Board Meeting Minutes

Meeting Date 07/16/2018 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) Kelly Steffens Beth McDaniel; Dr. Steven Crawford; Katherine Hardy-Senkel

Not in Attendance:
Mark Mertens; Alicia Towery; Dr. Josh Isaacson; Ken Waller; Kathryn Ellis (Board Vice Chair); Audrey Mitchell and Kyle Gowen (Co-Treasurer)

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); Cindy Vessell (VP of Community Services); Dana Silverblatt (VP of Integrated Practices and SBHC) and Rachael Bersdale (VP – BH Adult Services)

Not in Attendance: Dr. Courtney Garland (Dir of Oral Health);

1. Meeting Open
The July 16, 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, July 16, 2018 board meeting agenda was reviewed and no revisions were requested.
Recommendations: "I, John Lamping, move that we approve the July 16, 2018 Agenda as presented." Jane Sullivan seconded the motion. The motion carried.

4. Approval of June 18, 2018 Minutes
The June 18, 2018, board meeting minutes were reviewed with no revisions requested.
Recommendations: "I, Beth McDaniel, move that we approve the June 18, 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 7:35. During the closed session the Board discussed the sale of Bridle Ridge and entering into a contract with a realtor along with construction and real estate for space needs at the B Building in Festus. The board voted to approve Tammy Fadler as the realtor for listing the Bridle Ridge Property and for searching for additional property in the Festus area. The open session reconvened at 7:55am with leadership joining the board.

6. Financial Review
John Lamping reported that the cash on hand is seeing a slight improvement from last month. A/R have been higher due to the DMH allocation however some of the funds were received in June. FQHC side significant time has been spent discussing Dental Health and Primary Care. BH revenue is over budget on the FQHC side. Amy Rhodes stated that May was very similar to the previous month. John Lamping stated that looking forward at the bottom line it is predicted to not be too bad for the year end.

Recommendations: "I, John Lamping, move that the Board approve the financial report for the month of May 2018." Beth McDaniel seconded the motion. The motion carried.
7. CEO’s Report
   a. Financial Focus Update
   Sue Curfman went over the finance reports listed below stating that there was some dips in June with provider vacations.
      i. Growth Report
      The teams have developed plans A, B and C to get back in budget.
      ii. Cash Flow Action Plan
      The cash flow action plan put in place during April has all the tasks completed. Sue Curfman will update and create a new plan to be used going forward with a target.

   b. State Associations and Advocacy Update
   Sue Curfman stated that there is not much happening at the state level since they are out of session. An update was sent out an update last week on the pick 6 legislation.
      i. MPCA Annual Conference – Branson
      In addition, an email from Joe Pierle was included in packets inviting all board members to attend the event. Jerry Rogers stated that the conference is worth the time, this year is more important for board than usual with the extra day on governance. Sue Curfman stated that lodging and conference fees are covered by COMTREA.

   c. Divisional Updates
      i. Behavioral Health/Psychiatry Updates
      Sue Curfman stated that BH continues to exceed expectations and STR funding was received. The Welcome Center is continuing to grow.
      ii. Primary Care Updates
      The MPCA award last year was bronze, two made gold last year. This year COMTREA should be gold for quality. The end of July is when they determine.
      iii. Oral Health Updates
      The Oral Health division is continuing to work on scheduling and has several new dentists starting today.
d. FY2018 Strategic Plan Update

Sue Curfman stated that 99% of initiatives were accomplished in FY2018. The FY2019 has started already. The top 10 big rocks for FY2019 were voted on by staff and leadership and the same 7 out of 10 was selected by the majority.

e. HRSA

i. SUD-MH Expansion Grant Budget and Application

Sue Curfman stated this is a new HRSA grant opportunity with $269,000 available. This would be utilized for the DVRs and to fund additional positions that work in integrated care. Ashley Whitley currently sees 30 patients with her waiver certification. Additional PC providers are interested in getting their waiver certifications to provide this care also. The grant is a 1 year grant.

ii. Addition of Dunklin School to Form B

Sue Curfman updated that we are scheduled to start in September/October but it will be needed to be added to the sites in scope.

iii. PR Monthly Review

1. #14 – Billing and Collections

Sue Curfman stated that the annual review of HRSA requirements continues with this month #14. The billing and collections requirements are 100% in compliance.

