

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
August 14, 2017

APPROVED MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Barbara Dolyak, Kris Briand, Tim Jennings, Sean Murphy, Michael Paine, Mary Paquette (treasurer), Christopher Partain (secretary), Curtis Payne, Mike Samson, Alice Schori, Peter Thurber (vice chair). Ex- Officio Director: Dr. Carrie Webber. Clinic Director: Donna Ransmeier.

Interested community members: Geraldine Osgood, Denis Salvail, Philip Salvail, Bruce Shinn. Recorder: Roger Lohr.

Not in attendance: Carolyn Barney, John Dow, Karen Ewer-Gray, Andy Ware, Ed McGee, David Beaufait.

1. Call to Order

Chair Dale Barney called the meeting to order at 7:01 PM.

2. Meeting Minutes Approval & Introductions

A. Meeting Minutes

Schori moved to approve amended minutes from July 10, 2017, seconded by Partain. All voting attendees approved. Changes to the amended minutes: in the attendee roster add Mike Samson and not in attendance was Kris Briand and Carolyn Barney; in item 2A correct spelling of Paquette.

3. Clinical Director's Report

Clinic Director Donna Ransmeier reported that the center has 301 patients registered as of today. There are three candidates for clinical social worker and it is hoped that an assistant medical assistant will be hired this week. The dental and front desk staff will visit the Community Health Center in Lamoille Valley for tips and training.

4. Medical Director's Report

Medical Director Carrie Webber distributed a written report and stated that the center has acquired working ECW templates. Drills for life support services have been conducted. The staff is working on a "no show" and "reminder" policy for the Board to consider. The center has received access to the DHMC database. The dental office will open soon and it is expected that the front desk might need to be staffed.

A written suggestion from Dr. Beaufait regarding the hiring process was read to the Board. Scott Berry reviewed the hiring process for the Board.

5. Committee Report Summaries

A. Finance Committee

Mike Samson stated that the profit and loss statement showed \$50,000 revenue and \$306,000 expense during the period of April-July. The accrued revenue was \$28,000 at the end of July and \$10,000 additional in the first two weeks of August. It is expected that there would be a loss of \$400,000-500,000 for the year. The financial details for July were sent to the Board electronically covering the budget vs. actual for July and year-to-date; profit and loss year-to-date; and the balance sheet.

The Board discussed what type of financial information it would like and what information might be made public. A weekly spread sheet of financial matters would be sent to the Finance Committee and Executive Committee showing for example, the number of patients registered and visiting, accounts receivable, and comparisons between projections and current activity. Forty patients have been registering each week and it is expected to reach 50-60 per week and increase substantially onward.

A1. Mike Samson distributed a document that proposed a change to the Commercial Paper and Stock Tracking Account policy for handling stock donations. **Thurber moved to approve the proposed changes to the handling of stock policy, seconded by Schori. All voting attendees approved.**

The changes to the Commercial Paper and Stock Trading Account (10.6) policy included on item 10.6.1, replace the word “may” with “will,” and add item 10.6.3 with the wording “A receipt will be given to the donor recognizing the market value of the gift as of the date of the gift.”

A2. The Auditor Report document was distributed to the Board and discussed. There were no significant findings by the auditor and some adjustments were made that were highlighted by Mike Samson. Some surveys were given by the auditors to some staff and Board members. **Berry moved to approve the Auditor Report as submitted, seconded by Paquette. All voting attendees approved.**

Thurber moved to approve the Finance Committee report, seconded by Partain. All voting attendees approved.

B. Development Committee

The Development Committee met last week. Mike Samson reviewed the radio advertising that began airing on the radio and a mass mailer promotion sent to residents in the core five towns. Some work is also being done to create a Facebook Page for the center. Eleven people volunteered to help register patients and Tim Jennings helped coordinate training for them that included confidentiality issues. It was suggested that volunteer drivers could transport people to the clinic and perhaps get patient prescriptions. Discussions are underway with a senior center regarding volunteers. It was also suggested that volunteers could reach out to prospective patients through senior centers in the region. Sports physicals could be promoted. Booths at farmers’ markets have been staffed to promote MCHC and there is a MCHC public event kit available to use at such venues. There has been some interest from Plymouth. Mr. Samson stated that there are 38 towns that could be approached and among them are the five core towns, where the promotions are being focused.

It was reported that a Family Planning grant application for \$35,000 has been completed and submitted by Karen Ewer-Gray.

Thurber moved to approve the Development Committee report, seconded by Partain. All voting attendees approved.

C. Construction/Building Committee

The Construction/Building Committee and Technology/Equipment Committee will combine to become the Physical Plant Committee. Mostly small issues remain with the building. Discussions are underway to display artwork in the building. The Board discussed signage and grass blocking visibility on Route 4. **Paquette moved to approve the Construction/Building Committee report, seconded by Schori. All voting attendees approved.**

D. Technology/Equipment Committee

Some of the dental equipment is still coming. Additional supplies, lab, security, hospitality seating, and storage issues are being addressed. The electronic health record system issues are still being addressed. As the equipment is received other grants such as ones for radiography will be applied for. **Schori moved to approve the Technology/Equipment Committee, seconded by Samson. All voting attendees approved.**

E. Recruitment and Staffing Committee

The matters about hiring were covered in the director reports.

Thurber moved to approve the recruitment and staffing committee report, seconded by Partain. All voting attendees approved.

F. Executive Committee

The Executive Committee meeting information was covered by the other committee reports. Scott Berry will be away for a month and Peter Thurber will cover his responsibilities. Karen Ewer-Gray will become the chair of the new Quality and Safety Committee.

Schori moved to approve the Executive Committee report, seconded by Partain. All voting attendees approved.

G. Nominating Committee

There was no report by the Nominating Committee. A new chair for the Nominating Committee will need to be appointed.

6. Other Business

There are discussions about a community health worker working out of MCHC who would do case management work for Medicaid. This will fit well with the center. The Board expressed its appreciation for a sports team sponsorship donated to the center by Barbara Dolyak.

Thurber moved to approve to accept the donation to sponsor a sports teams from Barbara Dolyak, seconded by Partain. All voting attendees approved.

7. Executive Session

Thurber moved to approve entering executive session, seconded by Partain. All voting attendees approved.

The Board entered executive session at 8:20 PM.

The Board reconvened the MCHC Board meeting at 9:00 PM.

8. Adjournment

Paquette moved to approve adjournment of the meeting, seconded by Thurber. All voting attendees approved.

The meeting was adjourned at 9:00 PM.

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