

Mascoma Community Healthcare

Minutes of the meeting of the Board of Directors

Location: Cardigan Mt. School

March 13, 2017

Dale Barney presiding

In attendance:

Voting Directors – Dale Barney, Scott Berry, Barry Clause, Lori Dacier, Sean Murphy, Christopher Partain, Curtis Payne, Mike Samson, Alice Schori, Peter Thurber, Mary Paquette

Ex - Officio Directors – David Beaufait, Michael Paine

Clinic Staff – Donna Ransmeier

Interested community members – Wendy Merrihew, Kim Moulton, Geraldine Osgood, Denis Savail

Not in attendance - Carolyn Barney, John Dow, Karen Ewer-Gray, Tim Jennings

Minutes

Thurber moved to approve amended minutes from February 13, 2017, seconded by Partain. Unanimously approved.

Clinical Director's Report

Ransmeier delivered the latest version of the employee handbook for review. Page 11 of the handbook is still incomplete as we are waiting for the MCHC Compliance Hotline confidential phone number and email to be inserted. After board reviews, please send all edits to Ransmeier before the next board meeting. Employee handbook will be placed on google docs for editing purposes, which Ransmeier will control to make sure there is only one version in play. Samson requested that all reports, policies, handbooks, etc. to be including in the board email packet be sent to him no later than the Saturday prior to the Monday meeting. Ransmeier reports moving forward with the implementation of eClinical works, our electronic medical records software. Consultants are helping build the templates within eCW: Carrie Smith-LaValley, who currently works at Beth Israel in Massachusetts and Lisa Harris, who is a certified biller/coder with over 20 years' experience, currently working at an FQHC. Have received several resumes for patient services representatives. Still need billers and coders. Will start interviews next week. Ransmeier introduced Amy Modlin, our new Behavioral Health Specialist. Modlin has her Masters in Social Work and Public Health Administration. Modlin has applied for certification as an advanced alcohol and drug addiction counselor and is awaiting approval.

Committee Report Summaries

Finances

Samson reports on the balance sheet there is \$185,000 in cash, and reconciling cash against receivables not posted on the sheet, including monies from USDA, the Putnam refund, and pledges, we are near where we need to be. We need to have \$500,000, and we currently have \$460,000. We should be within \$10,000 of what we need, and with the help of Paquette and Murphy we will be reconciling all this tomorrow. We need to raise \$120,000 to \$130,000. Our net revenue is fine. The numbers are different than what we originally expected since we are not yet operational. The essential point is that we are approximately \$20,000 short of where we need to be for the first two years of operation. Paquette moved to approve the financial statement report, seconded by Berry. Unanimously approved.

Finance Committee – (see handout)

Samson reports we have made some progress on the financial policies. The Executive Committee has reviewed financial policies. One issue has come up in the last 3 to 4 weeks and that will be resolved by the Finance Committee. We have drafted a financial budget, which needs to be reviewed by the Finance Committee and then the Executive Committee. It reflects what we know about expenditures projected for the coming year. There are areas that can fluctuate significantly, by as much as \$100,000 depending on what the final staffing is going to look like and other possible expenditures. The goal is to have this approved by April. We have taken it from the Tri-net software, updated it all for the next four years, put in all the projections, including manpower, checked to make sure the utilization works, updated all the benefits from personnel group. In total, the need is about \$130,000. We are going to have to raise this money. In terms of credentialing, Medicare and Medicaid are very nice. We anticipate that 35 to 40% will be Medicare and Medicaid. Tufts gives us the highest return. We are still waiting to hear from BCBS. We will have 15 to 20 payers. Medicaid/Medicare and BCBS will be the two largest payers. Explanation of how reimbursement works was discussed. Currently working on what sliding scale will be. Paquette moved to approve the financial committee report, seconded by Dacier. Unanimously approved.

Development Committee – (see handout)

Barney reports a sneak peek event and reception for the builders and architect and a meet and greet is being planned for March 27, from 6-8 pm. Refreshments will be provided. Tours of the building will be provided. A second event has been added, “New Patient Days”. This event would include meeting the staff, handing out new patient information packets, and giving tours, once the equipment was installed. This event will happen Saturday, May 13, 9:00-1:00. Berry moved to approve the development committee report, seconded by Partain. Unanimously approved.

Construction/Building Committee - (see handout)

Thurber reports that last Friday, the last walkthrough was done, working out the punch list. Still need to complete the dental area. This should be done by the end of the week. Originally, we were going to move \$50,000 from the equipment loan to the building loan. The dental suite fit out was more expensive than we anticipated. We added the two dental chairs and fit out the dental suite completely which required some extra work that was not planned. A large part of this cost was for the supervisor to come back on site after Northbranch moved on. These expenses are still well within our ability to absorb with our equipment loan. We will be installing the blinds ourselves to save \$6,000. Discussion ensued regarding future radiology needs. Thurber requested everyone look over the construction/building committee minutes. Schori requested information regarding soil preparation for landscaping. Thurber confirmed that asphalt repairs would happen at the same time the wearing coat is put down. Samson moved to approve the construction/building report, seconded by Clause. Unanimously approved.

Technology/Equipment Committee – (see handout)

Thurber reports phase one purchasing is in. The equipment has been ordered and delivery should start in the next couple of weeks. Medical equipment is being stored in a warehouse, ready for delivery. IT purchasing is being rolled out as staff arrives. Phase two purchasing costs for radiology and other service lines are being explored. Security and fire technology is moving forward. Ware and Jennings have been considering fire and security systems. Murphy will be installing cell boosters into the Center. Wireless should be up and running by April. Paquette and Samson suggested purchasing a couple fireproof cabinets for important paperwork. Lori moved to approve the technology/equipment committee, seconded by Partain. Unanimously approved.

Recruitment and Staffing Committee

Berry reports having interviews with physician interested in Medical Director position and a physician’s assistant. Both candidates will be having additional conversations with Ransmeier and Modlin. Berry had phone interview with nurse practitioner and a callback from a physician in Maine. Nothing to report for dentists. We have signed agreements with two physicians, one with Dr. Ben Gardner, who is a pediatrician who will be working with us part-time. He has agreed to act as medical director in the interim. Dr. David Beaufait is also joining our Center part-time. We are excited to have them both onboard. Please continue to get the word out that we are looking for other professionals to join our team. Thurber moved to approve the recruitment and staffing committee report, seconded by Clause. Unanimously approved.

Nominating Committee

Dacier reports the nominating committee met last week to review and amend the board manual. The manual will be presented at the annual meeting, April 8, 2017. Tonight, we will be nominating Andy Ware as a potential new board member. Will try to reserve the EOC for the annual meeting.

Executive Committee – (see handout)

Thurber reports Executive Committee meets weekly. It is time to stand up our remaining committees, which include Quality and Safety, Health Care Advisory, Ethics, and Human Resources. The building, technology, and equipment committees will merge into one committee, Physical Plant and Equipment. Thurber states he will coordinate timing and personnel with these committees. These committees will be ramped up prior to the April meeting. Berry moved to approve the executive committee report, seconded by Partain. Unanimously approved.

Other Business –

None.

Respectfully submitted by
Lori Dacier, Secretary