seconded the motion. The motion carried.

c. Annual Approval of 3 yr plan (2018-2020) with the FY 2020 updates
Recommendations: “I, John Lamping, move that the Board approve the Approval of 3 yr plan (2018-2020) with the FY 2020 updates.” Kathy Ellis seconded the motion. The motion carried.

d. Annual Approval of Governance, Service & Special Project Manuals

Recommendations: “I, Mark Mertens, move that the Board approve the Service/Program Manuals  S2 Mental Health Manual - Youth and Children Services, S3 CPRC Adult Psychosocial Rehab Program, S3 CPR-Jr Psychosocial Psychiatric Rehab Services Manual, S4 Safe Access-Exchange Program, S5 CPRC Adult Out Pt Case Management, S5 Youth Targeted Case Management Manual Case Management Services, S6 CSTAR Adolescent

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

   **Recommendations:** “I, John Lamping, move that the Board approve the May Leadership Council Report.” Audrey Mitchell seconded the motion. The motion carried.

   b. Approval of Finance Manual

   Amy Rhodes stated that after attending some HRSA conferences it was found that it needed to be updated with their changed requirements. The manual has a new cash policy and for operating reserves. There is a timeline and update on the billing process. The expense reimbursement policy was updated and also has guidelines and limits. A highlight of changes included in the rewritten manual are provided below:

   - Cash Management Policy – NEW (Expanded from a simple paragraph in old manual)
   - Operating Reserves – NEW – places guidelines on COMTREA Board & Staff of maintaining a healthy cash reserves
   - Billing and Collections – Expanded to include HRSA guidelines in regards to collections, also allows the utilization of Collection Agencies and Financial Assistance for Individuals Served
   - Purchasing Policy – Expanded to include tighter guidelines in alignment with HRSA guidelines for purchasing using federal funds. Expansion/definition of Approval levels and authorization to purchase
   - Expense Reimbursement Policy – NEW – guidelines to reimburse employees for business travel and misc expenses. – Does include guidelines and amounts for Board travel.
   - Timekeeping Policy - NEW – includes updated Time and Effort Reporting guidelines
➢ Grant Reporting Policy – NEW – establishes guidelines for tracking and reporting all HRSA (or other granting sources) revenues and expenditures.

Recommendations: “I, Beth McDaniels, move that the Board approve the Finance Manual as presented.” Audrey Mitchell seconded the motion. The motion carried.

c. Approval of Hours of Operation
Sue Curfman went over the expansion hours at the clinics.
Recommendations: “I, Mark Mertens, move that the Board approve the revised hours of operation.” Kathy Ellis seconded the motion. The motion carried.

d. Bridle Ridge
Jerry Rogers stated that a resolution was being sought. The LOI is for $990,000 it is unknown if this will cover the costs. Sue Curfman would like an approval from the board. Mark Mertens asked that the bid up to $990,000 cover all expenses, notes, removal of structure, relator. Sue Curfman stated that she thinks that will be stretched. Mark Mertens stated that removal of the pole barn. There was discussion on that there be no out of pocket expenses for COMTREA. There was discussion on what could be spent above the sale amount. There is currently $130,000 to spend for the expenses after the note is paid with the $990,000 Jerry Rogers asked that the $990,000 sale and then if there are additional expenses the approval will be done via board phone call.
Recommendations: “I, Mark Mertens, move that the Board approve the creation of a resolution of the board and allow Sue Curfman to accept a bid on the Bridle Ridge property of no less than the $990,000 with it covering all expenses related covering.” Beth McDaniels seconded the motion. The motion carried.

e. CHNA Approval
This was sent out to all Board Members via email. Jerry Rogers brought up that there was only 89 people at the listening sessions but the top priorities were the same as the organization.
Recommendations: “I, Mark Mertens, move that the Board approve CHNA as presented.” Alicia Towery seconded the motion. The motion carried.
f. Annual Staff Survey
Sue Curfman stated that in January the staff survey was completed, this was outsourced, the report was provided to the board and the strengths are around mission. Sue Curfman stated that there was a few declines but that happens with change.

