

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
July 10, 2017

APPROVED MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Barbara Dolyak, Sean Murphy, Mary Paquette (treasurer), Christopher Partain (secretary), Curtis Payne, Mike Samson, Alice Schori, Peter Thurber (vice chair). Ex- Officio Directors: David Beaufait.

Clinic Director: Donna Ransmeier.

Interested community members: Geraldine Osgood, Denis Savail, Bruce Shinn. Recorder: Roger Lohr.

Not in attendance: Carolyn Barney, Kris Briand, John Dow, Karen Ewer-Gray, Tim Jennings, Michael Paine, Andy Ware, Ed McGee.

1. Call to Order

Chair Dale Barney called the meeting to order at 7:04 PM.

2. Meeting Minutes Approval & Introductions

A. Meeting Minutes

Schori moved to approve amended minutes from June 12, 2017, seconded by Paquette. All voting attendees approved. Changes to the amended minutes: in the attendee roster move Geraldine Osgood to the Interested Community member section; item 2 second section, change the approval of the May 22, 2017 meeting minutes; in item 2B in the 3rd sentence replace “in” with “for;” item 5B replace Michael with David.

The May 22, 2017 special meeting minutes document was approved by the Board in a motion by Partain seconded by Thurber.

Two motions were distributed in a document by Mike Samson referencing the March 13, 2017 minutes amendments and the December 12, 2016 minutes amendments.

Thurber moved to approve the two motions distributed at the July 10, 2017 meeting, seconded by Samson. The motion was approved by voting members 10-0-0.

3. Clinical Director's Report

Clinic Director Donna Ransmeier reported that the center has 144 patients registered as of today. Fridays have been the busiest days. Dr. Webber will be full time next week. There is a waiting list for dental services. The staff is doing a great job but there have been issues with the ECW.

Board members who visit MCHC should get a visitor pass and sign the log. There should not be visitor tours that go into patient areas when there are patients present. A privacy agreement will need to be signed by the Board members. Peter Thurber will draft a message on the privacy issue.

4. Medical Director's Report

David Beaufait gave the medical director report stating that Dr. Webber, the regular medical director will begin full time on July 17, 2017. The staff has received Narcan training and on site doses are in stock. Policies for chronic opioid and stimulant treatment are in final revision and early implementation status. Patients are already requesting a transfer to MCHC for such treatment. Progress is being made toward resuscitation and life support capabilities but some equipment and emergency medications are still needed.

The medical, nursing, and clinical social workers are having difficulty with use of the electronic health record system despite the support of the clinical director and an EHR consultant. It is felt that the ECW is complicated for both doctors and nurses to use effectively while providing patient care. There are many challenges arising with daily use of the system that were not anticipated or explained in the initial training. There is concern that this is creating a high level of stress among the staff and that some clinical staff may

leave MCHC unless rapid improvement occurs. It is recommended that a task force address ECW implementation with the staff so that efficient and effective electronic health record system can be used while providing quality patient care.

Weeknight on-call is currently settled and arrangements are in place. Sharing weekend on-call with other primary care practices on an ongoing basis have been unsuccessful to date with the exception of APD pending further discussion in September. A cooperative agreement is being pursued but if not realized this can become problematic.

Scott Berry requested that David Beaufait send the medical director's report to the members of the Executive Committee.

5. Committee Report Summaries

A. Finance Committee

Mike Samson stated that a financial summary will be given to the entire Board and more in depth financial information will be shared with the Executive Committee. At the end of June there was \$300,000 of cash and it is expected that cash flow will suffice for 4-5 months. The Executive Committee is working to finalize a \$150,000 line of credit from the Mascoma Savings Bank and \$100,000 mezzanine financing from the NH Charitable Foundation. For the next three months focus must be paid to recruiting new patients, implementing spending policies, and establishing metric reports for the Board and staff. It was announced that a \$40,000 USDA grant is available to acquire radiography equipment, which would necessitate the hiring of staff person to operate it. Cardigan Mountain School students are expected to add about 400 new patients in September.

Schori moved to approve the Finance Committee report, seconded by Dolyak. All voting attendees approved 10-0-0.

B. Development Committee

The Development Committee written report was cited. Mike Samson reviewed the upcoming advertising that will be on the radio and in a mass mailer. A few people have volunteered to help register patients and Tim Jennings has helped coordinate registration training. August will be an important month for fund raising.

Thurber moved to approve the development committee report, seconded by Partain. All voting attendees approved 10-0-0.

C. Construction/Building Committee

The Construction/Building Committee and Technology/Equipment Committee will combine to become the Physical Plant Committee. Mostly small issues remain with the building. **Samson moved to approve the Construction/Building Committee report, seconded by Partain. All voting attendees approved 10-0-0.**

D. Technology/Equipment Committee

Most of the equipment has been received but the dental equipment is still to come and a list is to be created of supplies and essential elements needed for storage. Security has been addressed and laboratory equipment is on the premises. The electronic health record system will be addressed. **Paquette moved to approve the technology/equipment committee, seconded by Partain. All voting attendees approved 10-0-0.**

E. Recruitment and Staffing Committee

The Recruitment Committee reported that a dental assistant has been hired and interviews are set up for a dental hygienist. It is expected that the dental clinic can be operational by the end of August or early September.

The credentialing process is ongoing with carriers and currently MCHC is covered with about 80-90% of insurance carriers including Anthem. The Vermont Medicaid Disclosure Form was distributed to staff and Board members to review, sign in blue ink, and return to Scott Berry. There will be patients with insurance that will need to be dealt with when they are presented.

Partain moved to approve the recruitment and staffing committee report, seconded by Samson. All voting attendees approved 10-0-0.

F. Executive Committee

The Executive Committee meeting information was covered by the other committee reports. The Committee is working on operational policies, the ECW system, and preparing for the dental operation. The Executive Committee has lost one member and it was recommended that Tim Jennings become a member of the Committee.

Samson moved to approve Tim Jennings as a new member of the Executive Committee, seconded by Berry. All voting attendees approved 10-0-0.

Samson moved to approve the Executive Committee report, seconded by Paquette. All voting attendees approved 10-0-0.

G. Nominating Committee

There is room for three more Board members and the Board was encouraged to speak with board prospects particularly from Dorchester and Orange and invite them to a board meeting. Fund raising, healthcare background, and staff support are important factors for prospective Board members. The Nominations Committee would follow up by speaking with board prospects.

Samson moved to approve the Nominating Committee report, seconded by Thurber. All voting attendees approved 10-0-0.

6. Other Business

The Board expressed its appreciation for the microscope that was donated to the center by Barbara Dolyak.

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.

The Board reconvened the MCHC Board meeting at 8:58 PM (Curtis Paine left the Executive Committee meeting at 8:50 PM).

8. Agreement for Line of Credit

Samson moved to approve the motions 1, 2, 3, 5 as submitted and the amended 4th motion in accordance with the Mascoma Savings Bank letter to establish a \$150,000 line of credit, seconded by Thurber. The motion was approved 9-0-0.

9. Adjournment

Thurber moved to approve adjournment of the meeting, seconded by Partain. All voting attendees approved 9-0-0.

The meeting was adjourned at 9:00 PM.

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