

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
August 19, 2019

APPROVED MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Tim Jennings, Sean Murphy (treasurer), Denis Salvail, Alice Schori, Louis Shelzi, Katie Silvius, Peter Thurber, Board members not attending: Ashleigh King, Curtis Payne, Mike Samson, Andrew Ware, Karen Wolk, Jill Zambon. 2 public attendees.
Recorder: Roger Lohr.

1. Call to Order and Announcements

Dale Barney called the meeting to order at 6:01 PM.

2. Minutes Approval

The meeting minutes for the July Board meeting were distributed.

Schori moved to approve the MCHC Board meeting minutes for the meeting held on July 15, 2019 as submitted, and the motion was seconded by Shelzi. All voting attendees approved.

3. MCHC and Committee Report Summaries

A. Clinical Director Report

Volunteer Clinical Director Scott Berry gave the clinic director report. There are 3,033 patients at MCHC as of August 19, 2019. The new dental chair is building revenue as in 26 days the rate of patients seen went from 1.1 patients per hour to 1.5 patients per hour. There were grants that helped to acquire equipment but another \$3,000-8,000 will be needed to acquire additional equipment (autoclave) within 30 to 60 days.

Dr. Gardner returned from vacation and saw 14 patients today. He will spend some daily time at Cardigan Mountain School when school starts. The nurse practitioner is at full time and has blended well with the staff. The part time PA starts tomorrow (working Tues 1-7 and Fri 8-12) and will begin seeing patients on September 3. Evening hours have been reinstated on Tuesdays. Mr. Berry read a positive patient comment referring to Dr. Weise. The front desk will undergo staff schedule changes with the beginning of the school term.

There will be a Valley News article regarding the Federal family planning program termination at MCHC. On a national level the Planned Parenthood organization is also terminating the program. There will be a "Health Watch" magazine advertorial article about MCHC. Peter Thurber will forward a sample release to MCHC regarding photograph permission. Yoga sessions will be held at MCHC on Sundays.

B. Executive Committee

The Executive Committee has been working to support the committees and director's efforts. Thurber reported about the Old Home Days MCHC table and he reminded the Board members to continue to talk to others about MCHC. A service animal policy for MCHC has been drafted and pets brought to the facility for emotional support will be not allowed to enter.

C. Nomination Committee

It was stated that Board nominations are on hold until the FQHC status is announced. It was suggested that volunteers with specific experience should be sought to fill needs and they would be considered as board members later. It was raised that Board members that are not attending meetings and perhaps they should be asked to step down if they are not interested in participating. Currently there are 15 Board members. The bylaws regarding the range of Board membership is a minimum of 9 and maximum of 19.

D. Human Resources

Human resources were covered in the Clinical Director report.

E. Physical Plant & Equipment Committee,

The sewage problem has been addressed successfully but the HVAC issues are still being discussed with the vendor. Computers are being set up for the new staff. Related to the septic system, a section of the parking lot is still uncovered and a report is expected before the lot is addressed. There are faucet issues in the dental department. The Board discussed finding more volunteers for the PP & E needs.

F. Healthcare Advisory/Quality and Safety Committee

The Quality and Safety Committee decided to pause during the summer until after the FQHC status is determined. There was a deficit in OSHA compliance reporting and the manual has been received to review and apply to MCHC processes.

G. Development Committee

Documents outlining the MCHC Fundraising Report and a current campaign (Oct 2018-Sept 2019) were distributed to the Board. A \$20,000 grant application has been submitted and a few other applications will be sent in the fall. There are about \$120,000 of grants for operating support that are projected to be submitted annually. A volunteer to develop a MCHC social media effort was mentioned. The Health Watch and Valley News coverage were mentioned earlier in the meeting. The Board briefly discussed the employer program and whether sole proprietors should be eligible.

There were some volunteers who helped with the MCHC property and thank you notes will be sent to them. Patient outreach efforts are uncertain at this time but the patient base continues to grow by about 100 patients each month. There was a decision that there was not enough support to work with the Polo Club. An exhibition of donated artwork at MCHC will be conducted during September.

H. Finance Committee

A Finance Committee document was distributed to the Board showing a Financial Snapshot from April - August 2019. The July analysis showed a decrease in the deficit and another decrease is expected in August. There is a \$50,000 amount needed monthly to attain breakeven and it is projected to decrease by about \$10,000 per month between now and March associated with the increase in the dental operations and the number of patients. It appears that rate of income increase will result in break even by March. The line of credit should be renewed in September.

4. Other Business

The outgoing phone message needs to be changed. Mr. Berry discussed the MCHC front desk lunch break and call back operation.

5. Executive Session

The Board moved to enter Executive Session (Schori, Shelzi). The Board meeting was then recessed and the Board entered Executive Session at 7:00 PM.

The public Board meeting was reconvened at 7:45 PM

6. Adjournment

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

The meeting was adjourned at 8:10 PM.