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

This is at 53%, Sue Curfman stated that this will need to be watched with the HRSA OSV next year this cannot drop below compliance.

v. Upcoming MOCK Survey (Aug 21st and 22nd)

Sue Curfman informed the board that a MOCK survey is in the works. This survey will be treated like a real survey, with the changes in the federal regulations the dates of the OSV were changed and COMTREA should expect their survey next year.

f. Volunteers

Sue Curfman gave the volunteer report. In the month of June the board members had the highest number of volunteer hours. The full report of hours is listed below:
8. Action Items ( Anything that requires a vote)
   a. Leadership Council Reports (Month of June)

   The Leadership reports were emailed to the Board on July 6th for review prior to the board meeting.

   Recommendations: “I, Beth Diveley, move that the Board approve the June 2018 Leadership Reports to the Board.” Martha Maxwell seconded the motion. The motion carried.

   b. Approval of HRSA SUD – MH Expansion Grant Budget and Application

   The line item of the budget was provided to the Board, the grant budget and application will be submitted.

   Recommendations: “I, John Lamping, move that the Board approve the HRSA SUD MH Expansion Grant Budget and Application as presented.” Cliff Lane seconded the motion. Motion passed.

   c. Approval to add Dunklin School District to Form 5B FQHC

   The Dunklin school location needs to be added to the HRSA Form 5B this will add the location within scope for HRSA.
Recommendations: “I, Beth McDaniel, move that the Board approve the addition of Dunklin School District to Form 5B FQHC.” John Lamping seconded the motion. Motion passed.

d. Approval of Banking RFP
Jerry Rogers stated that Amy Rhodes has been busy doing RFP’s for banking and insurance. Amy Rhodes stated that COMTREA has been with Bank of America for twenty years so it was time to get proposals from other banks especially since the customer service has declined. There was 6 proposals received from local banks. Amy Rhodes and the staff reviewed the fee scales, customer service, size of the bank and whether they have local headquarters and general locations. It was recommended that we switch to Enterprise Bank and noted that John Lamping cannot vote on the recommendation since he works for them they have banks near all of COMTREA’s sites and they could automate a lot of things that COMTREA does in house and the bank is really involved in the community. This will affect the primary operational accounts only. Amy Rhodes stated that most of the financing and loans are with primarily with Enterprise. Dr. Crawford requested to see the RFP’s submitted by the banks. Jerry Rogers stated that the change will not happen overnight and that John Lamping cannot be the chair of the Finance committee with this change. Jerry Rogers informed everyone that they are looking at keeping him on the committee but not as the chair. Sue Curfman stated that what is the ROI and the number of hours saved from the manual labor banking switching to a more automated will be a huge impact internally. Martha Maxwell asked regarding the Board and John Lamping. Jerry Rogers clarified that and John Lamping explains that he abstains from any conflicts.
Recommendations: “I, Beth Diveley, move that the Board approve the Banking RFP Award to Enterprise Banking.” Martha Maxwell seconded the motion. Motion passed. Dr. Crawford and John Lamping abstained from the vote.

e. New Position Approvals
Sue Curfman stated that clinic manager and office managers to one position at most of the sites that have one discipline. Some items that should have been in the budget were left off and need approval.
i. Office Associate for Fox –
This role will support the appointments for the Pediatric Dentist and the insurance approvals.
Kathy Hardy-Senkel asked regarding the salary. Sue Curfman clarified the salary that was in
the board packet distributed last week. There was discussion on the Pediatric Dentist and
the salary that role will make.
Recommendations: “I, Beth McDaniel, move that the Board approve the unbudgeted
position of Office Associate for Fox. Kelly Steffens seconded the motion. Motion passed.

ii. Transporter for Fox
This is based on developments during the summer. When the Fox location was built it was
supposed to be a full health center but delayed due to administration changes. Child psych
will be added and primary care eventually to the Fox location. The transporting will be
replicated like what is done at the Valley. This individual will be an employee of the school
district and salary paid by COMTREA. Sylvia Daniels asked regarding how this works. Sue
Curfman stated that COMTREA pays the school district and they hire and pay the employee
salary and benefits.
Recommendations: “I, Jane Sullivan, move that the Board approve the unbudgeted salary
for providing a transporter for Fox.” Beth McDaniel seconded the motion. Motion passed.

