

Mascoma Community Healthcare
Board of Directors Meeting
Mascoma Community Health Center
April 9, 2018

APPROVED MINUTES

In attendance: Voting Directors: Dale Barney (chair), Scott Berry, Kris Briand, Tim Jennings, Sean Murphy, Michael Paine, Mary Paquette (treasurer), Christopher Partain, Curtis Payne, Denis Salvail, Alice Schori, Mike Samson, Peter Thurber (vice chair). Staff: Donna Ransmeier, Dr. Carrie Webber; Community attendees: Louis Shelzie, Bruce Shinn. Recorder: Roger Lohr.
Board member not in attendance: Barbara Dolyak.

1. Call to Order

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

2. Minutes Approval

Samson moved to approve the Mascoma Community Health Center Board meeting minutes for March 12, 2018 as submitted, seconded by Murphy. Approved unanimously.

3. Committee Report Summaries

A. Clinical Director Report

There are 1,395 patients at MCHC as of March 12, 2018. Five patients are being scheduled with the Family Planning Program, and there are about 250 females that could be served within the list of MCHC patients. Outreach with the Family Planning Program has been conducted at the high school, the WISE program in Lebanon, MOMS program at Dartmouth, and the DHMC community health worker. A CPR class for infants and children is scheduled at the clinic in May. There has been \$40,000 from the Family Planning Program for reimbursement on salaries and other expenses.

B. Medical Director Report

MCHC is applying to become a provider for veteran service programs. The Family Planning Program has communicated with DHMC, Plymouth State University, and elsewhere. A staff procedure manual has been produced and it was reported that the nurse is more focused on patients instead of doing the computer entry work.

C. Finance Committee

Finance Committee documents were distributed to the Board. Mike Samson stated that last month saw 72 new patients and 45 in the last nine days. The medical visits are down but the dental visits are up. More than 200 dental patients are on the sliding scale.

Cash income has increased 16% per month and receivables increased 19% per month. The Budget and Actual expense report shows a start up loss at \$600,000 without counting interest. The loss exceeded the budget by \$160,000 but break even is near and expected in June or July. In March the income/expense gap was \$12,000 and during the prior December it was \$90,000. Receivables are expected to reach \$300,000 during the coming year. Donations and grants are anticipated to reach \$350,000.

Paquette moved to accept the Finance Committee Report, seconded by Briand. All voting attendees approved.

D. Development Committee

The Development Committee report was made by Tim Jennings, who distributed a document that included a report and job descriptions of the Development Committee needs such as fundraising, grants, patient outreach and recruiting, communication and advertising, and special events. Increasing the number of new patients was encouraged and Board members were asked to have ready patient packets. **Berry moved to approve the Development Committee report, seconded by Partain. All voting attendees approved.**

E. Physical Plant & Equipment Committee

The Physical Plant & Equipment Committee report was given by Sean Murphy. Contractors are addressing the punch list and a new budget is being developed with a planning schedule. **Samson moved to accept the Physical Plant & Equipment Committee report, seconded by Salvail. All voting attendees approved.**

F. Recruitment and Staffing Committee

Scott Berry gave the Recruitment and Staffing Committee report. A new medical position is looking to be filled but it is a competitive field. Berry has personally reached out to 20 people for the position. There are other options being considered to fill the position, and there is also a search for per diem nurses for MCHC. The center is also speaking with another dentist to fill Mondays and give Dr. Lemieux days off. Future staffing is under consideration. The social worker position is still open but a lower priority based on demand for those services, necessary training time, and revenue potential. **Samson moved to approve the Recruitment and Staffing Committee report, seconded by Salvail. All voting attendees approved.**

G. Quality and Safety Committee

The Quality and Safety Committee needs to assign a new chair and be revitalized. The work is currently being done by the Executive Committee

H. Executive Committee

The Executive Committee report was given by Peter Thurber and a report document was distributed. The Executive Committee meets regularly with the other committees and the directors. Efforts are on operations and long range planning is underway. There is a need to set up a Health Care Advisory Committee. The Annual Meeting needs to be planned and organized. The date decided for the Annual Meeting is Saturday, May 5 at 8:30 AM.

Partain moved to accept the Executive Committee report, seconded by Briand. All voting attendees approved.

Thurber moved to invite Louis Shelzi to talk with the Board at the Executive Session, seconded by Partain. All voting attendees approved.

4. Executive Session

Berry moved to enter Executive Session, seconded by Thurber. All voting attendees approved.

The Board recessed and entered Executive Session at 7:56 PM.

The Board meeting was reconvened at 8:40 PM

Samson moved to accept Karen Wolk to the MCHC Board, seconded by Partain. All voting attendees approved.

Samson moved to thank Christopher Partain for his efforts at MCHC, seconded by Thurber. All voting attendees approved. The Board needs to appoint a new secretary after Mr. Partain leaves.

5. Adjournment

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

The meeting was adjourned at 8:41 PM.

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