

## **Mascoma Community Healthcare**

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

**Location: Cardigan Mt. School**

November 14, 2016

Dale Barney presiding

In attendance:

Voting Directors – Dale Barney, Scott Berry, Barry Clause, Lori Dacier, Barbara Dolyak, John Dow, Tim Jennings, Sean Murphy, Mary Paquette, Curtis Payne, Mike Samson, Alice Schori, Peter Thurber

Ex - Officio Directors – David Beaufait, Michael Paine

Interested community members – Geraldine Osgood, Christopher Partain

Not in attendance - Carolyn Barney, Karen Gray, Gili Lushkov, Ed McGee, Jim Spaulding

### **Minutes**

John Dow moved to approve minutes from October 10, 2016 and board retreat minutes with revisions. Second by Mike Samson.

Unanimously approved.

### **Committee Report Summaries**

#### **Executive**

Peter Thurber reports we meet weekly. Primary objective is to liaise between other committees. MCHC has officially been accepted as a member of Bi-State. Leadership from Bi-State met with us to discuss our eligibility to join board and the committee structure, training and technical assistance for our board, lobbying efforts and processes for NH and VT legislatures, payment reform models, resources available to us from Bi-State, and marketing and communications. Since the building is not totally operational, we have discussed the idea for having outside sources rent space that is unused at the time of opening. One area we need help in is the credentialing process. Future areas of operation include continued liaison work with other committees and completing a full work plan.

#### **Finance**

Michael Samson reports the Balance Sheet notes our cash assets total \$212,438.26. Total Liabilities & Equity amount to \$1,169,122.46. We have yet to ask for reimbursement for soft costs from last year and will submit them ~ January or February. The amount for reimbursement ranges from \$150,000.00 to \$200,000.00. Profit & Loss reflects a net income of \$25,887.55. Currently we are not spending a lot from our operating budget. So far, the only major expenses we have are Advertising and Promotion totaling \$2,011.92, Insurance – Professional Insurance totaling 2,050.00, and Insurance – Prop & Liability totaling \$9,257.30. We are short of the budgeted donation goal (\$67,500 by this date) but recently received donations of \$5,250.00. Peter Thurber moved to approve financial statements. Second by Mary Paquette.

Unanimously approved. Mike Samson reports the Finance Committee has been working on background work on the modeling software for benefits pertaining to the personnel to be hired. We found a great resource to see reimbursement rates for providers in New Hampshire. The website is nhhealthcost.org and it will help us to understand what we may receive. The setup process for Medicare and Medicaid is a long one so we are getting started on that. We have proposed a change to the policy for negotiating terms and pricing to the best of our ability and sent the transaction to Dale Barney for final approval. Other areas of focus include the following: review of the current year budget; preparation of the FY 2017 budget; negotiating private insurance participation; securing participation in Medicare and Medicaid; determining financial policies required prior to opening; and determining software to be used and its relationship to electronic health record software that is selected. John Dow moved to accept finance committee report. Second by Lori Dacier. Unanimously approved.

#### **Development**

Dale Barney reports the committee met and discussed needs. Right now, our primary focus is to raise at least \$100,000.00 yearly for the next five years. This number should offset any financial weakness the center should experience and offset cost of service for low income patients. Since our last meeting, we have received \$5,250 reported by Finance, \$500 on PayPal and \$2,175 donated and deposited on October 22 for a total of \$7,925 in donations. We are trying to develop ways to fundraise. Ideas include a 5k type of run. Other fundraising ideas should be directed to the committee. Board members were asked to contact the committee if they know anyone with grant writing experience.

#### **Construction/Building**

John Dow reports the building is moving along. The framing is almost complete and almost all the plywood is on the roof. Base coat is down and they plan to do the concrete for the curbing and sidewalks this week, weather permitting. Also, they plan to start roofing by November 17 and they will begin installing windows on November 22 and wiring will start November 28. Tim Jennings reports we have \$48,847 in contingency. Some things no longer in the budget are the landscaping and radiography labor allowance. Listed in the handout are potential change orders and the only one so far we are seriously considering is the Asphalt wearing course for \$18,360.00. Other changes we may run into have been priced out and if they do happen, they will show up in the right-hand column.

#### **Technology/Equipment**

Peter Thurber reports we meet weekly and we are just about ready to put out the bid list. On the equipment list reconciliation, we know what will go into each room. I had a conversation with CPG, which is a group purchasing agent. They will assist us with getting our bid list out to a larger audience. We contracted with FairPoint for our hosted infrastructure. They will bring in phone, internet, as well as remote servicing, essentially acting as an IT department. For our computer needs, we decided to go with Chromebooks. Scott has been leading the EHR meetings and we should know soon which EHR we will use. Other IT needs are being sorted. As for dental, we are still reaching out to vendors to see what other options are out there.

**Recruitment**

Scott Berry reports we are actively recruiting personnel. I have discussed with the Board that we will need to be more aggressive than normal so that our staffing needs can be met. In using Bi-State for some of our recruiting, I noticed that recruiting providers in the Vermont/New Hampshire area is a concern since we are not the only organization in need of providers.

**Nominating**

Lori Dacier reports we have developed a list of potential new board members and are beginning to contact them. In our current bylaws, a board member cannot miss more than 3 meetings. In order to make meetings more flexible, we discussed deploying technology so members can participate remotely. Currently we are reviewing our bylaws for board member requirements. Also, we are creating a blurb to be used to recruit new board members. Lastly, we are creating a board manual for new members so they can better understand their role.

**Other Business**

Peter Thurber reports we need to finish our vision and mission statement. Current vision statement reads as follows: Mascoma Community Health Care promotes health in our communities through our health center by drawing together local resources to provide personal, affordable, accessible, quality care. Peter moved to accept the vision statement and mission statement as amended. Second by John Dow.

John Dow moved to adjourn meeting. Second by Mary Paquette. Unanimously approved.

Respectfully submitted by  
Lori Dacier, Secretary