

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
June 12, 2017

APPROVED MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Barbara Dolyak, Tim Jennings, Sean Murphy, Mary Paquette (treasurer), Geraldine Osgood, Christopher Partain (secretary), Curtis Payne, Alice Schori, Peter Thurber (vice chair). Ex- Officio Directors: David Beaufait, Henry Lemieux, Michael Paine. Clinic Director: Donna Ransmeier.

Interested community members: Kris Briand, Denis Savail, Bruce Shinn. Recorder: Roger Lohr. Not in attendance: Barry Clause, Mike Samson, John Dow, Karen Ewer-Gray, Andy Ware, Ed McGee,

1. Call to Order

Chair Dale Barney called the meeting to order at 7:03 PM.

2. Meeting Minutes Approval & Introductions

A. Meeting Minutes

Thurber moved to approve amended minutes from May 8, 2017, seconded by Partain. All voting attendees approved. Changes to the amended minutes: in roster Mary Paquette's name was listed twice; change the spelling of Kris Bruand; in item 5D Technology Committee remove the sentence starting with Alice Schori.

The May 22, 2017 special meeting minutes document was not distributed and not voted on by the Board.

B. The meeting attendees introduced themselves. Scott Berry introduced the newly hired dental director Henry Lemieux, who commented about his background. He'll be working full time in four days so that he may continue work with the Job Corps program.

3. Executive Committee

The Executive Committee meeting information will be covered by the other committee reports. The Board will need to become more active in the community. It was reported that Mike Samson was in an automobile accident and a get well card was signed by the Board members.

4. Clinical Director's Report

Clinic Director Donna Ransmeier reported that the center opened today. There were no patients at the center and the staff did some training and stocked supplies. The need to complete patient packets was explained as it will save time on patient appointments and make things easier. It was requested that the Board review the questions in the packet.

The FQHC (Federal Qualified Health Center) designation was explained. It provides enhanced payments on Medicaid, allows participation in pharmacy discount programs, and provides educational loan forgiveness for new medical staff. It will take a few years for the center to attain FQHC status.

5. Committee Report Summaries

A. Development Committee

Tim Jennings of the Development Committee asked about coordinating an effort to brainstorm and strategize ideas to attract patients to the center. Mike Samson will work with the group on these efforts. Advertising will be on the radio, in a mailer, and with flyers. It was suggested that the Board meeting attendees talk the center opening with everyone. It was mentioned that there is a need for a grant writer. **Thurber moved to approve the development committee report, seconded by Partain. All voting attendees approved.**

B. Medical Director Report

Michael Beaufait gave the medical director report stating that the regular medical director will begin to attend the weekly physician meetings starting in mid-July. Some of the recent activity such as opioid policy manual and contract was mentioned. There are issues with vaccine refrigeration that are being addressed. Work is being done on the electronic health records (ECW) and an emergency kit is being developed. Scott Berry is working with APD and DHMC on the referral system including lab work and admissions. Agreements are being reviewed by legal counsel. The pharmacy (for home maintenance medications) will be developed in the future but limited items will be used at the center.

The Board discussed charity care patients and recognition of them at APD and DHMC, which has not been promised. There would be no exchange of financial information but the MCHC would recognize charitable cases from APD and DHMC as long as there is a confirmation for the need of charity from those institutions.

C. Finance Committee

Mary Paquette cited the Finance Committee report and reviewed the highlights of the Balance Sheet and Profit and Loss Statement. The loss of about \$95,000 in the first two months is related to the lack of any revenue but it is lower than the \$200,000 projection. The Board discussed that the pay stubs will now be delivered to the facility and can be mailed to staff if requested.

Thurber moved to approve the financial committee report, seconded by Partain. All voting attendees approved.

D. Construction/Building Committee

The Building Committee reported that issues with the parking lot paving will be addressed. Interior signage should be displayed by Saturday. A \$10,000 grant for efficient lighting was received from Liberty Utilities. Landscape mulching is to be finished before Saturday. A microscope was offered as a donation to the center by Barbara Dolyak.

Berry moved to approve the construction/building committee report, seconded by Thurber. All voting attendees approved.

E. Technology/Equipment Committee

Issues on the vaccine refrigeration and wheelchair scale are being addressed. Dental equipment will be finalized and ordered. Desk top computers have been ordered. The staff is making a list of needs and some lab equipment was being ordered. The Construction/Building Committee and Technology/Equipment Committee will combine to become the Physical Plant Committee. **Partain moved to approve the technology/equipment committee, seconded by Berry. All voting attendees approved.**

F. Recruitment and Staffing Committee

The Recruitment Committee reported that the center is seeking a dental hygienist and dental assistant and it is expected that the dental area will be open in late August or early September. A housekeeper was hired to clean five nights per week. Two per diem nurses have been hired.

Paquette moved to approve the recruitment and staffing committee report, seconded by Partain. All voting attendees approved.

6. Other Business

A. Grand Opening

The Grand Opening is scheduled for June 17 with a ribbon cutting at 11:00 AM. The public and political representatives have been invited.

B. Succession to Administrators

David Beaufait commended the participation and contribution of Board members to develop the Mascoma Community Health Center and asked about timing of the handoff from the board and committees to the administrative staff so that the staff can deliver services professionally. He commented that disparaging remarks should not be made in public. The transition is incorporated in the bylaws and the roles of the board and directors are delineated in those bylaws regarding daily operations, consistency, and public positiveness. The Executive Committee will address this issue this week.

Each MCHC Board member was encouraged to become familiar with the Board Member Manual and that the Manual code of ethics be signed and given to Scott Berry. The manual also includes a conflict of interest form to sign.

C. Nominating Committee

The Board members were encouraged to speak with board prospects and invite them to a board meeting. The Nominations Committee would follow up by speaking with board prospects. Kris Briand introduced herself and spoke about her background as a prospective Board member.

7. Executive Session

Thurber moved to approve entering executive session, seconded by Berry. All voting attendees approved.

The Board entered executive session at 8:30 PM.

8. Adjournment

Partain moved to approve adjournment of the meeting, seconded by Berry. All voting attendees approved.

The meeting was adjourned at 9:05 PM.

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