

Mascoma Community Healthcare  
Board of Directors Meeting  
Mascoma Community Health Center  
December 11, 2017

APPROVED MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Kris Briand, Tim Jennings, Mary Paquette (treasurer), Christopher Partain (secretary), Michael Paine, Curtis Payne, Alice Schori, Mike Samson, Peter Thurber (vice chair). Ex- Officio Director: Dr. David Beaufait; Clinic Director: Donna Ransmeier; Interested community members: Bruce Shinn. Recorder: Roger Lohr.  
Board members not in attendance: Carolyn Barney, Barbara Dolyak, John Dow, Karen Ewer-Gray, Sean Murphy, Andy Ware, Ed McGee.

**1. Call to Order**

Chair Dale Barney called the meeting to order at 7:12 PM.

**2. Minutes Approval**

**Thurber moved to approve the Mascoma Community Health Center Board meeting minutes for November 13, 2017 as submitted, seconded by Paquette. Approved 9-0-1 (Schori abstained).**

**Thurber moved to approve the Mascoma Community Health Center Board Conference Call meeting minutes for October 16, 2017 as submitted and amended, seconded by Paquette. Approved 10-0-0.**  
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Executive session meeting minutes will be approved later in the meeting.

**3. Clinical Director's Report**

Clinical Director Donna Ransmeier reported that the MCHC now has 891 patients registered as of December 11. There were 610 on October 16 and 724 on November 8. The deliverables (such as training) for the Family Planning program are done. The backlog for patient records continues to be worked on and in some instances patients are being contacted to complete the information needed. An additional per diem well-qualified nurse joined the MCHC staff to give the existing nurses some schedule flexibility. The school district superintendent visited the clinic and collaboration with MCHC such as giving students MCHC information to bring home is welcomed.

Clinical Director Donna Ransmeier gave the Medical Director's Report and Dental Director's Report. Dr. Webber has trained for the Family Planning program and appointments can be started for the veteran program. The staff is getting regular tips on the electronic health records (EDW). The Board discussed a recent substantial financial penalty applied to EDW and alternatives available if the company goes out of business.

The dentist has also trained for the veteran program. There have been 288 patients seen and about half of them are both medical and dental patients. Many of the dental patients are using the sliding scale even though the operation accepts all the dental insurance. The dental operation lost 54% of revenue due to the sliding scale and the Board has doubled the minimum fee to help alleviate the fiscal impact. The medical side at MCHC is seeing 5-6% of the patients using the sliding scale comparatively.

**4. Committee Report Summaries**

**A. Finance Committee**

Finance Committee documents were made available to the Board. Mike Samson stated that the financial data details will be reviewed in Executive Session. It is still expected that MCHC will attain break even status in the April time period, when it should have 1,500-1,600 patients. The cash flow is being watched as growth continues. The payables have been extended to the full due dates. The number of dental patients is climbing more significantly than projected and many dental patients are taking advantage of the sliding scale. The higher minimum dental fees should help address the cash flow situation. A member of the public

has offered a promissory note for \$75,000 at no interest and the related document was distributed to the Board. Receivables (mostly 60 days) are currently \$120,000 and they are expected to grow to \$180-200,000.

**Thurber moved to approve that the MCHC minimum fee used with the sliding scale would be \$20.00, seconded by Schori. All voting attendees approved 10-0-0.**

**Thurber moved to approve the Promissory Note and Board signatories as presented to the Board at the December 11, 2017 MCHC Board meeting, seconded by Samson. All voting attendees approved 10-0-0.**

**Thurber moved to accept the Finance Committee Report as submitted, seconded by Paquette. All voting attendees approved 10-0-0.**

#### B. Development Committee

The Development Committee report was made by Tim Jennings and Mike Samson, who reported that the \$75,000 loan was secured and \$97,000 was raised in donations. Another \$17,000 of donations have been pledged and not received and \$55,000 of additional donations are expected. The Mount Cardigan School has made advance payments of about \$15,000. A total of \$280,000 is the amount of cash desired.

Volunteers are establishing a donor database and identifying additional prospective donors. A strategy for a longer term campaign to consider equipment acquisitions will be developed. A volunteer is needed to lead the patient outreach effort, which has been in a lull for the last month or two. Samson asked for a volunteer to staff the "Christmas in Canaan" event and Alice Schori volunteered.

The Board discussed interest in developing petition warrant articles in the five towns serviced by MCHC. There are political and image issues associated with such an effort as MCHC is trying to avoid the perspective that it is only intended for indigent populations. The warrant article semantics could incorporate the rate of patients taking advantage of the MCHC sliding scale and each of the towns' warrant article processes would need to be investigated.

Samson reported that the radio advertising is starting again and there are efforts on Facebook and via the direct flash email, which has about 600 recipients. **Thurber moved to approve the Development Committee report, seconded by Samson. All voting attendees approved 10-0-0.**

#### C. Physical Plant & Equipment Committee

The Physical Plant & Equipment Committee report document was made available. The first computer system backup was blown in the power outage and surge but the second backup worked. The center has undergone winter preparedness and developed a protocol for power outages. A small generator was loaned to MCHC to protect the vaccines and lab supplies. The Board acknowledged the efforts to display the wreath on the facility expressing appreciation to Donna Reismeier and Dr. Gardner. **Paquette moved to accept the Physical Plant & Equipment Committee report, seconded by Samson. All voting attendees approved 10-0-0.**

#### D. Recruitment and Staffing Committee

A candidate for the clinical social worker who has worked in the Upper Valley will be interviewed at the facility next week. The Recruitment and Staffing Committee will transition to the Human Resources Committee. **Thurber moved to approve the Recruitment and Staffing Committee report, seconded by Samson. All voting attendees approved 10-0-0.**

#### E. Quality and Safety Committee

The Quality and Safety Committee needs to assign a new chair and be revitalized. **Samson moved to approve the Quality and Safety Committee report, seconded by Schori. All voting attendees approved 10-0-0.**

#### F. Executive Committee

The Executive Committee document was made available. The USDA loan dispersal is nearing its end and directors will be looking ahead regarding capital equipment needs. There is about \$15,000 remaining in the loan. A generator and radiology equipment are needed and they could be earmarked for donations and/or funded by grants. Samson stated that smaller USDA loans may be available (\$15-20,000).

The Executive Committee includes Scott Berry, Peter Thurber, Tim Jennings, Mike Samson and Karen Ewer-Gray. **Schori moved to approve the Executive Committee report, seconded by Samson. All voting attendees approved 10-0-0.**

#### **5. Other Business**

Dr. Beaufait requested the Board discuss his involvement in the Executive Session as an ex-officio non-voting board member.

#### **6. Executive Session**

**Thurber moved to approve entering executive session, seconded by Samson. All voting attendees approved 10-0-0.**

The Board entered executive session at 8:30 PM.

The Board reconvened the MCHC Board meeting at 9:24 PM.

**Thurber moved to approve that ex-officio MCHC board member Michael Paine become a full MCHC board member, seconded by Berry. All voting attendees approved 9-0-1 (Paine abstained).**

**Thurber moved to approve the MCHC Executive Session meeting minutes for August 14, 2017, September 11, 2017, and October 9, 2017 as submitted, seconded by Samson. Approved 10-0-0.**

#### **7. Adjournment**

**Thurber moved to approve adjournment of the meeting, seconded by Paquette. All voting attendees approved 10-0-0.**

The meeting was adjourned at 9:25 PM.

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