



*Comprehensive Health Center*

# Board Meeting

February 12, 2018



## LOCATION

21 Municipal Drive  
Arnold, M O 63010



## PHONE NUMBER

+1 636 933 2700



## WEBSITE

[www.comtrea.org](http://www.comtrea.org)



## FACEBOOK









<https://www.facebook.com/COMTREA/>

# OUR MISSION

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.



# AGENDA

-  7:30 AM – Meeting Open
-  Approval of Agenda and Minutes
-  CLOSED SESSION
-  Financials
-  CEO Report
-  Action Items
-  Discussion Items
-  Adjournment

# APPROVAL OF AGENDA

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## MOTION:

“I, \_\_\_\_\_, move that the Board approve the February 12, 2018 Meeting Agenda.”

# APPROVAL OF MEETING MINUTES

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## MOTION:

“I, \_\_\_\_\_, move that the Board approve the January 8, 2018 Meeting Minutes.”

# CLOSED SESSION

**BOARD MEMBERS ONLY**





## MOTION:

“As a member of the Finance Committee, I \_\_\_\_\_, move that the Board approve the financials for the month of December, 2017.”

CASH ON HAND  
\$1,323,261.20

ACCOUNT RECIEVABLES  
\$3,863,290.29

**FINANCIAL REPORT**

# CEO REPORT

- ✓ METRICS REPORTING
- ✓ STATE AND FEDERAL BUDGET UPDATES
- ✓ UNITED WAY – NEW FUNDING PROCESS
- ✓ DIVISIONAL UPDATES
- ✓ HRSA
- ✓ VOLUNTEER REPORT



# REVENUE CYCLE DASHBOARD

REVENUE CYCLE DASHBOARD							
CASH BALANCE	12/29/2017	1/5/18	1/12/18	1/19/18	1/26/18	2/2/18	2/9/18
BofA Operating	145,408.55	48,121.46	298,677.77	1,420,139.39	374,536.30	68,886.66	61,516.76
US Bank - Athena Payments	106,457.77	116,305.39	85,994.82	160,296.37	174,405.30	202,964.88	24,267.42
Eagle Bank - Savings	156,338.94	164,358.84	11,783.90	11,783.90	11,783.90	11,783.90	26,724.55
BofA Savings	21,339.85	20,593.75	32,608.01	45,689.14	194,795.64	232,114.47	311,892.67
Commerce - Money Market	103,180.95	105,457.77	12,207.08	27,705.00	27,705.00	27,705.00	31,963.93
<b>Sub-Total</b>	<b>532,726.06</b>	<b>454,837.21</b>	<b>441,271.58</b>	<b>1,665,613.80</b>	<b>783,226.14</b>	<b>543,454.91</b>	<b>456,365.33</b>
Eagle Bank - Escrow	36,669.91	36,669.91	36,674.58	36,674.58	36,674.58	36,674.58	36,679.25
Certificate of Deposits	829,854.43	829,854.43	830,162.72	830,162.72	830,162.72	830,216.62	830,216.62
<b>TOTAL CASH ACCOUNTS</b>	<b>1,399,250.40</b>	<b>1,321,361.55</b>	<b>1,308,108.88</b>	<b>2,532,451.10</b>	<b>1,650,063.44</b>	<b>1,410,346.11</b>	<b>1,323,261.20</b>
<b>CURRENT ACCTS RECEIVABLE</b>	<b>3,661,120.23</b>	<b>3,573,934.35</b>	<b>3,480,345.39</b>	<b>3,471,872.81</b>	<b>3,615,416.07</b>	<b>3,798,693.98</b>	<b>3,834,707.46</b>
Weekly AR Collections							
<b>% CASH to A/R</b>	<b>38.22%</b>	<b>36.97%</b>	<b>37.59%</b>	<b>72.94%</b>	<b>45.64%</b>	<b>37.13%</b>	<b>34.51%</b>
Days in Account Payable	13.15						
Days in Cash	24.01						

