

Mascoma Community Healthcare  
Board of Directors Meeting  
Mascoma Community Health Center  
March 12, 2018

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Tim Jennings, Sean Murphy, Mary Paquette (treasurer), Christopher Partain (secretary), Barbara Dolyak, Mike Samson, Denis Salvail, Michael Paine, Curtis Payne, Alice Schori, Peter Thurber (vice chair), Kris Briand, Ex- Officio Directors:  
Clinic Director: Donna Ransmeier. Medical Director: Carrie Webber, M.D.  
Interested community members: Bruce Schinn, Karen Wolk, Richard Fox. Not in attendance: Andy Ware,

### 1. Call to Order

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

### 2. Meeting Minutes Approval & Introductions

#### A. Meeting Minutes

**Thurber moved to approve amended minutes from February 5, 2018, seconded by Briand. All voting attendees approved.**  
Changes to the amended minutes: Dr. Osofsky misspelled in 3 D.

### 3. Clinical Director's Report

Donna Ransmeier reported as of today we have 1,296 patients. We are doing well with recruiting new dental and medical patients. Currently, HALO is having recovery coach training at MCHC. Similar to being a sponsor in AA, but deals with other areas of substance abuse. HALO is not paying to use the facility. We started a new program with Delta Dental called HOW, which allows patients up to 4 cleanings and a treatment plan. Ransmeier also reported on the utilization of the Title X Family Planning Grant for patients in our community. Services include several types of contraceptives, reproductive health care, lab testing, general family planning help, and fertilization education. By the end of the grant our goal is to serve >500 patients. We have the ability to reapply to the grant. To ensure the grant is applied appropriately, we will identify the visits by services rendered.

### 4. Medical Director's Report

Carrie Webber, M.D. reported we are liaising with various other medical partners about our Family Planning Grant. We have met with Planned Parenthood and WISE so there are more in the community who know about our services.

### 5. Committee Report Summaries

#### A. Finance Committee Report

Mike Samson reports there should be continual growth and hopefully by May we will reach our break-even point. Patient load is increasing at ~15% per month. Break-even means we will have ~504 medical visits and ~304 dental visits per month. Through the first 10 months of the FY we had 600K in operating losses, which is more than anticipated. Loans total 180K from all sources, with no collateral or interest. These figures have no immediate impact on operations or assets and loan from the USDA. Our difference between income and expense has dropped by a rate of 15K per month. All said, in 10 months we went from 0 patients to 1,278 patients and have 570 visits a month and our break-even is around 800 per month. Our credit line is up for review and if we continue as our projections show, the line will be increased. Going forward receivables should break down between 90 day receivables and longer term receivables. Medicaid has made progress with payments. Our state credentialing with Medicaid was not accepted until October 2017 due to program issues.

**Thurber moved to approve the finance committee report, seconded by Paquette. All voting attendees approved.**

#### B. Development Committee Report

Tim Jennings reports there are several jobs to fill which include the following: Fundraising Coordinator, Patient Outreach and Volunteer Coordinator, Communications and Advertising Coordinator, Special Events Coordinator, and Grants Coordinator. Included in the report are the job descriptions for each. Fundraising to date has been handled by Mike Samson and he has done an exceptional job. If you know of any grant opportunities, please send them our way. Mike Samson reports there are about 4 grant applications which are outstanding. Radio spots for advertising will be changing soon. A more robust campaign for our family planning services will be published on Facebook.

**Thurber moved to approve the development committee report, seconded by Partain. All Voting attendees approved.**

#### C. Physical Plant and Equipment Committee Report

Sean Murphy reports the committee has moved refrigeration in the lab, replaced a few faucets, the door between dental and medical was completed, and the 1 year warrantee walkthrough was completed which identified some items to be repaired. The list itself is not very concerning however, all identified items will be addressed. In order to address the septic concern, only necessary items should be placed in the toilets. Paper towels dispensers will be taken out and air dryers will be installed. The IT problems have been fixed.

**Thurber moved to approve the Physical Plant & Equipment committee report, seconded by Partain. All voting attendees approved.**

#### D. Recruitment and Staffing Committee Report

Scott Berry reports another nurse started. We added Nancy Daniels to help with chart abstractions and Julie Bingell to assist with billing and collection. Currently we are recruiting nurse practitioners and family practice doctors. At this time we are setting up an interview with a nurse practitioner. We are listed with Bi-State on their recruitment board for additional providers. Dr. Lemieux is looking to cut his hours. As a solution, there is dentist candidate who would like to retire to this area and would like to possibly come aboard. The dentist would possibly work Mondays and Tuesdays. Right now there is no intention to have hours on the weekends.

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

#### E. Quality and Safety Committee

Peter Thurber reports the committee is still waiting to be officially stood up.

#### F. Executive Committee report

Peter Thurber reports the committee continues to liaise with the other committees. One area we are focusing on is to assist the finance committee with their work as well as assisting the staffing committee. Scott Berry reports the SMILES program will come to our facility once a month. This program helps lower income families with dental care. The program will benefit both MCHC and our partners across the river.

**Jennings moved to approve the executive committee report, seconded by Berry. All voting attendees approved.**

#### 6. Other Business

A. Michael Paine would like to have Richard Fox or Karen Wolk to become potential board members. Mike Samson has asked to include both Richard Fox and Karen Wolk be invited to join our executive session.

#### 7. Executive Session

**Thurber moved to approve entering executive session and invite Richard Fox and Karen Wolk, seconded by Partain. All voting attendees approved.**

The Board entered executive session at 8:07 PM.

#### 8. Adjournment

**Thurber moved to approve adjournment of the meeting, seconded by Briand. All voting attendees approved.**

The meeting was adjourned at 9:17 PM.

Respectfully submitted by  
Christopher Partain, Secretary