



Comtrea Administrative Board Meeting

April 1, 2013

Revised

7:30 AM Breakfast

Members Present: Mark Mertens, Kathryn Ellis, Cliff Lane, Ken Waller, Ann Portell, Martha Maxwell, Forrest Wegge, and Dr. Audrey Mitchell.

Staff Present: Dr. Stephen Huss, Tracy Wiecking, Margo Pigg, Jan Freeman, Ghada Sultani-Hoffman, Amy Rhodes, Katy Murray, Judy Finnegan, and Sandra Miget.

- 8:00 AM
- The meeting was called to order at 7:56 a.m. by Board Chair Mark Mertens.
 - Ann moved and Ken seconded to approve the March minutes. Motion carried.

Items	Discussion	Decision	Person Responsible
I. Fiscal.			
	<p>Dr. Huss said we have a lot of cash on hand right now. This will allow us to do things at Bridle Ridge.</p> <p>The Accounts Receivables are high also. Amy explained that \$900,000 is DMH. We were just now able to bill for January and February. \$127,000 is because we can't bill Medicare right now because of the name change. \$123,000 is for HRSA.</p> <p>Dr. Huss said we still haven't received the change of scope to allow us to bill FQHC rates for psychiatrist & LCSW services.</p> <p>Ann asked about court services. Margo said we are not billing the courts, but we have begun to bill DMH. That allows us to pull down more from our ADA.</p>	<p>Kathy moved and Cliff seconded to approve the financial report. Motion carried.</p>	
II. QA/QI.			
	<p>We have completed more credentialing, which is an ongoing task. All medical staff have been credentialed. Mark asked if it would be possible to give the board a general score card on privileging.</p>		<p>Katy Murray will work on that.</p>

<p>II. QA/QI. (Cont'd.)</p>	<p>There have been some changes to fund raising guidelines. We are trying to make it consistent throughout all divisions. There were some questions at the CAC dance in Washington. There were a few donations we thought could have been handled differently. We are encouraging people to think about the image of the agency when obtaining donations. There were also a few issues regarding alcohol. We are comfortable having alcohol in baskets for the silent auction, but we want to be seen as being responsible. Don't think just about the money we could get from the donation.</p> <p>Dr. Huss said in May Jan will highlight the volunteer program and let us know the hours volunteered by the board. Mark reminded members to turn in your volunteer hours. Dr. Huss said we need July through March. Everything you've done: board meetings, committee meetings, preparation, research. Jan said travel time is allowed in this number. We are going to have a volunteer recognition sometime in the fall.</p> <p>Margo said we have an Employee Appreciation Committee composed of staff from different departments. Dr. Huss said that committee and any other committee members need to give us their volunteer hours.</p> <p>Mark wants to write a thank-you note and send it to Dr. Huss, who will post it on the web site.</p> <p>Changes to the Volunteer Manual G12 were posted on the board web site. Added Inclusive Guidance – "non-controversial decision process."</p> <p>In G14 we added inclusive Guidance Donations.</p>	<p>Cliff moved and Ann seconded to these changes. Motion carried.</p>	<p>Mark/Dr. Huss</p>
<p>III. Client Satisfaction Survey.</p>	<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
	<p>The Client Satisfaction Survey is done in January and July every year. We want less than 5% of the answers to be negative. This survey turned out very good. No area exceeded the 5% benchmark; most were less than 3% negative. Tracy said staff are working very hard in trying to keep a welcoming atmosphere.</p> <p>Katy said this survey is totally new. Margo and her staff developed it. More questions ask about a healthy life style.</p>		
<p>IV. CEO Report.</p>	<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
	<p>1.Meeting with Speaker Jones: Dr. Huss said he and Mark went to Jefferson City to have lunch with speaker Jones, who was interested in Medicaid expansion. He is also interested in the port issue.</p>		

<p>IV. CEO Report. (Cont'd.)</p>	<p>Dr. Huss said the port's success is crucial to COMTREA's development and growth. It will impact the number of people we see and the revenue we get. Jones is concerned with the needs of the people. Mark said Jones pledged we would get money for the port.</p> <p>When it is completed, it will save companies money because they will be able to ship their products by rail, water, or truck.</p> <p>2. Puppies 4 Parole: Dr. Huss introduced Judy Finnegan, AVP of Special Projects, who is currently heading up the canine program, Puppies 4 Parole. Judy will also work with our equine program.</p> <p>Judy spoke about the dog program. We will get our animals from the prison system, who get their dogs from the Dog Rescue Program. Offenders have been trained to teach these animals in obedience and to be a good pet.. Dogs graduate in six to twelve weeks. This program started in 2010 with one prison. Now all Missouri prisons are involved. The program has saved 1500 animals from being euthanized. Some dogs are trained to be visiting dogs (schools, nursing homes), assistant dogs, therapy dogs. We anticipate adopting our dogs out to children with autism in appropriate situations.</p> <p>We can have a courtroom dog for children who have to testify. We can also put dogs in our CACs and use them in our detention program. This program is being evaluated by UMSL and by Mizzou.</p> <p>Tracy showed the metal logo for P4P. Dr. Huss said we are going to have others COMTREA program logos made and post them at Bridle Ridge.</p> <p>Dr. Huss showed the white shirt and black vest that will be worn by staff at the Bridle Ridge Equine Therapy wine and cheese event June 22.</p> <p>We met with Purina staff who were very impressed with everything. They are going to be a participant in the program.</p>		
<p>V. FQHC.</p>			
	<p>We have completed 880 substance abuse screenings. 140 of those people met requirements for referral.</p> <p>The Dental Van is now unavailable. The Health Department doesn't want to make the changes we proposed to serve more children, lower their costs, and obtain more revenue. We may have to look at leasing some space for dental services. We'll probably look at property in the Arnold area. Then, when we build in Hillsboro, we would have dental services in both the north and south parts of the county. It will take three months to get a change of scope to allow this.</p>		

