

Mascoma Community Healthcare

Minutes of the meeting of the Board of Directors

Location: Cardigan Mt. School

April 13, 2017

Dale Barney presiding

In attendance:

Voting Directors – Dale Barney, Barry Clause, Sean Murphy, Christopher Partain, Curtis Payne, Mike Samson, Alice Schori, Peter Thurber, Tim Jennings, Mary Paquette and Andy Ware.

Ex - Officio Directors – David Beaufait

Clinic Staff – Donna Ransmeier

Paquette indicated that she was present at the last meeting. Schori asked whether the amount to be raised was \$20,000 to \$30,000 or \$130,000. Samson answered that it is \$130,000. Moved by Clause. Seconded by Partain. Unanimous approval.

Report of Clinical Director. Ransmeier reported that furniture is in; we are interviewing nurses, patient service reps, medical assistants and coders. The decisions should be complete by April 14 and in place by May 1. Electronic Health Records training will start in May. We have no dentist yet.

Finance Statement. Samson explained points from the finance statement. He indicated that cash on hand is \$322,942 but we are waiting for additional reimbursements from USDA and \$46,000 in pledges that are expected in May and a remaining \$15,000 in other pledges. In total, we expect to have about \$494,000 available for the FY 2018 year. He also reviewed the income and expense and noted that while the current deficit for the year is about \$12,000, the final deficit will be about \$29,000. Both income and expense are less than anticipated because we had not operation income or expense in FY 2017. Beaufait asked about the Valley News quote that we had only \$185,000. Samson indicated that the number was a month old and was before we started receiving reimbursements from USDA. He indicated the number available for FY 2018 should be just under \$500,000. Motion by Thurber to approve. Second by Partain. Unanimous.

Finance Committee Report. Samson discussed the proposed revenue and expense budget for 2018. The expense side is \$1,756,897. The revenue side is \$1,315,417. He reviewed various sensitivity issues with the budget but the summary is that increasing charitable cases is nominal impact whereas any patient count less than 1,400 would result in a large loss unless manpower levels were modified. He also indicated that the use of a locum would result in significant losses in the first year. Motion by Thurber to approve the proposed budget. Second by Partain. Unanimous. Samson also indicated that Medicaid is requiring a list of all board members together with their address, phone number, social security number, birth date and state of birth. Samson asked for board cooperation in getting that data out to Medicaid as soon as possible.

Development Committee. Barney thanked everyone for a very successful sneak peak open house. He noted that the Development Committee has set patient recruitment as the number 1 priority for the next few months. A Grand Opening will be scheduled sometime in early June. Other activities planned or explored included a polo tournament, video program for air on community TV, and a poster contest. Motion by Thurber to approve the report. Second by Partain. Unanimous.

Samson asked the Board to address an issue from the Finance Committee that had not been acted on. The Board needs to authorize Dale Barney to set up a stock trading account with Scottrade so that we may receive stock and sell it as necessary. This is needed as two of our gifts are in the form of stock. Motion

by Thurber to authorize Dale Barney to establish the account and manage it. Second by Partain. Unanimous. Samson also noted that credentialing is still underway. So far, payment by insurance companies is very reasonable. Only Aetna and Martins Point have declined to work with us.

Building Committee. Jennings indicated that internal signage was going up the week of the 17th. The pergola and dental equipment would be going in on May 1st. Other work included the punch list, paving and line stripping. Schori reported briefly on landscaping. She indicated that the season was too early to start although trees and shrubs have arrived. The Bird and Garden Club will be assisting and they would like to raise more money since there was no additional money in the building construction budget. There were no objections to the fundraising. The Mascoma Interact Club will also be helping. There was some discussion regarding where the Kraatz glass work would be going. Motion by Thurber to approve the report. Second by Partain. Unanimous.

Equipment & Technology. A great deal of equipment has already come in. Blinds are also in and were installed. A number of volunteers are installing equipment and wall hung items nearly every day of the week. There have been a few snags on the electronic health record system that will increase the cost on technology. There was discussion regarding art work in the health center. Thurber's suggestion was to display local artists and indicate the art is for sale. The health center would take a small commission. Motion by Thurber to approve the report. Second by Partain. Unanimous.

Recruitment and Staffing. All employees except for the dental staff are complete. The hang-up on dental is we have no dentist yet. There is some discussion about securing a locum (contracted dentist). It would allow us to start almost immediately but would likely cost as much as double. The idea would be to have the locum work only a couple of days a week. The problem as shown by the sensitivity analysis is the 2 days a week would not serve enough population to pay for all of the other dental services and there needs to be dentist supervision for many services. Other staff is being interviewed in anticipation of filling the dentist's position. Another issue with the locum is the need of continuity of care for credibility. Thurber indicated that we have looked at dental schools. Samson indicated that he would like to try a little longer on the recruitment. We have now retained 1 RN, 1 MA, 1 Patient Intake, a Coder/Biller, 3 doctors, a clinical director, and a LCSW. Samson moved to accept the report. Second by Partain. Unanimous.

Nominating Committee. Thurber reported on the loss of Lori Dacier due to personal issues. He indicated that there are currently two candidates for board membership; Carolyn Barney and Michael Craig who is an orthopedist from Grafton. Initially, Michael was to be approved on the 13th but the board has not had an opportunity to review the paperwork on the nominee. That will be sent out by the next meeting. The board also indicated that they would like to meet the candidate prior to approval. Other possible candidates include Alan Ricard, an Ophthalmologist from Grafton, Allison Furbish and Elizabeth Song. Motion by Thurber to approve. Second by Partain. Unanimous.

Executive Committee. Thurber outlined the upcoming annual board retreat on April 22. He indicated that the hours contemplated for the health center will have 3 regular hours and one early day and one late day. We are beginning to implement the employee benefit package. We have also adopted a sliding scale formula based on other community health centers. Thurber also reviewed plans to start up a By-Laws Sub-Committee led by Curtis Payne, an Ethics Committee led by Alice Schori, a Quality and Safety Committee led by Karen Ewer Gray. Not started yet are the Health Care Advisory Committee, Human Resources Committee and the Physical Plant and Equipment Committee. Motion by Samson to approve. Second by Partain. Unanimous.

Other Business. Opening day was discussed. June 10 won't work because we may not be ready. It will most likely be June 17th.

Motion by Thurber to recess to executive session at 9:05 to consider appointment of board members. Second by Partain. Unanimous. Beaufait asked if he was supposed to attend as ex-officio. Answer is yes.

Returned to open meeting at 9:10. Motion by Partain to appoint Carolyn Barney to the board. Second by Thurber. Unanimous. Motion by Thurber to adjourn. Second by Partain. Unanimous.