

Mascoma Community Healthcare

Minutes of the meeting of the Board of Directors

Location: Cardigan Mt. School

September 12, 2016

Dale Barney presiding

In attendance:

Voting Directors – Dale Barney, Scott Berry, Barry Clause, Lori Dacier, Barbara Dolyak, John Dow, Tim Jennings, Sean Murphy, Mary Paquette, Curtis Payne, Mike Samson, Alice Schori, Peter Thurber

Ex - Officio Directors – David Beaufait

Interested community members – Trish Brown, Geraldine Osgood, Christopher Partain, Philip Salvail, Andy Ware

Not in attendance - Carolyn Barney, Karen Gray, Gili Lushkov, Ed McGee, Michael Paine, Jim Spaulding

Minutes

John Dow moved to approve minutes from August 8, 2016. Second by Barry Clause. Unanimously approved.

Committee Report Summaries

Finance

Mary Paquette reports the Balance Sheet now includes loan payable to USDA. Balance in checking account shows \$33,275.41 however, we have received other invoices which have been paid and now should reflect a balance of \$27,000.00. Profit & Loss shows net income of \$45,482.02. Our biggest expense thus far has been legal. Those expenses (legal), were \$22,000.00 higher than we had budgeted for. Profit & Loss Budget vs. Actual shows we are behind in contributions by \$6,000.00. We need to collect more. Interest rate on USDA loan will be reflected in reports as accurately as possible. Mike Samson reports interest is already accruing on loan, but no payments will be made until we take ownership of building. Scott Berry moved to approve finance report. Second by John Dow. Unanimously approved.

Construction/Building

John Dow reports we are closing in on pouring slab. Propane tanks have been buried and lines have been run. Tim Jennings reports we have \$36,000.00 in contingency left. Pressures on the budget are electric service and primary installation. Right now the estimate for electrical install is \$13,800.00 however, we are in negotiations with contractor. Budget reports worst case estimations. Architecture revision #1 came in at no additional cost. Structural changes came in at \$8,000.00 which is \$1,000.00 more than budgeted for. We took a credit for the radiology room of \$24,187.00 and is factored into contingency. Dental area has not been poured, but will be done when we figure out what equipment we want. Estimated upcharge for pouring dental area expected to be \$2,500.00. They encountered ledge and cost \$800.00 to remove. Architecture revision #2 involves changes to the nurse triage area. Right now we do not know how much it will cost. As of now, budget reflects all good news and bad news. There is an agreement in progress with the abutter, and is also reflected in budget. John Dow reports verbal agreement has been reached with the abutter. We will be planting some trees on his lot but will wait until spring to see if any other gaps need to be addressed.

Technology/Equipment

Peter Thurber reports committee meeting weekly. We have almost finished the equipment list reconciliation. This includes all equipment necessary for the rooms. Technology and software decisions still need to be made. Right now we are deciding between subscription and/or leasing for software and hardware or purchasing outright. Once all the decisions are made, will begin procurement process. At this point, it has been established we will have to have a sealed bid process for the purchase of the equipment. Technology infrastructure is still being developed. Scott Berry reports the EHRs we are researching are currently being utilized in FQHCs. The interoperability of the software between the services provided is something we are still looking into.

Recruitment

Scott Berry reports we are waiting on Bistate to approve our request to join. Their board will vote in October. Right now we are able to utilize their recruitment services. As of now, recruitment costs will only be incurred when there is a successful hire. Rates are within reason. Next month, they are hiring a behavioral health specialist, so we will be able to use their information on the process. Meetings are scheduled with providers in the next couple of weeks. One has FQHC experience as an evaluator. First hires will be Clinical Director, Medical Director, and Dental Director. At that point we will be able to start process of hiring remaining staff. We will not use Bistate for all staff positions. Right now goal is to bring in Clinical Director 6 – 9 months before opening and Medical Director 3 – 6 months before we open. Dental Director will take the longest to hire. We have the employee handbook from Ammonoosuc, the pay ranges by positions, and what their benefits look like. Next week we are meeting with Family First, another FQHC, in order to look at their policies and procedures. Peter Thurber reports we went to Ammonoosuc to obtain a better understanding of how they operate. We have been invited back to their board meetings. We hope to build continued relations with other FQHCs within the state.

Operations

Peter Thurber reports the major event moving forward is to get other standing committees in operation. Right now the eight standing committees are organized in two blocks. Executive, Finance, Nominating, and Development is one block. The other block is Quality and Safety, Health Care Advisory, Ethics, and Human Resources. The operating committee has made recommendations on those who will chair these committees and recommendations are noted on the sheet. Mary moved to create Executive, Finance, Nominating, and Development committees as staffed and to charge them to begin their work. In addition, the following committees will be created Quality and Safety, Health Care Advisory, Ethics, and Human Resources, but will not be activated due to pending decisions. Second by John Dow. Unanimously approved.

Other Business

Peter Thurber reports the retreat will be scheduled for October 15, 2016 at 8:30am at the EOC. Reminders will be sent out. Mission and Vision Statement development will be continued at the October retreat. Thurber requests all board members to draft two versions of vision statement to be used at retreat. Next board meeting will be October 10, 2016.

John Dow moved to adjourn meeting. Second by Scott Berry. Unanimously approved.

Respectfully submitted by
Lori Dacier, Secretary