

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
July 15, 2019

DRAFT MINUTES

In attendance: Voting Directors: Tim Jennings, Ashleigh King, Denis Salvail, Mike Samson, Alice Schori, Louis Shelzi, Katie Silvius, Peter Thurber, Karen Wolk (secretary), Jill Zambon. Board members not attending: Dale Barney (chair), Scott Berry, Curtis Payne, Sean Murphy (treasurer), Andrew Ware. Public attendee Bruce Shinn. Recorder: Roger Lohr.

1. Call to Order and Announcements

Peter Thurber called the meeting to order at 6:02 PM.

2. Minutes Approval

The meeting minutes for the March Board meeting and the June Board meeting were distributed.

Schori moved to approve the MCHC Board meeting minutes for the meeting held on March 18, 2019 as submitted and amended, and the motion was seconded by Samson. All voting attendees approved. The change was the spelling of Weise.

Schori moved to approve the MCHC Board meeting minutes for the meeting held on June 17, 2019 as submitted, and the motion was seconded by Samson. All voting attendees approved.

3. MCHC and Committee Report Summaries

A. Clinical Director Report

A written Director's Report was distributed. There are 2,886 patients at MCHC as of July 12, 2019. New patients are coming from DHMC and Dr. Beaufait's former practice. The new dental chair is beginning to build revenue and increasing patient appointments from the waiting list. There were 10 additional dental appointments in the last week. The new nurse practitioner is doing well and the physician assistant is due to start in late August after the NH license is finalized. With the full staff, the doctor vacation is not impacting the appointments beside the delay of DOT physicals which require Dr. Gardner.

Samson commented that there have been 16,930 total visits to MCHC since inception. It was stated that the front office is running very well and Scott Berry's leadership was cited for how well things were currently going at MCHC.

B. Executive Committee

The Executive Committee has been working to support the committees and director's efforts.

C. Nomination Committee

It was stated that Board nominations are on hold until the FQHC status is announced in mid-August. It was suggested that volunteers with specific experience should be sought to be considered as board members later.

D. Human Resources

It was stated that shifts have been staffed at MCHC and things should be fine for the summer period.

E. Physical Plant & Equipment Committee,

The sewage problem has been addressed successfully but the air conditioning (in the dental area) and an alarm have been recent problems. Computers are being set up for the new staff.

F. Ethics Committee

There needs to be a clarification about confidentiality regarding patient treatment information for the Board and Executive Committee. Curtis Payne will be asked about a policy on this matter.

G. Healthcare Advisory/Quality and Safety Committee

The Quality and Safety Committee decided to pause during the summer until after the FQHC status is determined.

H. Development Committee

There were minimal donations in June following the substantial May donations. In July a grant from the Lindsay Trust for dental equipment was received for \$2,500. The COOP Pennies for Change program will include MCHC in September and is projected to raise \$1,500-2,000. There is \$150,000 remaining on the fundraising goal for the year (\$590,000 has been raised). The status of the Jakes/Irving program is unknown.

There are two extra payroll periods of \$45,000 during the year that have now been incorporated in financial planning. There was a two-month delay initiating the second dental chair which is now up and running.

If FQHC status is not attained, there is a need for \$180,000-200,000 for the upcoming year. The Board members were asked to identify prospective small businesses that could take advantage of the employer program. The planned Open House will become a fundraising event.

I. Finance Committee

A Finance Committee document was distributed to the Board showing the June 2019 financial snapshot. The July analysis anticipates an increase of revenue with more cash and higher accounts receivable. If the FQHC status is not attained it is projected that a CEO could be hired in November.

A postcard announcing the new staff has been mailed.

4. Executive Session

The Board moved to enter Executive Session (Shelzi, King). The Board meeting was then recessed and the Board entered Executive Session at 6:56 PM.

The public Board meeting was reconvened at 7:45 PM

5. Adjournment

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

The meeting was adjourned at 7:45 PM.