



# Comtrea Administrative Board Meeting

## January 7, 2013

Revised March 6, 2013

7:30 AM Breakfast

Members Present: Mark Mertens, Ann Portell, Cliff Lane, Kathy Ellis, Martha Maxwell, Jerry Rogers, Dr. Steve Crawford, and Stan Stratton.

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

- 8:00 AM
- The meeting was called to order at 7:55 a.m. by Board Chair Mark Mertens.
  - Ann moved and Kathy seconded to approve the December minutes. Motion carried.

Items	Discussion	Decision	Person Responsible
<b>I. Fiscal.</b>	<p>Dr. Huss talked about fiscal details. Amy said we are doing much better than we had anticipated.</p> <p>Dr. Huss said with the new FQHC we cannot divide administrative costs with them. We are trying to better determine what percentage of what salaries go into programs. So we will see some things different on the budget this year.</p> <p>Cliff said the sales tax is trending slightly upward.</p>	<p>It was moved and seconded to approve the financial report. Motion carried.</p>	
<b>II. FQHC Update.</b>	<p>Dr. Huss reported the health center has had 1,845 encounters with patients from October 1 to December 1. Most of these patients are from the community mental health center, and many of those are non-paying patients.</p> <p>We still have not received approval for psychiatrists to work in our health centers.</p> <p>We are looking at med schools for physicians. Deborah said med schools are the best option.</p>		

<p><b>II. FQHC Update. (Cont'd.)</b></p>	<p>Dr. Crawford said most students graduating this spring have already made commitments. Mercy may combine with us on a psychiatrist.</p> <p>When a person is admitted to the hospital, discharged, and readmitted within 30 days, there is a penalty to the hospital.</p> <p>Tracy announced we have contracted with a dental service consultant. We have also hired somebody to take over the dental department when the time comes. He is working on a strategic plan for dental. He and Tracy will meet with Jordan Valley, a very good dental service.</p> <p>Dr. Huss said we are establishing a portable dental service to take into nursing homes.</p> <p>Amy said we will enter into contracts with individual pharmacies. Wal-mart will start in April, and the rest will start in July and August.</p>		
<p><b>III. QA/QI.</b></p>			
	<p>Tracy discussed the annual Staff Satisfaction Survey for 2012. He said 176 staff completed the survey. We need to look at the question “At work my opinions are valued.” 24% disagreed with that. Also the question “In the last seven days I have received recognition or praise.” 39% disagreed. We need to address that at supervisory training.</p> <p>A good outcome is that 92% of staff know what is expected of them at work. Also, 94% feel their job is important because of what we do as an agency.</p> <p>Jerry asked if pats on the back or raises were addressed. Tracy said staff is not getting immediate feedback to let them know they are on the right track. There are no questions in the survey that address compensation.</p> <p>Dr. Huss said we employ a lot of young people who appear to need more recognition and higher pay.</p> <p>Margo said the Employee Appreciation Committee is making a good impression with staff.</p> <p>Martha said it might be good idea to communicate electronically with staff.</p> <p>Credentialing of staff is an ongoing project.</p> <p>There are revisions in the Operations Manuals regarding the health center to conform to FQHC standards.</p>		

<b>III. QA/QI. (Cont'd.)</b>	<p>The revisions are as follows:</p> <p>1.Human Resources Manual, section G4.6.04 is adding a Credentialing and Privileging Procedure located in the appendix of the manual.</p> <p>2.Medical Manual G11 policy MED 26 Tracking procedures for patient Hospitalizations, Consultations and Diagnostics added for Mental Health/Substance Abuse and Primary Care.</p>	<p>Jerry moved and Steve seconded to approve the revisions. Motion carried.</p>	
<b>IV. Bridle Ridge.</b>			
	<p>Dr. Huss and Tracy are working on getting the barn ready for the March 23 event. Tracy said we have bids coming in for excavation for water and sewer systems. Jerry said bids are due by 4 p.m. today (January 7) and the committee will get together soon to go over the bids. Road bids will be let by the end of this week. Tracy said for the driveway we will do a flat out bid. For various projects we will request qualifications.</p> <p>We sent some soil samples to DNR. It may take seven to nine months for them to approve it.</p> <p>Dr. Huss showed some aerial pictures of the property and discussed plans. We will have to find funds for the new building. He has an oral commitment to furnish the building. We need to get rid of some trees. Diane will be out of the manor house by the end of March.</p> <p>The road in and out must be completed between February 24 and March 4. It will be asphalt. The well on the property is working. We can use this water for our gardens. There will be four raised organic gardens.</p> <p>Dr. Huss asked if anyone knows someone who can restore an old spring house on the property as a donation.</p> <p>He wants to replace the fence with an electronic fence. Comtrea received a \$9000 grant for the Equine Therapy Program. The grant is renewable every year.</p>		
<b>V. Facilities' Work.</b>			
	<p>Tracy announced that work on "A" Building is on hold until a DMH housing grant is explored. He will have a conference call about the grant. We have plans for the building for any contingency.</p> <p>Plans have been submitted for the Valley Clinic. Since it is located in a flood plane, Northwest was supposed to write a letter to the county stating they knew they were in flood plane. The</p>		

	<p>county couldn't find a letter from the school. The Superintendent, Dr. Ziegler, said if he can't find a letter, he would write a letter. Until then, we can't even paint.</p> <p>We are waiting on renovation plans for "B" Building in Festus to see what happens with the housing grant.</p>		
<p><b>VI. Community Development/Fund Raising.</b></p>			
	<p>Dr. Huss said volunteers are meeting at Bridle Ridge January 21.</p> <p>Tickets are now available. For the CAC Sweetheart Dance in Washington.</p> <p>The CAC Cowboy Dance in Farmington will be April 13.</p> <p>A Safe Place Fashion Show will be April 21 in South County.</p> <p>The Wine and Cheese Spring Celebration for Equine Therapy will be at Bridle Ridge March 23.</p> <p>We are looking at an Open House in June or July at Bridle Ridge.</p>		
<p><b>VII. Board Related Issues.</b></p>			
	<p>51% of the board members must be recipients of services from Comtrea.</p> <p>We have recommendations from Dr. Helton for seven potential board members. Ghada and Margo are coming up with names. Because of a Federal mandate, we need to drop board membership from 21 members to 18 members. Mark said to try to come up with 14 names to choose from.</p> <p>The FQHC requires a contract with the CEO.</p> <p>Mark asked if we need to send out letters to board members who have consistently missed meetings. Dr. Huss replied that it's up to the board.</p> <p>Dr. Huss recommended that Carl become a member emeritus.</p>		

<b>VIII. Closed Session.</b>			
<b>VIII. Closed Session. (Cont'd.)</b>		Stan moved and it was seconded to enter into closed session. All approved. Closed session began at 9 a.m.	
<b>IX. Reopening and Adjourn- ment.</b>			
		Closed session ended. It was moved and seconded to adjourn. Motion carried. Meeting was adjourned at 9:15 a.m.	
<b>X. Next Meeting.</b>			
	The next meeting will be February 11 at Arnold. Breakfast will be available at 7:30 a.m. and the meeting will begin at 8 a.m.		

Respectfully submitted,  
Sandra Miget  
Executive Secretary