Board Meeting Minutes

Meeting Date 06/18/2018 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

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

Not in Attendance: Kyle Gowen (Co-Treasurer); Alicia Towery; Beth McDaniel; Ken Waller; Dr. Steven Crawford; Katherine Hardy-Senkel and Dayle Burgdorf

Staff in Attendance: Susan M. Curfman, MA (President & CEO); Amy Rhodes (CFO); 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); Patty Vanek (VP of Population Health); Kim Elbl (VP Capital Campaign and Fundraising); Tony Sokolic (VP – BH Youth Services) and Gabby Ayes (AVP – Youth CSTAR) Cindy Vessell (VP of Community Services)

Not in Attendance: Dr. Courtney Garland (Dir of Oral Health); Dana Silverblatt (VP of Integrated Practices and SBHC) and Rachael Bersdale (VP – BH Adult Services)

1. Meeting Open
The June 18, 2018 Board Meeting was called to order at 7:35am 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 June 18, 2018 board meeting agenda was reviewed and no revisions were requested.

Recommendations: "I, Mark Mertens, move that we approve the June 18, 2018 Agenda as presented." Kathy Ellis seconded the motion. The motion carried.

4. Approval of May 14, 2018 Minutes
The May 14, 2018, board meeting minutes were reviewed with no suggestions for corrections or additions.

Recommendations: "I, John Lamping, move that we approve the May 14, 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 7:38am. During the closed session the Board discussed the current real estate transaction for the Wee Care Building, the status of the transitional housing building and a legal case. The open session reconvened at 7:53 am with leadership joining the board.

6. Financial Review
John Lamping started the financial update stating that the cash on hand is still a lower and AR is the highest it should be and will come down some once payment is received. John Lamping stated that Dental has new dentists starting and the hope is that will bring in increased revenue for that department. In Primary Care there has been some slight increases. There are action plans in place. Amy Rhodes stated that there is nothing new in the financials from previous months. Towards the end of May, two air conditioners went out those expenses will be on the May financials. There was additional overtime in May for the billing staff to get additional information for cost reports. However, there is $1.3M that is owed for these reports so the overtime was necessary to get that payment.

Recommendations: "I, John Lamping, move that the Board approve the financial report for the month of April 2018." Mark Mertens seconded the motion. The motion carried.
7. CEO’s Report

a. Financial Focus Update
In the packet emailed to the Board the two reports below were included this is the 3rd month for the growth report. Sue Curfman referred to the Primary Care and the production number increase due to the RIF of a practitioner and open access. There was a reminder that PC sees about a 30% cancellation rate. For dental the shortage of dentists has affected the production rate and a flyer was in last Thursday’s Leader newspaper. Sue Curfman stated that both primary care and oral health have action plans to scale back if needed. Most of the action plan has been implemented. Jerry Rogers stated that BH is not on the growth report right now, Sue Curfman stated that the PPS rate makes it more complicated to figure out one for BH. The goal is to have that report in place for BH by September. Sue Curfman stated that what gets measures is monitored.
   i. Growth Report
   ii. Cash Flow Action Plan

b. State Associations and Advocacy Update
Sue Curfman stated that there is not a lot going. There is a legislative lunch later today.

c. Divisional Updates

i. Behavioral Health/Psychiatry Updates – tremendous growth and BH has been at maximum for 2-3 years and CCBHC has changed the way that treatment is delivered. Margo Pigg stated that there have been about 4 providers on the medical side and this is the first time fully staffed with 70 hours of child psychiatry available this has never been the case in the history of the agency. The way patients are being treated has also changed and the cost is high with substance use. There was a new STR grant that came in that will create some new positions and pay for some of the substance use medications. Sue Curfman stated that HRSA is also putting money out for substance use for medications and this will help to preserve some of the DMH allocations.

ii. Primary Care Updates – PCHH has the highest level of accreditation
iii. Oral Health Updates – Dr. Garland and the C Team have been working on some workflows and production.

d. HRSA

i. FTCA Application Submitted – We are waiting for deemed status.

ii. Notification - Release of Grant Funds – Notification about a week ago that the rest of the funds for the HRSA grant is now available.

iii. Completion of Annual Application - System for Award Management – this was accepted.

iv. PR Monthly Review – #15 was looked at this month and was at 100% compliance.

   i. #15 – Annual Budget

v. Current % of Board Consumers – 53% in compliance

e. United Way Visit

i. Status Update – On Tuesday, June 26 there will be a United Way site visit. Jerry Rogers asked for an agenda.

ii. Fundraising options during blackout – Sue Curfman spoke of the changes that will happen with fundraising and the blackout period. This allows fundraising during the blackout.

f. Staff Insurance Reimbursement Benefit Elimination Proposal Update – Last month it was presented to the board to eliminate this benefit, after looking into this further it was determined that it was more cost effective to keep the benefit. Mark Mertens spoke of reducing the amount to $1,000 or even $100 a month most would stay of the plan. Sue Curfman stated that a proposal will be brought back to the finance team at the next meeting.

g. Volunteers

Sue Curfman discussed the volunteer numbers for the month.
8. Annual Presentation Approval (Annually requires a vote)

a. Approval of FY 2019 Budget

Recommendations: “I, Mark Mertens, move that the Board approve the FY 2019 Budget as presented.” Kelly Steffens seconded the motion. The motion carried.

b. Approval of FY 2019 Strategic Plan

Recommendations: “I, Kathy Ellis, move that the Board approve the FY 2019 Strategic Plan as presented.” Audrey Mitchell seconded the motion. The motion carried.

c. Annual Approval of 3 yr. plan (2018-2020) with the FY 2019 updates

Recommendations: “I, Beth Diveley, move that the Board approve the 3 year strategic plan with the FY 2019 updates as presented.” John Lamping seconded the motion. The motion carried.