Recommendations: "I, Audrey Mitchell, move that the Board approve the Annual Staff Satisfaction Report as presented." Kathy Ellis seconded the motion. The motion carried.

g. Quarterly Patient Satisfaction Survey Results
The Patient Satisfaction survey was presented, the percentages were excellent even with a slight drop in areas, and the comments were provided in the board packets and are positive.

Recommendations: "I, Kathy Ellis, move that the Board approve the Qtrly Patient Survey Council Report." Audrey Mitchell seconded the motion. The motion carried.

h. Approval of Dennis Gannon – Board Member
Sue Curfman stated that Dennis Gannon is on the board by virtue this needed to be approved.

Recommendations: "I, Mark Mertens, move that the Board approve Dennis Gannon as a board member with the effective date of January 1, 2019." Cliff Lane seconded the motion. The motion carried.

i. Credentialing & Privileging
Kathy Ellis stated that the month of June brought in a lot of staff to be credentialed again. The report of individuals is provided below.

New Staff / Interns Requiring Privileging
(During the month of May 2019)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stafko-Douglass, Micki</td>
<td>Dental Hygienist II</td>
<td>Oral Health</td>
<td>Full time</td>
</tr>
<tr>
<td><strong>INTERNS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perkins, Timothy</td>
<td>Nurse Practitioner</td>
<td>Primary Care</td>
<td>Part time</td>
</tr>
</tbody>
</table>
## Current Staff Re-Privileged

(During the month of May 2019)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>McKay, Linda</td>
<td>CSS - Evaluation Crisis Intervention Specialist</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Maley, Natalie</td>
<td>CSS - Dental Assistant</td>
<td>BH</td>
<td>Part time</td>
</tr>
<tr>
<td>Manhart, Megan</td>
<td>CSS - Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Manzini-Pace, Lisa</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Part time</td>
</tr>
<tr>
<td>Morganfield, Lawrence</td>
<td>Lead Dental Assistant</td>
<td>OH</td>
<td>Full time</td>
</tr>
<tr>
<td>Novotny, Marcia</td>
<td>CSS - Dental Assistant - PC</td>
<td>PC</td>
<td>Full time</td>
</tr>
<tr>
<td>Pennycook, Elizabeth</td>
<td>Dental Assistant I</td>
<td>OH</td>
<td>Full time</td>
</tr>
<tr>
<td>Phillips, Rita</td>
<td>CSS - Coordinator - CSTAR Assessment</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Pope, Derek</td>
<td>Medical Assistant - PC</td>
<td>PC</td>
<td>Full time</td>
</tr>
<tr>
<td>Prendergast, Katie</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Reaves, Elaine</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Roig, Benjamin</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Rudolph, Rebecca</td>
<td>Dental Assistant I</td>
<td>OH</td>
<td>Full time</td>
</tr>
<tr>
<td>Rushing, Tony</td>
<td>Counseling - Children &amp; Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Sokolic, Anthony</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Thompson, Chen</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Trucman, Ashley</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Vitale, Megan</td>
<td>Therapist - Children &amp; Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Whitley, Ashley</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayers, Brenna</td>
<td>Dental Assistant I</td>
<td>OH</td>
<td>Full time</td>
</tr>
<tr>
<td>Bailey, Glenna</td>
<td>CSS - Dental Hygienist</td>
<td>OH</td>
<td>Full time</td>
</tr>
<tr>
<td>Barry, Daniel</td>
<td>Counselor - CSTAR Adolescent</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Blanken, Renee</td>
<td>Lead Dental Hygienist</td>
<td>OH</td>
<td>Full time</td>
</tr>
<tr>
<td>Blattel, Ellen</td>
<td>Dental II</td>
<td>OH</td>
<td>Full time</td>
</tr>
<tr>
<td>Briesacher, Rachel</td>
<td>School Liaison</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Cissell, Kelly</td>
<td>School Liaison</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>D'Angelo, Miranda</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Dade, Mike</td>
<td>CSS - Lead Dental Assistant</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Dulaney, Kerri</td>
<td>CSS - Counseling - Children &amp; Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Eschman, Rebecca</td>
<td>School Liaison</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>G'Sell, Tonja</td>
<td>Medical Assistant</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Hardin, Cathleen</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Haynes, Donald</td>
<td>Therapist - Children &amp; Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Heizer, Jennifer</td>
<td>Therapist - Counselor - ADA</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Hutson, Hutson</td>
<td>Therapist - Children &amp; Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Justus, Patricia</td>
<td>Therapist - Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Theresa Kerpenen</td>
<td>Therapist II - NCAT</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Kid, Kevin</td>
<td>Therapist - Children &amp; Youth</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>Lofranc, Lauren</td>
<td>Therapist - Counselor - ADA</td>
<td>BH</td>
<td>Full time</td>
</tr>
<tr>
<td>McComish, Stacy</td>
<td>Therapist - CCM Health</td>
<td>BH</td>
<td>Full time</td>
</tr>
</tbody>
</table>

