

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
October 9, 2017

APPROVED MINUTES

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

Clinic Director: Donna Ransmeier.

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

Not in attendance: Carolyn Barney, Scott Berry, 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 7:02 PM.

2. Minutes Approval

Thurber moved to approve the Mascoma Community Health Center meeting minutes for September 11, 2017 as submitted and amended, seconded by Schori. All voting attendees approved 11-0-0.

Changes: in item 4A delete the parenthetical 8 months of operation; in item 4F, the 3rd sentence should be "Curtis Payne is the chair of the By Laws Subcommittee."

3. Clinical Director's Report

Clinic Director Donna Ransmeier reported that the center has 569 patients registered as of October 9. A volunteer is helping with office work twice a week. The DOT physical exams have begun. Scheduling for the dental services is working well as the dentist and the hygienist are fully booked tomorrow. A program for flu shots in schools will be undertaken. It was stated that the center is open to all patients and not intended as a clinic primarily for less advantaged people. It was also stated that it is preferable for patients to call for appointments rather than expect the clinic can accommodate immediate urgent care.

4. Committee Report Summaries

A. Finance Committee

The Finance Committee meeting minutes document was made available. Mike Samson stated that the financial data details will be reviewed in Executive Session. The projection is for 1,600 patients by April and it is expected that MCHC will meet that goal. It is currently growing by about 40 patients per week. Receivables are currently about \$80,000 of revenue. There were 100 dental patients in the first month that dental services were available. Breakeven is anticipated by April and there should be enough cash flow to operate into early next year. Mr. Samson explained the contract with the VA for disability patients.

Thurber moved to accept the Finance Committee Report as submitted, seconded by Partain. All voting attendees approved 11-0-0.

B. Development Committee

The Development Committee meeting minutes document was made available. Mike Samson stated the advertising was aired on the radio and there will be a month off until it is repeated. A mass mailer invitation promotion was sent to 6,000 residents in the core five towns. Various plans to raise \$150,000 of funds were outlined including reaching out to major donors and foundations and seeking volunteers to make calls that would be trained by Mount Cardigan School. There will be an effort to seek gifts from area employers and community organizations. A flash email newsletter would be posted on area list-serves. **Thurber moved to approve the Development Committee report, seconded by Partain. All voting attendees approved 11-0-0.**

C. Physical Plant & Equipment Committee

The Physical Plant & Equipment Committee meeting minutes document was made available. The Physical Plant & Equipment Committee has 5 members and it is reviewing the remaining tasks. WiFi was initiated and will be checked. The committee will meet bimonthly and schedule Saturday work sessions. **Thurber moved to accept, seconded by Partain. All voting attendees approved 11-0-0.**

D. Recruitment and Staffing Committee

Candidates for the clinical social worker will be interviewed this week.

Partain moved to approve the Recruitment and Staffing Committee report, seconded by Thurber. All voting attendees approved 11-0-0.

E. Quality and Safety Committee

The Quality and Safety Committee has started and a building safety review is underway. A Patient Satisfaction Survey has been drafted. **Thurber moved to approve the standing up of the Quality and Safety Committee with the participants as reported, seconded by Samson. All voting attendees approved 11-0-0.**

F. Executive Committee

The Executive Committee meeting minutes document was made available. The Executive Committee has met weekly and information was covered by the other committee reports. The VA contract for disability patient exams was explained and it is currently being evaluated. These exams will be invoiced to a separate organization, which will pay every two weeks. There is no expectation or limitation to the number of VA patients. The Family Planning program was explained and it can bring \$10,000 in each month. The program is operated on a reimbursement method and it would cover lab work and prescription drugs associated with family planning, too. It was felt that the Family Planning program would stabilize some MCHC staff positions. Appreciation was expressed for the work done on Family Planning application by Karen Ewer-Gray and Mike Samson.

Mike Samson moved to authorize Dale Barney to sign the Family Planning program grant, seconded by Alice Schori. All voting attendees approved 11-0-0.

It was reported that Tim Jennings is working on a VA grant application for dental services.

There is a need to create a Health Care Advisory Committee.

Thurber moved to approve the Executive Committee report, seconded by Partain. All voting attendees approved 11-0-0.

5. Other Business

Geraldine Osgood spoke about an individual that she referred to the clinic who was very satisfied. She commended the treatment at the clinic on behalf of elderly people. Mike Samson reported that he also has received positive feedback regarding the clinic primary and dental care.

6. Executive Session

Thurber moved to approve entering executive session, seconded by Partain. All voting attendees approved 11-0-0.

The Board entered executive session at 7:56 PM.

The Board reconvened the MCHC Board meeting at 8:30 PM.

7. Adjournment

Paquette moved to approve adjournment of the meeting, seconded by Thurber. All voting attendees approved 11-0-0.

The meeting was adjourned at 8:42 PM.

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