

Mascoma Community Healthcare  
Board of Directors Meeting  
Cardigan Mt. School  
May 8, 2017

APPROVED MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Barry Clause, Barbara Dolyak, John Dow, Tim Jennings, Sean Murphy, Mary Paquette (treasurer), Christopher Partain (secretary), Curtis Payne, Mike Samson, Alice Schori, Peter Thurber (vice chair). Ex- Officio Directors: David Beaufait, Michael Paine.

Clinic Director: Donna Ransmeier.

Interested community members: Kris Bruand, Lori Dacier, Ben Gardner, Ronda Hathorn, Geraldine Osgood, Alan Ricard, Denis Savail. Recorder: Roger Lohr. Not in attendance: Karen Ewer-Gray, Andy Ware, Ed McGee

**1. Call to Order**

Chair Dale Barney called the meeting to order at 7:02 PM. Mike Samson introduced the newly hired recorder Roger Lohr. The attendees introduced themselves and two prospective board candidates spoke about their backgrounds.

**2. Meeting Minutes Approval**

**Partain moved to approve amended minutes from April 13, 2017, seconded by Dow. Unanimously approved.**

**3. Clinical Director's Report**

Clinic Director Donna Ransmeier reported that staff training on the medical records has gone well and the computers are up and running. Preparation for the opening continues and the staff has been very helpful. The Patient Services Representative was hired and she has medical records experience. Patient Day is set for Saturday, May 13 and four staff will be on hand. Three new patients signed up last week.

**4. Finance Report**

Mike Samson distributed and reviewed a document entitled Quick Analysis. It showed the \$341,000 cash situation, \$44,000 of incoming stock from Clark and Paine, and \$20,000 from other pledges. He reviewed the operational needs for the next two years, and projections on how the needs will be met.

**Berry moved to approve the financial report, seconded by Partain. Unanimously approved.**

**5. Committee Report Summaries**

A. Finance Committee

Samson cited the Finance Committee report and reviewed the highlights. He will work a couple of hours a day to help with the organization finances. Paperwork for a line of credit from the Mascoma bank has been received and a meeting is scheduled for Friday morning. The estimates for covering malpractice are not that high and a determination on the company provider will be within a couple of weeks. The credentialing process is underway. It is projected that 65% of pledged patients would be covered and 20% are using Medicaid/Medicare, but 98% are expected to be covered. The signed contract with Medicaid/Medicare is not complete yet.

**Dow moved to approve the financial committee report, seconded by Samson. Unanimously approved.**

B. Development Committee

The Development Committee meeting minutes document was cited. The "Patient Days" event is set for Saturday, May 13, 9:00-1:00 and it will include meeting the staff, handing out new patient information packets, tours of the facility, and an exhibit area of local regional service organizations. There will also be a yard sale of used office equipment. The Grand Opening is scheduled for June 17 with a ribbon cutting at 11:00 AM. The public and political representatives have been invited. An email was sent to Board members regarding a video shoot. Parking for the event and board member name tags were also discussed.

The Board discussed the mailing address issue between the post office box and the physical address that needs to be finalized when the facility is opened. Registration solicitation has been done by mail and telephone. There were 500 flyers that were produced and distributed to students at the schools.

**Clause moved to approve the development committee report, seconded by Partain. Unanimously approved.**

#### C. Construction/Building Committee

The Building Committee meeting minutes document was cited and all those involved with the facility project were recognized. The building and construction budget is in good shape and there are some pending items. The paving is delayed and the sign will be installed next week. The overhead structure should be complete this week and the punch list work is ongoing.

**Dow moved to approve the construction/building committee report, seconded by Schori. Unanimously approved.**

#### D. Technology/Equipment Committee

The Building Committee meeting minutes document was cited. The waiting room furniture and dental area equipment have been installed. Other medical equipment is being received and installed as it arrives but currently there are functioning exam rooms and bathrooms. Items are being added to the purchase list. The technology is coming together and about 20% of it still needs to be acquired. The bandwidth will be addressed. Alice Schori requested cardboard from the shipping boxes.

**Paquette moved to approve the technology/equipment committee, seconded by Berry. Unanimously approved.**

#### E. Recruitment and Staffing Committee

The Recruitment Committee meeting minutes document was cited. The bios of new staff were cited and there was a statement made by Scott Berry that an exceptional group is on the staff already. There are two nurse backups who have expressed interest. Training will be done in late May. The status of dentists was given and a tour and interviews are being scheduled for candidates. A retired dentist will help with the hiring process. Dr. Aaron Osofsky has expressed interest in providing some part time as a dentist. The extern program was explained as student dentists who will be similar to residents. There would be a low cost associated with the program.

**Schori moved to approve the recruitment and staffing committee report, seconded by Partain. Unanimously approved.**

#### F. Nominating Committee

The Nominations Committee meeting minutes document was cited and the search for additional board members is continuing. The board can be up to 19 voting members and 5 exofficios. There is a desire for more representation from Enfield, Grafton, and Dorchester. Desired new board member consideration includes experience in development and affiliation with healthcare. Board members were encouraged to speak with board prospects and invite them to a board meeting. The Nominations Committee would follow up by speaking with board prospects.

**Berry moved to approve the recruitment and staffing committee report, seconded by Partain. Unanimously approved.**

#### G. Executive Committee

The Executive Committee meeting minutes document was cited. It was stated that the hours of operation will be 8:00 AM – 5:00 PM on Monday, Wednesday, Thursday, and Friday. The hours on Tuesday will be 8:00 AM – 7:00 PM for one later day per week. The remaining committees, which include Quality and Safety, Health Care Advisory, Ethics, and Human Resources are to be developed as soon as possible. The telephone will be working at the facility on May 15<sup>th</sup>.

**Partain moved to approve the executive committee report, seconded by Dow. Unanimously approved.**

### 6. Other Business

None. Nominations were deferred to next meeting.

### 7. Adjournment

**Partain moved to approve adjournment of the meeting, seconded by Dow. Unanimously approved.**  
The meeting was adjourned at 8:05 PM.

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