

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
January 8, 2018

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Kris Briand, Tim Jennings, Sean Murphy, Mary Paquette (treasurer), Alice Schori, Mike Samson, Peter Thurber (vice chair). Ex- Officio Director: Dr. David Beaufait; Clinic Director: Donna Ransmeier; Interested community members: Bruce Shinn, Denis Salvail. Recorder: Roger Lohr.

Board members not in attendance: Christopher Partain, Michael Paine, Curtis Payne, Barbara Dolyak, Carolyn Barney, John Dow, Karen Ewer-Gray, Andy Ware, Ed McGee.

1. Call to Order

Chair Dale Barney called the meeting to order at 7:00 PM.

2. Minutes Approval

Briand moved to approve the Mascoma Community Health Center Board meeting minutes for December 13, 2017 as submitted and amended, seconded by Paquette. Approved 9-0-0.

There was discussion about the number of Board members that voted at the meeting and the amendments were the spelling of Ransmeier.

Executive session meeting minutes for November, December, and January will be copied by Mike Samson and distributed for approval at the February Board meeting.

3. Clinical Director's Report Combined with Reports on Medical and Dental

Clinical Director Donna Ransmeier reported that the MCHC now has 1,000 patients registered as of today. There were 15 new dental patients since January 1. There were 610 patients on October 16 and 724 on November 8 and 891 patients on December 11. The MSLA program for Veterans was initiated but there were some system issues that had to be corrected so appointments had to be rescheduled. There are other MSLA appointments that have been scheduled. The Family Planning program is ready to move forward and a visit will be conducted for the "on boarding" process.

The dental appointments are booked out three weeks. The Ottaquechee Health Foundation has been sending patients. Since September there have been 47 of 220 dental patients that used the sliding scale in different amounts. The projection was about 10% using the sliding scale and that is currently running more than 20%. For the most part, the patients using the sliding scale have been on payment plans, have paid promptly after being billed, and have been very appreciative. It was felt that about 400 dental patients could be handled by the current staff.

4. Committee Report Summaries

A. Finance Committee

Finance Committee documents were made available to the Board. Mike Samson stated that the financial data details will be reviewed in Executive Session. It is still expected that MCHC will attain break even status in the April time period, when it should have about 1,600 patients. There was a decline in December that was possibly due to the holidays and the frigid weather. Charts on a document showed patient growth, visit growth, earnings, and accounts receivable. Net earnings will need to double to meet MCHC goals. Successes are that MCHC has attained 1,000 patients in six months and the dental operation appears to be going very well. Challenges to the operation include cash flow, management of the sliding scale patients, increasing the number of patients by 60%, and doubling revenue and visits. Strategies are to increase patients with the Family Planning and MSLA programs, advertise, and manage the sliding scale aspect. There have been more expenses than originally anticipated.

Paquette moved to accept the Finance Committee Report as submitted, seconded by Schori. All voting attendees approved 9-0-0.

B. Development Committee

The Development Committee report was made by Tim Jennings and Mike Samson, who distributed a document reporting MCHC Contributions and Loans. Without counting the loan and Byrne Foundation funding, about \$150,000 has been raised through fundraising efforts.

A donor database is being established and more patient outreach efforts will be conducted. There are efforts planned in Enfield to reach business leaders and residents to seek new donors, potential Board members, and new patients.

Samson reported that the radio advertising will start again soon. It was suggested that the email newsletter be sent to other towns beside Canaan and that displays be used for upcoming public meetings and elections. There was mention of the MCHC Christmas Party.

Paquette moved to approve the Development Committee report, seconded by Schori. All voting attendees approved 9-0-0.

C. Physical Plant & Equipment Committee

The Physical Plant & Equipment Committee report document was made available. There have been some sewer issues that have been addressed and some brief power outages that did not require the backup power source. **Schori moved to accept the Physical Plant & Equipment Committee report, seconded by Paquette. All voting attendees approved 9-0-0.**

D. Recruitment and Staffing Committee

The need for the clinical social worker on staff has not yet been fulfilled but there are some options that will be discussed at the next Board meeting. The Recruitment and Staffing Committee will transition to the Human Resources Committee. Board members Briand and Berry have discussed some areas of Board member responsibility, non-profit board training, and other issues related to the Human Resources Committee. **Berry moved to approve the Recruitment and Staffing Committee report, seconded by Samson. All voting attendees approved 9-0-0.**

E. Quality and Safety Committee

The Quality and Safety Committee needs to assign a new chair and be revitalized. The Executive Committee is looking at the committee structure. **Berry moved to approve the Quality and Safety Committee report, seconded by Briand. All voting attendees approved 9-0-0.**

F. Executive Committee

The Executive Committee document was made available and reviewed.

The Executive Committee includes Scott Berry, Peter Thurber, Tim Jennings, Mike Samson and Karen Ewer-Gray. **Briand moved to approve the Executive Committee report, seconded by Samson. All voting attendees approved 9-0-0.**

5. Executive Session

Thurber moved to approve entering executive session, seconded by Samson. All voting attendees approved 9-0-0.

The Board entered executive session at 7:40 PM.

The Board reconvened the MCHC Board meeting at 8:16 PM. Executive session meeting minutes for November, December, and January will be copied by Mike Samson and distributed for approval at the February Board meeting.

6. Adjournment

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

The meeting was adjourned at 8:16 PM.