

LAKE FORK HEALTH SERVICE DISTRICT
BOARD OF DIRECTORS MONTHLY MEETING AGENDA

MISSION STATEMENT

The mission of the Lake Fork Health Service District is to enhance the quality of life in our community by promoting wellness and providing quality health services with care and compassion while exercising fiscal responsibility.

Tuesday, February 26, 2019 – Moseley Health Care Complex, Zeller Wellness Center

I. CALL TO ORDER- Approximately 8:30AM

II. ROLL CALL

III. WORKSHOP

A. Executive Director Report

1. Financial-(Treasurer Dr. Carr, Jessica)- Review December 2018 financials
2. Note that Capital Authorization 19-001 to replace boiler fan was approved by email
3. Discuss vacant board position and letters of interest

Business Development-(Jami, Mike)

Community Relations-(Janel, Jerry)- Health Tips

Personnel-(Dr. Carr, Jessica, Janel & Jami)- Employee hours

B. Presidents Report

C. Medical Director Report- Celebrate Lake City, April 9

D. Dental Director Report

E. Advertisement for vacant position

F. Any other items

IV. MEETING AGENDA ITEMS

A. Consider any updates to the meeting agenda

B. Approval of minutes from prior board meetings- January 2019

C. Any other items

V. CITIZEN COMMENTS FROM THE FLOOR

VI. ADJOURN

Times stated are approximate and the agenda may be modified as necessary at the discretion of the Board.

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS–SPECIAL MEETING

Today's Date is Tuesday, February 26, 2019.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 8:20 am. The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Janel Warren, Jami Scroggins, Mike Schell and Jerry Johnson. Jessica Whiddon, Ashley Mines, Gina Carr and Lynn McNitt were also present. Malinda McDonald is the recording secretary.

Board of Directors:

President: Janel Warren

Vice-President: Jami Scroggins

Secretary: Mike Schell

Treasurer: Vacant

Board Member: Jerry Johnson

The board would like to express appreciation for Scott Beedy. He will be missed and we wish his family well. His service and giving to our community was very appreciated.

III. Workshop

A. Executive Director Report– Medical patient counts through December 2018 were 3,334 vs 4,262 through December 2017. A difference of 928 less patients. Dental patient counts through December 2018 were 744 versus 796 through December of 2017. A difference of 52 less patients.

➤ **1. December 2018 Financial Review–**

Profit and loss YTD through December 2018–

Looking at year end 2018, Medicare and Medicaid incentive payments were up significantly due mostly to the programs that we participate in. Dental income was around \$115,000 which was almost identical to 2017. Patient fee write offs were down by approximately \$72,000. Medical patient income was down by about \$136,000. Total patient service revenues were up approximately \$10,800.

Dental expenses were down about \$14,600. Accounting expenses were down approximately \$15,000 due to moving billing personnel to an employee position. Advertising fees were down about \$6,000. Contract labor was down around \$6,000. Staff education was up about \$8,000. Repairs and maintenance expenses were down about \$11,000. Supplies cost was down approximately \$19,000. Utilities were down about \$6,700. Waste management was down about \$7,500. Total expenses were down approximately \$42,000. Donation income was up about \$7,000.

Net income was -\$14,871.22 for the year while 2017 showed a -\$70,376.88 for a difference of approximately \$55,000.

Profit and loss for the month of December 2018- net income is up by approximately \$42,000 primarily due to a necessary Medicare write off in 2017.

Budget vs actual through December 2018-

Dr. Carr and Jessica will be meeting this week to review the 2018 final numbers as well as the 2019 proposed budget. We will have a revised budget available during the March meeting for approval.

