

## **Mascoma Community Healthcare**

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

**Location: Cardigan Mt. School**

December 12, 2016

Dale Barney presiding

In attendance:

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

Ex - Officio Directors – David Beaufait, Michael Paine

Interested community members – Patricia Barden, Christopher Partain, Philip Salvail

Not in attendance - Carolyn Barney, Barbara Dolyak, John Dow, Karen Gray, Gili Lushkov, Ed McGee, Mary Paquette

### **Minutes**

Peter Thurber moved to approve minutes from November 14, 2016. Second by Mike Samson. Unanimously approved.

### **Committee Report Summaries**

#### **Finance**

Mike Samson reports we still need \$100,000.00 in contributions. The auction totals have not been posted yet. On the Profit & Loss Budget vs. Actual report, it reflects we went over budget in the areas of accounting and legal fees. The legal fees are reimbursable. Barry Clause moved to approve financial statements. Second by Lori Dacier. Unanimously approved. Mike Samson reports the Finance Committee reviewed the latest projections based upon staffing proposals. We have started narrowing down who we will use for credentialing of our hires. The company suggested by Ammonoosuc Community Health Center (ACHC) is Credentials Administrative Services (CAS) out of Bristol, NH. Their cost is \$100.00/provider/insurance company and \$150.00 for updating per year and must be updated every 3 months. Total cost is \$10,000.00. There are no contracts or fixed payments and we may stop using their services at any time. We are aiming to take care of enrollment with the insurance companies by April 2017. As for Medicare and Medicaid, we hope to wrap those up by May 2017. Medicare and Medicaid are retroactively billable so there should not be an issue there. We have an idea for the going rates of reimbursement for providers in the area. We are updating the budget for the coming year. Alice Schori moved to accept the Finance Committee report. Second by Scott Berry. Unanimously approved.

#### **Development**

Dale Barney reports the auction went well. As of now we should receive \$10,000.00, however it could be more. At this time, we are looking for a logo to be developed for the health center. If you know someone in graphic design, let us know. The emblem will go on the sign, letter head, staff apparel, etc. Amazon approached us and said there is a program called AmazonSmile. The program donates a portion of the proceeds of sales to a designated organization. We are looking for individuals with the ability to write grants. Goal is \$100,000.00/year for the next 5 years. We are also looking to create an annual fundraising drive. There will be a booth for Christmas in Canaan, Friday, December 16, from 5pm to 7pm. Peter Thurber moved to accept development report. Second by Lori Dacier. Unanimously approved.

#### **Construction/Building**

Tim Jennings reports the budget has not moved much. Construction is scheduled to be completed by March 2017. Equipment may be placed in the building as early as the 1<sup>st</sup> week of March 2017. Currently we are working on the main sign for the road. Topography will dictate placement. Sean Murphy is gearing up to install the wiring, date to be determined. Volunteers will be needed to help with wiring. We do not have the money to purchase an emergency generator. The conduit is in place when we are ready to install one. The current emergency plan is to send employees home and have a system in place to save the building. Backup vaccination storage is Cardigan Mountain School. Mike Samson states we should be able to obtain emergency generator grant through Homeland Security. Tim Jennings reports the experience with Rural Development has been great and appreciate the work Randy Cole has contributed. Lori Dacier moved to accept Building Committee report. Second by Mike Samson. Unanimously approved.

#### **Technology/Equipment**

Peter Thurber reports the bid letter will go out this week. The ad and other literature necessary to send out will be finalized and sent out soon. Delivery time of the equipment is a concern so coordination is important. Scott has finished screening the potential electronic health records (EHR) choices and the final recommendation will be made soon. Mike Samson moved to accept Technology/Equipment Committee report. Second by Barry Clause. Unanimously approved.

#### **Recruitment**

Scott Berry reports we are actively recruiting personnel. We have extended an official employment offer to Donna Ransmeier for the position of Clinical Director. She currently works in an FQHC and has an extensive background with EHRs. She will be starting in mid-January 2017. Our Dental Director candidate accepted a position for another organization, so we are continuing our search. We have interviewed a candidate for Medical Director. At this time, she remains interested in the position and will let us know after the holidays. Barry Clause moved to accept the Recruitment Committee report. Second by Lori Dacier. Unanimously approved.

**Nominating**

Lori Dacier reports we are moving forward with more potential board members. We have created a recruitment blurb for the website, Facebook, and list-servs. If you know anyone who may be interested in becoming a board member, let us know. We are currently working on creating a board manual for current and new board members. Peter Thurber moved to accept the Nominating Committee report. Second by Alice Schori. Unanimously approved.

**Executive**

Peter Thurber reports we perform a lot of liaising between committees. We have an official phone number and it is 603-523-4343. There is a potential to collaborate with other organizations when we open. Also, new items of interest are always being introduced and include the next phases of development. Mike Samson moved to accept Executive Committee report. Second by Tim Jennings. Unanimously approved.

**Other Business**

Nothing to report.

Alice Schori moved to adjourn. Second by Tim Jennings. Unanimously approved.

Moved to Executive session.

Respectfully submitted by  
Lori Dacier, Secretary