Board Meeting Minutes

Meeting Date 08/13/2018 Time: 7:30 am
Chairperson/President/Facilitator: Jerry Rogers, Chairperson

Attendees: Jerry Rogers (Board Chair); Cliff Lane; John Lamping (Board Treasurer); Martha Maxwell; Jane Sullivan; Sylvia Daniels; Elizabeth Diveley (Board Secretary) Beth McDaniel; Mark Mertens; Alicia Towery; Dr. Josh Isaacson; Ken Waller; Kathryn Ellis (Board Vice Chair); and Kyle Gowen (Co-Treasurer)

Not in Attendance: Kelly Steffens; Dr. Steven Crawford; Audrey Mitchell and Katherine Hardy-Senkel

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); Dr. Courtney Garland (Dir of Oral Health); Katy Murray (VP Corporate Compliance/QM); Patty Vanek (VP of Population Health); Kim Elbl (VP Capital Campaign and Fundraising); Cindy Vessell (VP of Community Services); Tony Sokolic (VP, Youth BH) and Dana Silverblatt (VP of Integrated Practices and SBHC)

Not in Attendance:

1. Meeting Open
The August 13, 2018 Board Meeting was called to order at 7:30 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 August 13, 2018 board meeting agenda was reviewed and no revisions were requested.

**Recommendations:** "I, Kathy Ellis, move that we approve the August 13, 2018 Agenda as presented." Kyle Gowen seconded the motion. The motion carried.

4. **Approval of July 16, 2018 Minutes**
The July 16, 2018, board meeting minutes were reviewed with no revisions requested.

**Recommendations:** “I, Beth McDaniel, move that we approve the July 16, 2018 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 7:30 am. During the closed session the Board discussed personnel and the update on the signing of the Bridle Ridge sale contract. The open session reconvened at 7:44am with leadership joining the board.

6. **Financial Review**
John Lamping provided an update on the cash on hand and AR numbers. He stated that the pre-audit numbers are complete. It’s important to note there is a loss reflected and that loss is a result of the Highway 30 property. The sale resulted in about $400,000 loss. From a cash flow standpoint there was improvement and the line of credit was paid off in June. Revenues for Primary Care and Oral Health continue to be behind with losses of approximately $500,000 for Primary Care and $200,000 for Oral Health. John Lamping reminded them that the loss is more a sale than cash loss. Jerry Rogers stated that BH is doing well and that has helped with the losses. The Primary Care loss will be about $800,000 once administration is added. Oral Health will also increase as stated by Amy Rhodes. Sue Curfman stated that cash flow was increased this fiscal year. Sue Curfman stated that there will be an operational loss that will be shown when Bridle Ridge sells. Jerry Rogers asked if the administrative cost is below the state average. Amy Rhodes stated yes it’s below. Ken Waller asked regarding the cost of Bridle Ridge. Amy Rhodes stated that it’s roughly $200,000 a year. Ken Waller asked on the AR number reducing down by 4 days what is the goal. Amy Rhodes stated that overall the days in AR should be around 45 days
but due to the payers that COMTREA has that will always be a larger number. Amy Rhodes stated that a budgeted position is added to help just with AR for this year.

**Recommendations:** “I, John Lamping, move that the Board approve the financial report for the month of June 2018.” Kyle Gowen seconded the motion. The motion carried.

7. CEO’s Report

a. Financial Focus Update

   i. Action Plan Revision – Financial Alignment – Sue Curfman states that this new report was developed to deal with plans to look at the financials, the new report was updated. Sue Curfman stated that each program manager has been asked to focus on the top three and to have action plans. Monthly income statements are still being developed and finance is looking to revise a few. There are now internal audits for each division and having an AR specialist looking at more reports and a dashboard to track more. Finance is also looking at the credentialing process to help.

   ii. Growth Report – Sue Curfman reviewed the report which was lower than the percentage goal. The growth was impacted with vacations. Oral Health will show a little different the dentists have climbed up slightly with the addition of the new dentists. Jerry Rogers asked regarding the Pediatric Dentist. Dr. Garland stated he is working with schools and pediatric practices.

b. State Associations – Sue Curfman stated that there is not a lot of updates however she asked that Board Members look at attending the annual conference. Sue Curfman spoke of MHP and the issues that are happening right now, she will keep the board posted on this. The coalition for BH is entering the second year of the CCBHC demonstration. There are still issues with billing in Missouri and they are still looking at what needs to be done on the software side to get the billing corrected. Sue Curfman stated that the PPS and Shadow claims has caused some issues. Sue Curfman spoke of the CFO’s within the coalition and Amy Rhode’s work on spreadsheets to guide others.

c. Divisional Updates
There was no additional updates given, they were given in the CEO reports. Sue Curfman did update that the welcome center will be opening 5 days a week after September 1st. Primary Care is still waiting to hear from MPCA regarding earning the gold award.

i. Behavioral Health/Psychiatry Updates
ii. Primary Care Updates
iii. Oral Health Updates

**d. Board Survey Results**

Sue Curfman reviewed the board survey results with the Board and the great results and thanked the board for all the feedback.

**e. HRSA**

i. PR Monthly Review – Sue Curfman stated that #10 and #12 were reviewed for HRSA requirements and both were in compliance.
   1. #10 Contracts and Subawards
   2. #12 Collaborative Relationships

ii. Current % of Board Consumers – 53% in compliance – Sue Curfman stated that we would like to see this number increase to the sixties.

iii. Postponed MOCK Survey (November 28/29) – Sue Curfman stated this was delayed due some of the financial work that needs to take priority.

iv. NofA – New 3 year grant period – Sue Curfman stated this notice closed out the last fiscal year and that has the funding for FY2019 verified.

v. FTCA Application Approved for Calendar Year 2019 - Sue Curfman stated that everyone received the approval for FTCA in their packets.