2. Will transfer \$25,000 to Colorado Trust to cover 2018 capital and contingency reserve this week.
 3. Note that capital authorization 19-001 to replace a boiler part was approved by email.
 4. Posted vacant board position posted in paper 02/15 and 02/22. Review letters of interest. Lynn McNitt is present with her letter of interest.
- **Business Development-** We have signed the agreement for a new Electronic Medical Records System. We will work closely with Athena over the next 12 weeks to implement the new system allowing time for a records transfer as well as staff training. It is our hope that the new system will begin before June 1. It will streamline many process for our staff as well as offering updated features for the patients use such as a patient portal that can be accessed from any device and automatic appointment reminder phone calls. This new system should also make medical billing a much easier process for the staff as well as the patients.
- **Community Relations-** Health Tips to be posted in Silver World & on Face Book. Preventive health care is a great place to start and that begins with us. Have you scheduled your preventive check-up? Like vehicles need oil changes, we all need to have our yearly check-ups! The endowment expressed interest in helping to cover the cost of these preventive advertisements as they feel that this is a benefit to the community. Dr. Carr and Jessica attended the last endowment meeting and were able to provide feedback for requested items as well as answer questions that the endowment may have had. We will work to update our capital equipment replacement list so the endowment will have an idea of when we expect our next major equipment purchases to be needed and approximate pricing for those items. We would like to thank the endowment board for approving the purchase of a new shredder as well as a lab drawing chair.

- **Personnel**– While reviewing the 2019 budget, Dr. Carr & Jessica will work closely to make sure that staffing needs are met according to patient numbers. You will note decreases in staffing levels where appropriate. Susan is set to test for x-ray. Krista and Laura are working on obtaining the required x-ray views needed to test. Laura is very close to completion of these views and should be testing sometime in March. Tina Coniglio has given notice to resign the billing position in order to pursue a caretaker position in the south end of the county. She will continue to work with us until her replacement is ready. We wish Tina the best of luck in her future endeavors. We will be advertising for this position over the next month.

5. President

Reports: Janel has been visiting with Trent at “Heights Physical Therapy” he informed her that they offer mental health services.

For future scheduling of the *Farside*, Heights will take precedence over Zumba when it comes to scheduling.

6. Medical Director

Reports: Celebrate Lake City, April 9. This is an annual celebration to honor volunteers. The Medical Center is going to honor Scott Beedy and present the award to his widow.

Everything is going really well overall. The PA’s are doing 5 days on, 5 days off thru mid-May at which time they will consider 3 days on, 3 days off. Jess has done an analysis of what the busiest days of the week are during the summer so that we can plan on having 2 providers on those days.

We had a productive meeting with the Center for Mental Health last week. Our goal was to have better communication on the patient’s we refer to them. We now have the release they want and will have the patient fill it out at the time of referral. They are currently working on getting a contract to us so we may start hosting the tele-health for patients again. Our staff would obtain vitals to communicate to their provider. The plan is to have that up and running in the next couple months.

The first 2 weeks in April, Dr. Carr will be in Alaska. Dr. Carr will be in Africa 2 weeks in October.

Dr. Carr attended a meeting in Gunnison that was a combination of law enforcement, EMS and mental health. This is another opportunity for us to collaborate and potentially get better services.

7. Dental Director- None

IV. MEETING

A. Consider any updates to the meeting agenda:

Motion: 1) To add Lynn McNitt's board position recognition.
2) And to move \$25,000 to Colorado Trust.

Motion: Janel Warren

Second: Mike Schell

Vote: All vote yes.

Motion Carries

B. Consider approval of Minutes from prior month's board meeting:

Motion: Approval of Minutes for the meetings- 01/23/2019.

Motion: Mike Schell

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

C. Consider approval of moving \$25,000 to Colorado Trust:

Motion: To move \$25,000 to Colorado Trust.

Motion: Janel Warren

Second: Jami Scroggins

Vote: All vote yes.

Motion Carries

D. Consider approval of Lynn McNitt as new board member:

Motion: To approve the new board member Lynn McNitt as Treasurer.

Motion: Jerry Johnson

Second: Mike Schell

Vote: All vote yes.

Motion Carries

Lynn McNitt was sworn in by Janel Warren.

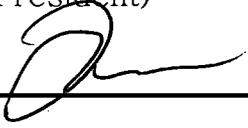
CITIZEN COMMENTS FROM FLOOR:

Adjourn

Meeting is adjourned at 9:20am. Next meeting will be March 26, 2019 at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date



4-1-19

(Secretary)

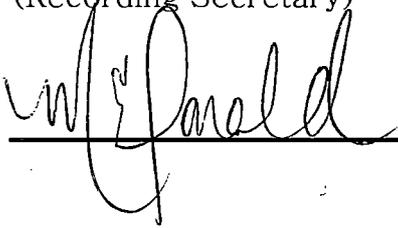
Date



3-26-19

(Recording Secretary)

Date



4-2-19
