

## **Mascoma Community Healthcare**

### **Minutes of the meeting of the Board of Directors**

Dale Barney presiding

October 13, 2014

Canaan Hall

In attendance:

Voting Directors – Carolyn Barney, Scott Berry, Barbara Birdsey, Barry Clause, Gili Lushkov, Sean Murphy, Mary Paquette, Jim Spaulding, Pete Thurber, Linda Von Reyn

Ex-officio Directors – Dale Barney, David Beaufait, Michael Paine, Mike Samson, Alice Schori

Not in attendance – Barbara Dolyak, Karen Gray, Colin Higbie, Merle Kenyon, Ed McGee

Excused – Virginia Carroll, John Dow

Interested community members – Joe Frazier, Lori Rogers Gowing, Philip Salvail

Invited participant – Stripe Demarest

### **Approval of Minutes –**

Minutes of the September 8<sup>th</sup> meeting were approved. (Motion made by Clause, seconded by Von Reyn.)

### **Committee Report Summaries –**

**Staffing** committee (Lushkov and Berry reporting) – has been working on estimates based on 30-min. appointments, no compromise in quality, and within budget. It will be important to find people who can handle multiple tasks, such as nurse/administrator. We may have to support education of staff to broaden their skills. Current plans show zero for PT and trainers because we don't know when we'll be able to staff physiotherapy but want to include it in the plans.

**Finance** committee (Paquette, Berry, & Samson reporting) – Checking and savings accounts have been opened. Advertising expenses have been paid, but other bills are accumulating. 501C3 status confirmation should be received very soon. Donations and disbursements handled through the Fast Squad will be shown on next financial statement. Financial projections handed out include normal projection for 1600 patients, then fallback version with cost reductions. Estimates are based on other FQHCs. Dental estimates are least certain. Mental health services would be only for regular patients of the clinic. Staffing #s and market-rate salaries are included. Insurance rates are based on Town of Canaan staff rates; malpractice insurance is based on state average for primary care docs. Supplies based on data from Ammonoosuc Clinic. Some services (accounting, etc.) will be contracted. We don't expect increased reimbursement for FQHC look-alikes within first 2 years. Debt service for equipment doesn't show up until 3600-patient pages because we're looking for a grant that starts being paid back in third year. There will be a 30-yr. note for land and building. Budget should be close to break-even when we reach 3600 patients. We need to build a cash reserve to get us through the first few years until dental and pharmaceutical services become profitable.

**Building** committee (Murphy reporting) – has met several times, looking at about 10,000 sq ft to cover the planned programming. Tomorrow's meeting will look at interior and exterior finishes. Steve Clayman, the architect, says things are progressing as expected, and schematics will be ready for the November public meeting. He strongly recommends hiring a construction cost estimator at about \$10K, probably from a major construction firm.

**Communications** committee (Berry, Birdsey, & Demarest reporting) – 127 pledges have been received since the last board meeting, for a total of 2331. Upcoming events include Orange Harvest Festival, Dorchester Halloween Party or Christmas Bazaar, elections. Volunteers will be needed for all. More ideas/events are needed for November and December.

Our new mailbox is PO Box 550, Canaan.

Demarest has been working on names, logo, colors, etc. We should now use the name “Mascoma Community Health Center” and short name “the Health Center”, with the tag line “right care, right cost, right here”. Board members will be asked to respond to an email with logo suggestions.

A survey mailing will be done two weeks from now to acquire more complete income category data for HUD. This will show we’ve made the effort, even if response is low.

A flyer will go out through Mascoma school(s?) on 10/27.

November board meeting will be planned and advertised to meet USDA and CDBG rules for a public information meeting in advance of applying for federal funds.

A 4’x16’ sign is planned to go on the building lot, visible from both directions.

The Enfield Village Association meeting was not well attended, but they will support us on their website. Joe Frazier suggests getting more information out through listservs.

**Equipment** committee (Thurber reporting) – changes since the last report include \$139K for electronic health records, based on a bid from a vendor, but part of the cost may be capitalized. The radiology estimate dropped based on a quote from Shearing Radiographic. Further reductions can be expected when things go out to bid. Some donations are also expected. Wiring for networking and telephones is not yet included. Thurber says an average 10-yr depreciation time is assumed. Paine suggests starting with used equipment, figuring we may need replacements in five years, by which time we should have more money.

**Fundraising** committee (Samson reporting) – Samson met with one large contributor and will follow up soon. A meeting with another possible large donor will happen Saturday. \$70K may come in within the next couple of weeks, and maybe more from MSB at the end of the year, bringing the total to \$250K.

**Other Business** – Samson remarked on the extraordinary amount of talent and hard work that have been devoted to our efforts so far.

Von Reyn expressed hope that electronic connection to meetings will be possible while she is away for 3 months. This should be possible if we meet at Canaan’s Emergency Operations Center (EOC).

Berry managed to get us into the government system for doing online grant applications.

Motion to adjourn was made by C. Barney, seconded by Clause.

#### **Next Meeting – Specially Advertised Public Meeting**

Monday, November 10, 7pm, at Enfield Catholic church parish hall (St. Helena’s, 36 Shaker Hill Road), set-up at 6:30pm.

Respectfully submitted,  
Alice Schori, Secretary