

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
February 5, 2018

DRAFT MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry and Barbara Dolyak via web, Kris Briand, Tim Jennings, Sean Murphy, Michael Paine, Mary Paquette (treasurer), Curtis Payne, Alice Schori, Mike Samson, Peter Thurber (vice chair). Ex- Officio Director: Dr. David Beaufait; Interested community members: Claude Lemoi, Bruce Shinn, Denis Salvail. Recorder: Roger Lohr.
Board member not in attendance: Christopher Partain.

1. Call to Order

Chair Dale Barney called the meeting to order at 7:05 PM.

2. Minutes Approval

Paquette moved to approve the Mascoma Community Health Center Board meeting minutes for January 8, 2018 as submitted, seconded by Briand. Approved 9-0-3 (Paine, Payne, and Dolyak abstained).

Executive session meeting minutes for November, December, January, and February will be approved at the next Board meeting.

3. Committee Report Summaries

A. Finance Committee

The Clinical Director was meeting with a billing coder candidate so she could not attend the meeting.

Finance Committee documents were distributed to the Board. Mike Samson stated that there are 1,109 patients and in January there were 278 new patients signed up. The month had 320 medical visits and 240 dental visits. The goal is 500 medical visits and 300 dental visits each month. Various charts were reviewed showing which towns the patients and visits were from and percentages from the towns with Canaan representing 62% in September-January and Enfield with 22%. There was also a breakdown of 414 patients from Canaan and 134 from Enfield. The dental patients showed 212 from Canaan and 104 from Enfield. The number of medical visits from Canaan to date was 674 and there were 388 dental visits. The numbers from Enfield respectively were 255 and 201. There are 82 different towns represented among the patients.

The financial data details will be reviewed in Executive Session, but it was stated that there has been \$120,000 reduction in assets due to operating losses, which are declining on a monthly basis. There has been \$344,000 raised from donations since April. The family planning is expected to help attain more patients and visits. It was explained the veteran program is expected to bring patients to the MCHC for only one visit per person.

A point was raised about the potential for new patients from Enfield. Currently about 10% of the Canaan population are patients at MCHC and Enfield has less than 5%. Planning is underway for outreach efforts to target Enfield. It is still expected that MCHC will attain break even status in the April time period, when it is anticipated that there will be about 1,600 patients. **Paquette moved to accept the Finance Committee Report, seconded by Briand. All voting attendees approved 12-0-0.**

B. Development Committee

The Development Committee report was made by Mike Samson, who stated that there is a need to raise about \$100,000 in the next few months.

Schori moved to approve the Development Committee report, seconded by Paquette. All voting attendees approved 12-0-0.

C. Physical Plant & Equipment Committee

The Physical Plant & Equipment Committee report was given by Sean Murphy. There have been some sewer issues that are still being addressed with a contractor. The HVAC issues in the building are being addressed by Johnson Controls. IT issues and winter preparedness have been addressed. Next year's budgeting for physical plant and equipment are being worked on. It was suggested that a "new patients welcome" sign be displayed to be seen by travelers on Route 4. **Jennings moved to accept the Physical Plant & Equipment Committee report, seconded by Samson. All voting attendees approved 12-0-0.**

D. Recruitment and Staffing Committee

Scott Berry gave the Recruitment and Staffing Committee report. The candidate being interviewed was for a billing coder. A RN candidate will also be interviewed soon. A part time dentist is being sought to fill some of the time for Henry Lemieux, who wants to reduce his time at MCHC. Berry will reach out to dentist Dr. Osafsky. The need for the clinical social worker on staff has not yet been fulfilled but there are some options that are being considered. **Paine moved to approve the Recruitment and Staffing Committee report, seconded by Paquette. All voting attendees approved 12-0-0.**

E. Quality and Safety Committee

The Quality and Safety Committee needs to assign a new chair and be revitalized. The work is currently being done by the Executive Committee. **Schori moved to approve the Quality and Safety Committee report, seconded by Payne. All voting attendees approved 12-0-0.**

F. Executive Committee

The Executive Committee report was given by Peter Thurber. The committee has been meeting 2-3 times per week to help set up programs and deal with the workload. The committee is looking into becoming a WIC (Women, Infants and Children on nutrition) site. The DOT physicals are expected to move forward. The committee has been working on financial reporting (pro forma developed), scheduling policy, exploring partnerships, seeking additional board members, considering the social worker position, and looking at long term planning among other things. The patient satisfaction survey is in the planning stages.

The Executive Committee met with the staff to improve transparency that was well received as the staff has become better informed. It was stated that the center is a success with 1,100 patients already and that the dental practice is better than anticipated. People in need are being served in the communities. It was suggested that a similar meeting be held quarterly.

Thurber moved to nominate Sean Murphy for the MCHC Executive Committee, seconded by Jennings. All voting attendees approved 12-0-0.

Briand moved to approve the Executive Committee report, seconded by Samson. All voting attendees approved 12-0-0.

Samson moved to nominate Denis Salvail for the MCHC Board, to be voted by the Board after the Executive Session. All voting attendees approved 12-0-0.

Samson moved to accept the resignation of Karen Ewer-Gray from the MCHC Board with gratitude and appreciation for her service and commitment to the MCHC. All voting attendees approved 12-0-0.

4. Other Business

The Board discussed holding a retreat during late April to set goals and priorities and a date will be selected via email. A question was asked and answered about Federal funding of health facilities and it does not impact MCHC at this time. It was suggested that MCHC become more affiliated with DHMC and the status of those efforts was discussed. An agreement is in the hands of the DHMC legal office and the agreement could provide referrals from DHMC. It was stated that most health clinics have about 80% of patients using Medicare and Medicaid but at MCHC there is half that amount with many more using commercial insurance companies, which often pay more.

5. Executive Session

Thurber moved to approve entering executive session, seconded by Samson. All voting attendees approved 12-0-0.

The Board recessed and entered executive session at 8:06 PM.

The Board reconvened the MCHC Board meeting at 9:19 PM.

Samson moved to accept the nomination of Denis Salvail to the MCHC Board, seconded by Thurber. All voting attendees approved 12-0-0.

Thurber moved to accept the resignation from the MCHC Board by Dr. David Beaufait, effective immediately, seconded by Samson. All voting attendees approved 12-0-0.

6. Adjournment

Thurber moved to approve adjournment of the meeting, seconded by Samson. All voting attendees approved 12-0-0.

The meeting was adjourned at 9:19 PM.

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