iii. Transporter for Dunklin
This position is the same as the FOX but for the new Dunklin clinic and is key for serving the
clients.
Recommendations: “I, Jane Sullivan, move that the Board approve the unbudgeted salary
for providing a transporter for Dunklin.” Kathy Hardy-Senkel seconded the motion. Motion
passed.

f. Approval of Vehicle Purchase – Fox Transport
This vehicle is needed to do the transporting of students from schools to the clinic, there will
be a trade in of a vehicle and the final cost will be around $17,000.
Recommendations: “I, Beth McDaniel, move that the Board approve the unbudgeted
purchase of a vehicle for the purpose of transporting students at Fox.” John Lamping
seconded the motion. Motion passed.
g. Policy Approvals

i. Addition of Dental Stabilization Policy for Pediatric Dentistry
Sue Curfman stated that a summary of the policy was in the board packet with the dentist working with special needs and young children they will have to do stabilization.

Recommendations: “I, Beth Divineley, move that the Board approve the addition of Dental Stabilization Policy for Pediatric Dentistry.” Beth McDaniel seconded the motion. Motion passed.

ii. Revision of Co-Worker Help Fund Policy
Sue Curfman stated that there is a fund that allows staff to apply for funds during emergency times. The funding will be available up to two times a year.

Recommendations: “I, John Lamping, move that the Board approve the revision of Co-Worker Help Fund Policy.” Cliff Lane seconded the motion. Motion passed.

h. Credentialing & Privileging
The report for June was presented by Donna Harris-Brekel and is shown below.

Recommendations: “I, Beth Divineley, move that the Board approve the Credentialing & Privileging Report for the month of June 2018.” Martha Maxwell seconded the motion. Motion passed.

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

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<tr>
<th>Name</th>
<th>Title</th>
<th>Division</th>
<th>Status</th>
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<tbody>
<tr>
<td>Ashly Sunshine</td>
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<td>BH</td>
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<tr>
<td>Michael Lorenz</td>
<td>OH</td>
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<tr>
<td>Mudasir Kamal</td>
<td>Resident Doctor</td>
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<td>Resident</td>
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<td>Psychiatric</td>
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<tr>
<td>Amir Mohebbi</td>
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i. **QIQA Monthly Report**

Beth McDaniel highlighted the June 2018 meeting speaking of the Dental PDSA and Primary Care was working on a well woman PDSA. Quarterly Patient Satisfaction survey will have the trauma informed focus for this month. There is also a focus on getting PCP listed for BH clients. Sue Cuffman went over the MPCA results.

**Recommendations:** “I, Beth McDaniel, move that the Board approve the QIQA Report as presented for June 2018. John Lamping seconded the motion. Motion passed.

9. Discussion Items (Informational; no action taken)
   a. **Subcommittees of the Board**
      i. **Building and Grounds**

Lisa Rothweiler stated that July 9th started patients at the new renovated Northwest location, the project went slightly over budget due to an unforeseen issue with carpeting. Dunklin approvals are in the process.

   ii. **Community Relations/Fundraising & Capital Campaign**

Kim Elbl stated that the 1st transitional housing house is closer and there are a lot of fundraisers coming up. CAC Golf Outing is coming up, she asked that everyone consider playing or sponsoring.
10. Board Member Recruitment
Jerry Rogers stated that we are always looking for a board members, there is a need for 1 on the mental health board and 1 for the COMTREA board.

11. Old Business
There was no old business to discuss.

12. Next Scheduled Board Meeting
   i. Monday, August 13, 2018 at 7:30am

14. Adjournment
There was no further business to discuss.
Recommendations: With there being no further business to discuss, Kathy Hardy-Senkel moved for adjournment. Cliff Lane seconded the motion. The motion carried.

Next Meeting Date: 08/13/2018 Time: 7:30 am Location: Arnold Suburban Office

☐ Minutes approved  
(Signature of Committee Chair)  

(Date)