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

Katy Murray stated that HRSA requires that these are available on the COMTREA Board website for review and that an annual approval of these manuals be done.


Recommendations: “I, Mark Mertens, move that the Board approve the following Service and Special Programs Manuals as presented, S2 Mental Health Manual - Youth and Children Svc, S3 CPRC Adult Psychosocial Rehab Program, S3 CPR-Jr Psychosocial Psychiatric Rehab Services Manual, S4 Safe Access-Exchange Program, S5 Adult Division CPS Clinic-

**Recommendations:** “I, Mark Mertens, move that the Board approve the deletion of the following Service and Special Programs Manuals as presented, S6 CSTAR Susan Nuckols Treatment Program and S17 Providing Access to Visitation and Exchanges that are Respectful and Safe Program Manual P.A.V.E.R.S due to the termination of the programs.” Kelly Steffens seconded the motion. The motion carried.

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

   The May Leadership Reports were emailed to the Board for review.

   **Recommendations:** “I, Kathy Ellis, move that the Board approve the May 2018 Leadership Council Report.” Jane Sullivan seconded the motion. The motion carried.

   b. Approval for transitional housing - Architect to draw official house plans

   **Recommendations:** “I, Mark Mertens, move that the Board approve for the architect to draw up official plans for the transitional housing project.” Audrey Mitchell seconded the motion. The motion carried.

   c. Approval HM Benefits (Huntleigh McGehee) to provide:

   Sue Curfman stated that 5 bids came in for services and were reviewed during the Finance Committee meeting, it was decided that HM benefits should continue with the services.

   i. Property casualty brokerage services

   **Recommendations:** “I, Audrey Mitchell, move that the Board approve HM Benefits for the Property casualty brokerage services.” Kathy Ellis seconded the motion. The motion carried.

   ii. Employee Benefits brokerage services
**Recommendations:** “I, John Lamping, move that the Board approve HM Benefits for ii. Employee Benefits brokerage services.” Beth Diveley seconded the motion. The motion carried.

d. Approval of Staff Volunteer Day (8 hours PTO)
Sue Curfman stated COMTREA likes to see their staff to volunteer at events and this has been an issue for hourly staff, this benefit would allow staff to have 8 hours PTO for a staff volunteer event. Mark Mertens asked if someone will be monitoring the hours. Sue Curfman spoke about the volunteer events and how the process is, this will help to recruit hourly individuals to help. Josh Isaacson asked regarding the cost, Amy Rhodes stated that the cost is just over $100.
**Recommendations:** “I, Josh Isaacson, move that the Board approve 8 hours staff volunteer PTO.” Mark Mertens seconded the motion. The motion carried.

e. Policy Revision
This policy was brought up last month and the Board was not happy with the way it was written. The ability to get refills was changed to none but with the exception of the Medical Provider approving. The revised will need approval.
**Recommendations:** “I, Mark Mertens, move that the Board approve Beth Diveley seconded the motion. The motion carried.

f. Credentialing & Privileging
Kathy Ellis reported that there were ten new staff and ten current staff credentialed during the month of May.
**Recommendations:** “I, Kathy Ellis, move that the Board accept the May Credentialing & Privileging Report.” Audrey Mitchell seconded the motion. The motion carried.

g. Quarterly Report of Risk Management Activity
Amy Rhodes stated that HRSA requested that the RM activity be reported to the Board on a quarterly basis. No claims, no legal and the FTCA application has been submitted. All reports to the agency are reviewed monthly, in the last quarter none were deemed critical.
**Recommendations:** “I, Audrey Mitchell, move that the Board approve the quarterly risk management report.” Kathy Ellis seconded the motion. The motion carried.

**h. QIQA Monthly Report**

Dr. Turner provided a report on QIQA in Beth McDaniel’s absence going over the peer reviews and the status of the MPCA Quality. At the meeting the MHP+ was discussed by Sue Curfman also. Dr. Turner stated that all measures are met with the exception of two. Sue Curfman stated that this is the fourth month at gold or higher.

**Recommendations:** “I, John Lamping, move that the Board approve the QIQA report for May 2018.” Jane Sullivan seconded the motion. The motion carried.

**10. Discussion Items (Informational; no action taken)**

a. Subcommittees of the Board

i. Building and Grounds – Lisa Rothweiler gave an update on the construction at Northwest on the Dunklin there is some hold up with the planning and zoning and Lisa Rothweiler and Stan Stratton will be visiting with the board to see what the issues were.

ii. Community Relations/Fundraising & Capital Campaign – Kim Elbl stated that all of the NAP credits, Kim Elbl stated that every dollar makes a huge impact, have a few meetings coming up there will not be an opportunity to get additional NAP credits. There are more fundraising opportunities coming up in the future. CAC Golf Outing in August and a mystery dinner event later this year. Kim Elbl stated that the company that took the rest of the NAP credits does not want any recognition.

**11. Board Member Recruitment**

Sue Curfman informed the Board that Dayle Burgdorf resigned from her position at the Valley and from her position on the COMTREA Board.

**12. Old Business**

There was no old business to discuss.

**13. Next Scheduled Board Meeting**
i. Monday, July 16\textsuperscript{th}, 2018 at 7:30am (note this is the 3\textsuperscript{rd} Monday due to the July 4\textsuperscript{th} holiday)

14. Adjournment

There was no further business to discuss.

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

Notes: FY17, the Board will meet every 2\textsuperscript{nd} Monday of the month at 7:30 am in the Arnold Suburban Office, Anderson Building.

Next Meeting Date: 07/16/2018 Time: 7:30 am Location: Arnold Suburban Office

☐ Minutes approved [Signature of Committee Chair] 7/16/18 (Date)