

**North Country Health Consortium
Board of Directors Meeting Minutes
July 14, 2011**

Attendance: Adele Woods, Eileen Bolander, Jim Michalik, Tony Poekert, Margo Sullivan (by phone)

Staff: Nancy Frank, Debra Simmons

June 2011 Board Meeting Minutes

Jim Michalik made a motion to accept the June meeting minutes; Tony Poekert seconded the motion. The motion passed.

Financial Report

Dashboard. Debra presented an overview of the dashboard. State contracts were closed in June. The Finance Committee needs to schedule a meeting to review the third quarter financials and to have a preliminary look at the budget for next year. Last year we budgeted to break even and we will come very close. Molar Express has reduced their deficit by \$20,000 compared to this time last year. Margo Sullivan made a motion to accept the May Financial Report; Eileen Bolander seconded the motion.

The motion passed.

Action: Debra will schedule a Finance Committee meeting

IRS 990 Review. The Board reviewed the 990 and made corrections. It was suggested to send the audit for next year out to bid. James George filed an extension for our 990 and it must be filed by August 15th. Eileen Bolander made a motion to accept the 990 with changes; Tony Poekert seconded the motion. The motion passed.

Action: Debra will develop and distribute an RFP for auditor

Molar Express

Dentist Credentialing for Dr. Brett Hill. Gail Tomlinson's recommended motion was presented to the Board. Jim Michalik made a motion to accept Gail's recommendation to credential Dr. Hill for a tenure of one year, contingent upon successful completion of the licensure process and receipt of license to practice dentistry in the State of New Hampshire; Eileen Bolander seconded the motion.

The motion passed.

New Payment Policy. The payment policy was presented. The purpose of having a policy is to make expectations about payment clear to patients. There was discussion about time limits on payment plans and criteria for individuals on payment plans. Eileen Bolander made a motion to approve the payment plan policy with the understanding that it can be revised and brought back before the Board if necessary; Tony Poekert seconded the motion.

The motion passed.

Aging Report. Staff has begun to review the Aging Reports for FY 2011 in response to a question asked at a previous board meeting. It is estimated that the bad debt will be about \$10,000. Staff thinks that the new payment policy will help clarify what is expected and will improve collections. It was suggested that the new policy be posted on our web site and have it visible at our clinics.

Grants Update

Nancy reported that NCHC has been invited to submit a full proposal by the Neil and Louise Tillotson Fund for \$160,000 over a three year period for substance abuse prevention programs in the schools. NCHC has also been asked to submit a full proposal to the HNHfoundation for \$45,000 over three years for Molar Express to provide services to un-and underinsured children in Coos County.

NETC Update

Representative to the NETC Board. Martha McLeod has been representing the NCHC on the New England Telehealth Consortium Board. Martha has recommended that Debra Simmons serve on the Board now since she has been involved with the technical infrastructure of the project since it began. The term ends in November 2011, when there will be an election. The Board meets monthly by phone and quarterly in Bangor.

Implementation/Billing Entity. NETC is now in the implementation phase and has FCC approval. NCHC has been acting as the fiscal agent for members that belong to NETC. NETC has recommended that organizations work with them to obtain their license directly when implementation begins.

Tony Poekert made a motion to recommend that Debra Simmons replace Martha McLeod on the NETC Board; Eileen Bolander seconded the motion.

The motion passed.

Executive Director Transition

Search Committee. Jim Michalik has drafted a letter to the Board asking for Search Committee members. According to the succession policy, the Search Committee should have three board members, 1 representative from NCHC management, and 2 members. There was some discussion about "members" – are they NCHC members or community members at large? It was decided members could be "community-at-large." Ed Shanshala, Rosemary Orgren, Eileen Bolander, and Debra Simmons have agreed to be on the Search Committee. Margo Sullivan agreed to ask Jane MacKay to be on the Committee. Scott Howe was asked to be on the Search Committee but did not feel that he would commit the time. When the Search Committee has all its members they will determine the Chair of the Committee.

Action: Nancy will send the letter from Jim to the Board

Appoint Interim Executive Director. Eileen Bolander made a motion to appoint Nancy Frank, MPH, as the Interim Executive Director with authority to act as Executive Director in the absence of the current Executive Director effective July 14, 2011, will full authority effective July 30, 2011. Jim Michalik seconded the motion.

The motion passed.

Bank Resolutions. Eileen Bolander made a motion that effective July 30, 2011, the Board resolves that the agents to sign at Connecticut River Bank will be Nancy Frank, Gail Tomlinson, Adele Woods, and Roxie Severance; Jim Michalik seconded the motion.

The motion passed.

Margo Sullivan made a motion that effective July 30, 2011, the Board resolves that the agents to sign at Passumpsic Savings Bank will be Nancy Frank and Adele Woods; Eileen Bolander seconded the motion.

The motion passed.

The Board meeting minutes with the resolutions must accompany the new signatures at the banks.

The next Board of Directors meeting will be August 12, 2011. Nancy Frank will send out a meeting wizard to arrange an Executive Committee meeting the week of July 25th.

It was suggested that the September board meeting be at the new Ammonoosuc Community Health Services site. Nancy will contact Ed to see if that will work.

Eileen Bolander made a motion to adjourn the meeting; Tony Poekert seconded the motion. The motion passed.