# CEO REPORT



**FEDERAL  
UPDATES**



**STATE  
UPDATES**



# CEO REPORT



## United Way Changes

- Process
- Time Frames

### COMTREA Programs Funded by United Way

Program	Percent
School Services	15%
Youth Day Treatment	42%
Tails with Tales	20%
CAC	23%*

\*Not funded by STL United Way

# DIVISIONAL UPDATES

## BEHAVIORAL HEALTH PSYCHIATRY

- Open Access
- SNTP Update
- DMH Straight Allocation Shortfall & Plans



## PRIMARY CARE

- Open Access
- Focus Clinics



## ORAL HEALTH

- Transition of Dental Director
- Dentist/Staffing Shortage



All Licensed Providers received annual Malpractice Training on 1/31/18

# CEO REPORT

## Pending Items

- SAC Application
- Hillsboro Treatment Center



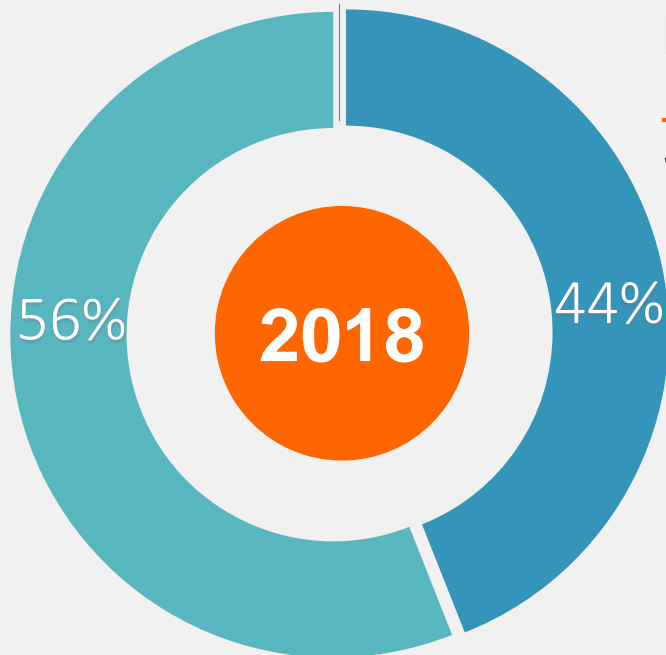
# BOARD MEMBERS USING FQHC SERVICES

56%

FEBRUARY  
2018

Of Board Members  
are using FQHC  
Services

This number will  
drop after February  
to below the 51%  
compliance



44%

Board Members  
NOT utilizing FQHC  
Services

HRSA  
REQUIRES  
51%  
COMPLIANCE

# VOLUNTEER REPORT

Location	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	TOTAL HOURS
Bridle Ridge	68	102	24	28	12	8	0	242
A Safe Place	5	38	6	8	8	6	10	81
CAC	21	164	29	16	19	9	14	272
Employees	19	21	39	31	38	30	18	196
Board Members	78	74	76	131	84	71	72	586
Adult and C&Y Div.	0	0	0	0	0	0	0	0
Tails with Tales	22	26	37	51	121	84	82	423
Community Events	71	216	154	49	12	10	6	518
Job Shadowing	0	0	76	182	191	59	47	555
<b>TOTAL Hours:</b>	<b>284</b>	<b>641</b>	<b>441</b>	<b>496</b>	<b>485</b>	<b>277</b>	<b>249</b>	<b>2873</b>

# ACTION ITEMS

**REQUIRES A VOTE**





# APPROVAL

## Leadership Council Reports

*Emailed to Board*

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### MOTION:

“I, \_\_\_\_\_, move that the Board approve the January 2018 Leadership Reports to the Board.”

# APPROVAL

County Appointed JCCMHFB Member

**Josh Isaacson**

COMTREA BOARD

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## MOTION:

“I, \_\_\_\_\_, move that the Board accept the county appointment of Josh Isaacson for the JCCMHFB and COMTREA Board.”

# APPROVAL

## New Sliding Fee Schedule

*Schedule changes to the federal poverty levels changed*

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### MOTION:

“I, \_\_\_\_\_, move that the Board approve the new sliding fee schedule that was adjusted for the new federal poverty levels.”

