

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
November 19, 2018

APPROVED MINUTES

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

1. Call to Order and Announcements

Peter Thurber called the meeting to order at 6:06 PM. The monthly Board meeting schedule has been moved to the third Monday at 6:00 PM.

2. Minutes Approval

Paine moved to approve the Mascoma Community Health Center Board meeting minutes for October 15, 2018 as submitted and amended, seconded by Schori. Approved by all voting Board members.

3. MCHC and Committee Report Summaries

A. Clinical Director Report

Board member Scott Berry reported there are 2,246 patients at MCHC as of mid November 2018. This is about 120 more than last month. The dental appointments are still into January. The new front desk person is catching up and Clinic Director Ransmeier is working on the electronic records. There were 254 flu shots administered but the percentage of them given to MCHC patients is unknown. A member of the public asked about insurance companies payments, and the Board discussed the Vermont Medicaid situation. A conference call is scheduled to figure out the VT Medicaid payment snafu. DHMC employees will be able to use MCHC starting in January and the clinic already works with DHMC insurance purveyor Harvard Pilgrim. There may be as many as 2,500 DHMC employees in the area that could use MCHC.

B. Executive Committee

The Executive Committee distributed a document to the Board and it has been working with the other committees, strategic planning, and addressing personnel issues.

C. Nominating Committee

Tim Jennings nominated Katie Silvius to become a member of the MCHC Board and a document about her background was distributed. The process to elect a new Board member is for a nomination to be made, a discussion with the prospective Board member in Executive Session, circulation of a background document about the candidate, and a vote on the candidate to become a Board member at the next Board meeting in public session.

D. Human Resources

The new MCHC dentist will bring in mid December on a part time basis. Henry Lemieux announced that he will reduce his hours and then cease his practice. MCHC will need another part time dentist and there are currently two dentists that have expressed interest.

The Board received names and photos of the 17 MCHC staff. Nine of the staff live among the five communities served by MCHC. There was a request for staff email addresses (first initial, dot last name). Two recruiting firms are helping MCHC to find a primary care medical provider and mid level medical staff. One candidate is awaiting a license in NH.

E. Physical Plant & Equipment Committee,

There will be an annual inventory of MCHC capital assets prior to year end and Board member Sean Murphy will be looking for volunteers to help.

F. Ethics Committee

Board member Curtis Payne attended a seminar on healthcare ethics and expects the committee to be up and running within a month. He requested that other MCHC Board members of staff email to him ethical issues that might be reviewed by the committee.

G. Healthcare Advisory/Quality and Safety Committee

The Quality and Safety Committee met and discussed the Family Planning program statistics necessary to show program results. The Chlamydia tests were offered to 12% of patients (the test kits were provided by the state). The staff is documenting the requests to take the test so that better tracking is possible. There will be an effort to increase the statistics on telling patients about the test.

It was suggested that MCHC advertise about the availability of flu shots at the clinic and it will be looked into by the staff. The Healthcare Advisory Committee commented about a patient feedback survey that will help raise awareness of concerns that can be addressed by the clinic director.

H. Development Committee

A chart was distributed to the Board showing that there were 387 donations by contact type from January 2015 through September 2018 in the amount of \$971,867. The recent mail campaign raised \$1,525 and the goal was more than \$15,000. A matrix will be set up on line for volunteers to sign up for recruitment efforts and a list of frequently asked questions and responses will be available. New questions can be forwarded to Tim Jennings. There were 900 flyers distributed in the communities at Election Day polling sites. There were a number of grant applications submitted in October and the Byrne Foundation donated \$200,000 to MCHC.

I. Finance Committee

Finance Committee documents were distributed to the Board and an overview was given by Board member Mike Samson. Cash is about one third of earnings so the monthly gap between revenue and expense remains a concern. A normal month is \$50,000 in cash and \$50,000 in accounts receivable. The total of accounts receivable is \$363,000, which increased by \$20,000 in September while new receivables in October totaled \$70,000. The Vermont Dental Medicaid reimbursement is anticipated and the current total is about \$111,000 or 31% of the total accounts receivable. Individual patient accounts receivable is about 30% and the balance of accounts receivable is associated with insurance companies, which is paid regularly.

4. Other Business

A member of the public requested that MCHC consider offering massage services.

5. Executive Session

The Board moved to enter Executive Session (Shelzi, Salvail). The Board meeting was then recessed and the Board entered Executive Session at 6:55 PM.

The public Board meeting was reconvened at 8:53 PM

6. Items for Action

Berry moved to approve Jill Zambon as a MCHC Board member, seconded by Paine. All voting attendees approved.

Tim Jennings suggested that Jill can help as the volunteer coordinator.

Berry moved to expedite the decision on Board membership for Katie Silvius, seconded by Paine. All voting attendees approved.

Berry moved to approve Katie Silvius as a MCHC Board member, seconded by Paine. All voting attendees approved.

7. Adjournment

Shelzi moved to adjourn the meeting, seconded by Briand. All voting attendees approved.

The meeting was adjourned at 8:53 PM.