**Recommendations:** “I, Kathy Ellis, move that the Board approve the May Credentialing and Privileging Report as presented.” Mark Mertens seconded the motion. The motion carried.
j. QIQA Monthly Report
Beth McDaniel gave the QIQA report. PC provided drills and daily huddle forms with the focus, best practice meetings have started and the drug formulary. The LAMP contract was renewed and many of the forms are being translated into Spanish and there are suggestion boxes in each location and Beth McDaniel encouraged everyone to utilize the services. Patty Vanek stated that the same trend is continuing with the MPCA quality awards. Patty Vanek spoke of the eye testing (digital eye exams), the point of care testing (Hemoglobin A1Cs) along with the mammogram van that is helping patients with accessing care and reducing cost. Patty Vanek went over some of the percentages and how we compare to some of the centers throughout the state. Sue Curfman stated that COMTREA is still at gold for quality. Mark Mertens asked if vapping is including in smoking and Patty Vanek stated at this time that is not. Patty Vanek reviewed the HRSA quality measures, the general trend is an increase with everything.

Recommendations: "I, Beth McDaniel, move that the Board approve the QIQA Report as presented." Martha Maxwell seconded the motion. The motion carried.

11. Discussion Items (Informational; no action taken)
   a. Subcommittees of the Board
      i. Building and Grounds
Lisa Rothweiler updated that the 3rd floor carpeting is completed, the tuck pointing is on and about 90 days out. The medical suite is under construction and should be done by end of July. MHOH is in the works and Lisa Rothweiler hopes to pick up the bid packets today from Don Bollinger. B&G will meet on Wednesday. At Bridle Ridge the samples were taken for testing for asbestos. The test results are needed to see what the next steps are.

      ii. Fundraising & Capital Campaign
Kim Elbl stated that there are many fundraisers going on and encouraged board members to attend or help with the events. Kim Elbl spoke with Larry Shroth from Ameren about the ways they can help.
iii. Fundraising & Capital Campaign
There are a few speaking engagements coming up and Kim Elbl is taking Lexi along with her to these to help tell the story. There is a new video recorded of Lexi and that will be showing at the Fashion Show.

12. Board Member Information
   a. Board Assessment & Self Assessment's (Status)
      Lisa Wigger provided those who had not completed the assessments with their packet.
   b. Board Recruitment

13. Old Business
No business

14. Next Scheduled Board Meeting
   a. Monday, July 15, 2019* Note this is the 3rd Monday due to the July 4th holiday

15. 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.

☐ Minutes approved [Signature of Committee Chair] 7/15/19 (Date)