# APPROVAL

## Revised HR Policy – 11.3 Corrective Action

*Changed policy name from Disciplinary Action to “Corrective” Action (more trauma informed). Changed progressive discipline steps to the three below: Note: suspension was deleted as a step.*

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### MOTION:

“I, \_\_\_\_\_, move that the Board approve the revised Human Resources Policy 11.3 Corrective Action.”

# APPROVAL

## Revised HR Policy – 11.4 Paid Investigatory Leave

*Simplified procedures and took out replication of Corrective Action Policy.*

### MOTION:

“I, \_\_\_\_\_, move that the Board approve the revised Human Resources Policy 11.4 Paid Investigatory Leave.”

# CREDENTIALING & PRIVILEGING

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

Name	Title	Division
Kelly Ratz	Advanced Practice Nurse	Behavioral Health
Shelly Rigdon	Medical Assistant	Primary Care
Nichole Baumgartner	Nurse Practitioner Intern	Primary Care
Richard Lucas	Contract Psychiatrist	Behavioral Health
Kate Poleos	Dental Hygienist II	Oral Health
Dawn Miller	Medical Services Manager (LPN)	Behavioral Health
Tiffany Wymore	Treatment Court Counselor	Behavioral Health
Julia Wrobel	Community Support Specialist	Behavioral Health
Daniel Murray	Adult Psychiatrist	Behavioral Health
Colleen Nichols	Pediatric Intern	Primary Care
Heather Nass	MSW Intern	Behavioral Health
Dakota Welker	Community Support Specialist - DM	Behavioral Health

# CREDENTIALING & PRIVILEGING

Current Staff Re-Privileged  
(during the month of January 2018)

Name	Title	Division
Ashley Nickelson	Lead Dental Assistant	Oral Health
Elizabeth Kreminski	AVP - Adult Behavioral Health	Behavioral Health
Angela Pierce	Community Support Specialist	Behavioral Health
Jacquelyn Current	Medical Services Manager(LPN)	Behavioral Health
Heather Breihan	Dental Assistant - EFDA I	Oral Health
Gabriel Ayres	AVP - CSTAR Residential	Behavioral Health
M. Susan Dawson	Advance Nurse Practitioner	Behavioral Health
Nancy Timmerman	Dental Assistant - EFDA I	Oral Health

## MOTION:

“I, \_\_\_\_\_, move that the Board accept the *January Credentialing & Privileging Report* as presented.”

# QIQA REPORT

- **PDSA Cycles**
- **Departmental Focus**
- **Critical Incidents**
- **Grievances**





# QIQA REPORT - MPCA QUALITY MEASURES

Name	Target	Result			
		Result Dec 2017	Result Jan 2018	Trailing Year Dec 2017	Result Trailing Year Jan 2018
Hypertension Controlling High Blood Pressure (NQF 0018)	55.0%	81%	83.2%	77.0%	77%
Child Weight Screening / BMI (NQF 0024)	50.0%	96.8%	96.4%	97.2%	97.2%
Child Weight Screening / Nutritional Counseling (NQF 0024)	15.0%	67.7%	61.8%	63.0%	61.8%
Child Weight Screening / Physical Activity (NQF 0024)	8.0%	38.9%	35.5%	32.5%	32.5%
Tobacco Use: Screening and Cessation (NQF 0028)	80.0%	98.2%	96.6%	96.0%	96.1%
Cervical Cancer Screening (NQF 0032)	60.0%	43.2%	45.2%	37.5%	37.7%
Colorectal Cancer Screening (NQF 0034)	40.0%	56.0%	39.9%	44.9%	43.2%
Use of Appropriate Medications for Asthma (NQF 0036)	75.0%	100.0%	100.0%	88.0%	87.0%
Diabetes A1c > 9 or Untested (NQF 0059)	25.0%	25.0%	**23.3%	34.7%	32.6%
Screening for Clinical Depression and Follow-Up Plan 12-17 yrs (NQF 0418)	2.3%	56.1%	46.4%	51.9%	51.3%
Screening for Clinical Depression and Follow-Up Plan 18+ yrs (NQF 0418)	2.4%	86.3%	82.0%	79.8%	78.4%
BMI Screening and Follow-Up 18+ Years – 2 BMI Ranges (NQF 0421 – CMS69v4)	75.0%	87.8%	77.8%	87.4%	77.5%

\*\*The MPCA Clinical Quality Measure Report indicates that HbA1c less than 9 achieved in the month of January 2018 but not the trailing year January 2018.