<p>V. FQHC. (Cont'd.)</p>	<p>Mark suggested the Jefferson/Mercy facility in Imperial. He said part of that building is vacant and maybe we could check into that.</p> <p>In terms of a dental office, Tracy will look at various sites Friday. He will also speak with the hospital about the urgent care facility in Imperial. Tracy has looked around and found that we can get dental equipment for about 30 cents on the dollar.</p>		<p>Tracy</p>
<p>VI. Bridle Ridge.</p>			
	<p>Ride on St. Louis has not yet decided if they will join us. We are going to contract with them for the moment, until we get our program up and running. They have a contract with Kimmswick until next February. Meanwhile we are beginning to speak with other organizations to see if we can find someone to partner with.</p> <p>We received a letter from the Hillsboro School attorney. While they don't agree that we have the easements rights, they would like for us to donate that land to them. Dr. Huss has not yet answered that letter.</p>		
<p>VII. Facilities' Work.</p>			
	<p>Tracy said the sewer line buckled at the Festus office. We brought in some trailer restrooms for staff in Festus. He said we might use this type of facilities for the June 22 event.</p> <p>We are going to wait until after the school year is over to begin construction at Northwest Valley. We should be able to provide services before the end of the year. We will meet with vendors who will be working on that project.</p> <p>Fidelity Communications purchased the Bank of Sullivan building, where the Sullivan CAC is located. They will ask us to move in the near future.</p> <p>We looked at space in Union, MO, but it would probably require mold removal. Tracy has an appointment Thursday with a man who has space by Wal-Mart. If we don't get free or low rent, we will have problems.</p> <p>Sullivan is the most convenient place for the CAC in the western area.</p> <p>Mark said to talk to anyone considering donating and tell them they would have some kind of exemption.</p>		

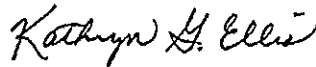
VIII. Community Development/Fund Raising.			
	<p>The Cupcake Run made \$6,600 for the CAC playground.</p> <p>The Agency Yard Sale will be April 6 at the Festus Annex. Dr. Huss explained this is done by our Psych Services to provide money to help with our psych patients who have needs, such as clothing, a payment, co pays on meds, eyeglasses, etc.</p> <p>The Cowboy Dance for the Farmington CAC will be April 13.</p> <p>The Shelter Fashion Show will be April 21. Ann said if a board member can't go, you can buy a ticket/tickets and give them to the Shelter for residents who can't afford to attend.</p> <p>The CAC Golf Tournament at Crown Point will be August 16.</p> <p>The Bridle Ridge Wine and Cheese tasting will be June 22.</p> <p>An organization named FOSH (Friends of Sound Horses) wants to use Bridle Ridge in October of 2013. However, things have to be ready. Dr. Huss doesn't know what to charge for using the facility. He will talk to the Hillsboro Civic Club for ideas. Every event at Bridle Ridge would have to have their own insurance for their event.</p> <p>May 3, 2014, Kentucky Derby Day, will be a big fund raiser.</p>		<p>Dr. Huss</p>
IX. Board Related Issues.			
	<p>Dr. Huss said the agency was incorporated January 1973. The first board meeting was held in February of 1973, and he was hired then. We could have our celebration in September or October of 2013 or in 2014, since the first clients did not receive services until July, 1974.</p> <p>Kathy has volunteered to head that event. Mark said the Executive Committee recommended having it in October of 2014. However, if we are to raise funds, that would conflict with the United Way Blackout.</p> <p>By-law changes were listed on the Board web site as follows –</p>		

IX. Board Related Issues. (Cont'd.)	<p>Nine (9) Members of the Board of Trustees nominated and appointed by the Jefferson County, Missouri, County Executive ("County Executive") subject to the Advice and Consent of the Jefferson County, Missouri, Council ("County Council") to administer the community mental health fund will be appointed as members of the COMTREA Board for their respective terms of office.</p> <p>Dr. Huss said five board candidates were interviewed: Terry O'Neill, Diane Curtis, Bridgette Pollard, Cheri Fortney, and Donna Kraus. They were all exceptional candidates.</p> <p>Mark recommended that all of them be appointed as board members.</p> <p>He said we are still in need of two more board members. If you know of anyone who would like to be a member and would be good at it, let Mark know.</p> <p>Some CMHFB members need to be reappointed. We will send you the required applications.</p>	<p>Martha moved and Kathy seconded to approve the by-law changes. Motion carried. Ken and Cliff abstained.</p> <p>Ann moved and Kathy seconded to accept them as board members. Motion carried. Ken and Cliff abstained.</p>	<p>Sandra</p>
X. Closed Session.			
	<p>There was no need for a closed session.</p>		
XI. Adjournment.			
			<p>Cliff moved and Forrest seconded to adjourn. Motion carried. The meeting was adjourned at 9:21 a.m.</p>
XII. Next Meeting.			
	<p>The next meeting will be May 6 at High Ridge. Dinner will be available at 5:30 p.m., and the meeting will begin at 6 p.m.</p>		

Respectfully submitted,



Sandra Miget
Executive Secretary



Kathryn Ellis
Board Secretary