

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
October 15, 2018

APPROVED MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Kris Briand, Tim Jennings, Ashleigh King, Sean Murphy, Mary Paquette (treasurer), Michael Paine, Denis Salvail, Alice Schori, Mike Samson, Louis Shelzi, Peter Thurber, Andrew Ware, Karen Wolk (secretary), Jill Zambon. Public: 3 community attendees including Alice Kennedy and Bruce Shinn. Board not attending: Barbara Dolyak, John Dow, Curtis Payne. Recorder: Roger Lohr.

1. Call to Order and Announcements

Chair Dale Barney called the meeting to order at 6:04 PM. The monthly Board meeting schedule has been moved to the third Monday at 6:00 PM.

2. Minutes Approval

Briand moved to approve the Mascoma Community Health Center Board meeting minutes for September 10, 2018 as submitted, seconded by Schori. Approved by all voting Board members with one abstention (Schori).

3. MCHC and Committee Report Summaries

A. Clinical Director Report

Board member Scott Berry reported there are 2,121 patients at MCHC as of October 11, 2018. The clinical director schedule has been reduced to 4 days per week. The front desk position has been filled and the RN has been well received. The dental appointments are now into January.

B. Executive Committee

The Executive Committee has been working with the other committees, strategic planning, and addressing personnel issues. Karen Wolk has been participating with the Executive Committee.

Shelzi moved to appoint Karen Wolk to serve on the MCHC Executive Committee, seconded by Salvail. Approved by all voting Board members.

C. Human Resources

MCHC is currently searching for a dentist and candidates have been interviewed. It is expected that the position will be filled to start on December 1 or January 1 depending on which candidate takes the job. Another dental assistant will be needed so that 2-3 chairs can be worked at a time. This should help to reduce the dental appointment scheduling, which is currently 3 months. Two recruiting firms are helping MCHC to find a primary care medical provider. An additional dental hygienist could be considered in mid 2019 and there are some interested candidates for that position.

D. Nominating Committee, Physical Plant & Equipment Committee, and Ethics Committee had no reports.

E. Healthcare Advisory/Quality and Safety Committee

The Healthcare Advisory did not have activity but the Quality and Safety Committee distributed a Family Planning Data Trend Table showing performance measures. The Committee wants to conduct on site review and needs to schedule a time when it can meet with the staff. The Board discussed concerns about the Family Planning program to get supplies needed to conduct the tests to acquire results that are necessary to show program results. The test kits in question are on order.

F. Development Committee

The written Development Committee report was distributed to the Board and Tim Jennings announced that there are still positions to be filled for the volunteer coordinator and communication/marketing coordinator. A fundraising letter campaign will be conducted this week that will include an update about MCHC and a call for donations. The campaign is focused on smaller donors from the past couple of years.

An outreach effort will be coordinated in the vicinity to reach out to people at the election polling stations in November. Canaan and Dorchester are covered but volunteers from the Board are needed to staff the prime times at the stations in Enfield, Grafton, and Orange. Board members Berry, Jennings and Schori volunteered. A FAQ sheet will be distributed to Board members to help with this effort.

G. Finance Committee

Finance Committee documents were distributed to the Board. Motions were needed to change MCHC policies regarding the line of credit, sliding scale, accounts receivable, and authorizations to perform transactions. Various semantic changes were also suggested in the documents.

Berry moved to approve changes to the MCHC policies on the materials distributed at the MCHC Board meeting on October 15, 2018, seconded by Salvail. All voting attendees approved.

The Dashboard document was reviewed. Mike Samson stated that the line of credit and cash were used to reduce some of the payables. Accounts receivables remained unchanged. The patient growth on the Dashboard is in part due to a reporting technicality.

A document was distributed to the Board outlining the Business Owner Roundtable meeting that was held. A MCHC package or tier of packaged services for local businesses is being considered. Board members were invited to join in planning to address the issues raised at the Roundtable.

4. Other Business

It was announced that a Flu Clinic will be offered for free at MCHC on Thursday, October 18.

5. Executive Session

The Board moved to enter Executive Session (Paine, Salvail). The Board meeting was then recessed and the Board entered Executive Session at 7:07 PM.

The Board meeting was reconvened at 8:10 PM

6. Adjournment

Salvail moved to adjourn the meeting, seconded by Paquette. All voting attendees approved.

The meeting was adjourned at 8:10 PM.