Color indicates quality measure target achieved

Red color indicates quality measures with target goal change for 2018

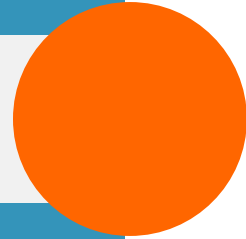
Note: Breast Cancer Screening quality measure was removed by MPCA

**MOTION:**

“I, \_\_\_\_\_, move *that* the Board approve the **January 2018 QIQA Coordinating Council Report.**”

# DISCUSSION ITEMS

**INFORMATIONAL**

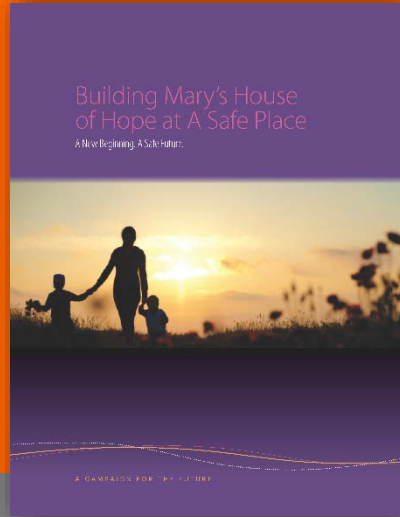


# MONTHLY REPORT TO THE BOARD



*Open Access Location  
109 Mill Street*

**Building and Grounds**



**Capital Campaign**



*Mardi Gras Update on  
success of Event*

**Marketing & Events**

# SAVE THE DATE – UPCOMING EVENTS

FEBRUARY

**24<sup>th</sup>**

CAC Dinner & Dance  
Champions for Children

MARCH

**24<sup>th</sup>**

Mary's House of Hope  
Trivia Night  
Festus  
"Tacky Tourist Themed!"

APRIL

**21<sup>st</sup>**

TwT Mission Paws-able  
UnGala Event  
6:00pm  
Elks Club - Festus

APRIL

**26<sup>th</sup>**

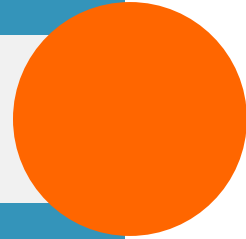
Take Back the Night  
Jefferson College  
5:30 pm

**28<sup>th</sup>**

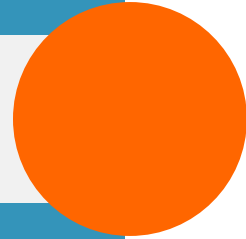
CAC Dance  
Farmington

# BOARD MEMBER

## RECRUITMENT

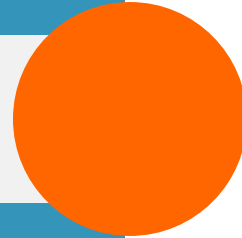


# OLD BUSINESS



# NEXT SCHEDULED BOARD MEETING

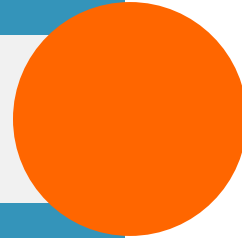
**MONDAY, MARCH 12, 2018**



# ADJOURNMENT

## MOTION:

“With no further business to discuss, I, \_\_\_\_\_,  
move that the Board adjourn.”







## *Comprehensive Health Center*



### LOCATION

21 Municipal Drive  
Arnold, M O 63010



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+1 636 933 2700



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