**f. Volunteers**

Sue Curfman stated that for July the top areas were Tails for Tales and Board Members. The report is listed below with hours.

<table>
<thead>
<tr>
<th>Location</th>
<th>JULY</th>
<th>TOTAL HOURS</th>
</tr>
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<tbody>
<tr>
<td>A Safe Place</td>
<td>40</td>
<td>40</td>
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Mark Mertens asked if the full board is allowed to call in for the meetings, Sue Curfman stated that will be looked into.

8. Action Items (Anything that requires a vote)

a. Leadership Council Reports (Month of July)

The Leadership reports were emailed to the Board for review prior to the board meeting.

Recommendations: “I, Ken Waller, move that the Board approve the July 2018 Leadership Reports to the Board.” Josh Isaacson seconded the motion. The motion carried.

b. Policy Approvals

   i. Revision 10.6 Professional Boundaries Policy – Donna Harris-Brekel stated that this was revised to clarify appropriate behavior with clients the original policy was vague and not applicable to all three divisions.

Recommendations: “I, Beth Diveley, move that the Board approve the revision of policy 10.6 Professional Boundaries Policy.” Kathy Ellis seconded the motion. The motion carried.

c. Credentialing & Privileging

Kathy Ellis went over the staff on the July report.

The following new staff required privileging:
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Rotter-Campbell</td>
<td>Open Access Assessor</td>
<td>BH</td>
</tr>
<tr>
<td>Tonya Harton</td>
<td>Dental Assistant</td>
<td>Dental Care</td>
</tr>
<tr>
<td>Sara Briggs</td>
<td>Case Manager - Therapist</td>
<td>BH</td>
</tr>
<tr>
<td>Jennifer Pierce</td>
<td>Community Support Specialist II</td>
<td>BH</td>
</tr>
<tr>
<td>Amanda Bloodworth</td>
<td>Youth Therapist</td>
<td>BH</td>
</tr>
<tr>
<td>Alison Deem</td>
<td>Case Manager - Therapist</td>
<td>BH</td>
</tr>
<tr>
<td>David Eastham</td>
<td>DMH Program Case Manager II ERE</td>
<td>BH</td>
</tr>
</tbody>
</table>

Only one current staff required re-privileging:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Krojanker</td>
<td>Psychiatrist</td>
<td>BH</td>
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**Recommendations:**  
"I, Kathy Ellis, move that the Board approve the July 2018 Credentialing and Privileging report." Mark Mertens seconded the motion. The motion carried.

**d. QIQA Monthly Report**

Beth McDaniel stated that for the month of July the focus was on Oral Health and onboarding the new dentists while looking at quality.

**Recommendations:**  
"I, Beth McDaniel, move that the Board approve the July 2018 QIQA Report." Kathy Ellis seconded the motion. The motion carried.

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

**a. Subcommittees of the Board**

**i. Building and Grounds** – Lisa Rothweiler has the Annex plans that will be submitted to the city today for approval. Building plans are being finalized, the third floor has been doubled up. The transitional housing is needing finalized plans and the discussing some of the logistics with the Fire Districts. At Northwest there are bids to add two more offices since there are two new therapists. Dunklin is on hold due to needing to go to the Board of Adjustments in September. The colonial lot in Festus is interested in selling, Lisa Rothweiler stated that she has a call into
the city and a sample contract has been sent to the attorney. Jerry Rogers asked that Lisa Rothweiler remind the board about the parking. Lisa Rothweiler stated that there is limited parking and the Colonial Cleaners lot is vacated. The proposal would be to black top the lot and house lot. There is an estimated that the lost would get 80 spots, with 20 reserved for COMTREA vehicles.

Jerry Rogers asked if Lisa Rothweiler to update on the OSHA complaint. Lisa Rothweiler stated that there was an OSHA complaint on the stairwell and elevator. Lisa Rothweiler brought in emergency personnel to review the areas and no issues were found. There was a report and pictures sent to OSHA and no further response has been received from OSHA at this time. Sue Curfman stated that they believe the report came internally from a staff member.

Mark Mertens asked about the lot and the chemicals were dropped. Mark Mertens would like something in the purchasing contract regarding liability. Jerry Rogers stated that will be looked at. Josh Isaacson asked if an environmental study completed. Lisa Rothweiler stated that has been done annually and with laying over any release of chemicals will not be an issue. Jerry Rogers thanked Lisa Rothweiler for all her work.

ii. Community Relations/Fundraising & Capital Campaign – Kim Elbl stated that they are still working on raising the additional amount to start building. Building plans are being finalized and naming rights will be established. Cindy Vessell stated that the CAC golf tournament is Friday and they are down on teams and sponsors if anyone would consider participating. Mark Mertens stated that it would be nice to see teams at the Purple for Purpose event.

10. Board Member Recruitment

Ken Waller stated that he has ceased putting board members on the mental health board since his term will be ending and expressed his interest in serving as a COMTREA board member after the completion of his term. He asked that Jerry Rogers and Sue Curfman meet with the new County Executive when they are in office. Jerry Rogers stated that if anyone knows a person for the board to pass on the names.

11. Old Business

There was no old business to discuss.
12. Next Scheduled Board Meeting
   i. Monday, September 10th at 7:30am

14. Adjournment
There was no further business to discuss.

Recommendations: With there being no further business to discuss, John Lamping moved for adjournment. Kyle Gowen seconded the motion. The motion carried.

☐ Minutes approved ________________________________  9-10-18
(Signature of Committee Chair) (Date)