

LAKE FORK HEALTH SERVICE DISTRICT BOARD OF DIRECTORS–SPECIAL MEETING

Today's Date is Monday, March 19, 2018.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 9:03 a.m.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Janel Warren, Jerry Johnson, Becky Campbell and Mike Schell. Scott Beedy, Grant Houston, Tina Coniglio, Jessica Whiddon and Jerry Gray were also present. Malinda McDonald is the recording secretary.

Board of Directors:

President: Vacant

Vice-President: Janel Warren

Secretary: Mike Schell

Treasurer: Becky Campbell

Board Member: Jerry Johnson

III. Workshop

- **Discuss EMS Items**–Jerry Gray was present to let the medical board know that Hinsdale County recognizes that the LFHSD cannot afford to pick up EMS and they will continue to be a part of Hinsdale County.
- **Discuss Roles of Organization**– The board is concerned that they have been doing more micro managing than they should be. Partially this has happened as default because there is not a medical director on site all of the time yet. The board would like to make a clear statement that this is not how they want to operate. The board would like to see the day to day operations happen at the day to day level whenever possible. If a problem cannot be taken care of through the direct supervisor after attempts have been made, the organization is in place to deal with conflict resolution. The board does not want to put the organization in a situation where they are being managed by a board as opposed to a medical director or supervisor. The board does want to be here when help is needed.
- **Discuss payment tiers for medications**–Jess made a new spreadsheet with tiers for different medications. They are now grouped in a manner that will make future price changes easier.
- **Discuss drug testing regulations for employees– Pre-screen & Random**– Janel went thru the employee handbook and it states “If an employee’s supervisor has reason to believe that the employee is working under the influence of alcohol or drugs, he/she may request that the employee agree to undergo drug screening. Refusal shall constitute grounds for disciplinary action and/or termination.”

The question now is pre-employment and post-accident screening. Dr. Carr will be given all the information on this subject so that she may make a final decision.

- **Discuss revised attendance and punctuality information for employee guidelines**–The most current draft states what an absence is and what a tardy is. There is no set amount of days missed/tardy to be attached to this. Staff shouldn't be late or absent with prior notification.
- **Review public health contract**–Contract looks good. Contract states that the Public Health Nurse will be the contact person. Jessica will double check with public health on their understanding of facility access.
- **Discuss on-call pay**–On call pay will be set at \$2.00 hourly. With the new change on call staff will now have the option to divide the on-call hours easily.
- **Discuss vacant board position**– 2 year term remaining; Letters of interest–Letters were received from Scott Beedy and Jami Scroggins. Scott Beedy was present to let the board know about himself and his interest in joining the board. The board will meet with Jami Scroggins in the Moseley Healthcare Complex on March 26th at 5 p.m.
- **Discuss billing changes**–Beginning April 1st, 2018 Tina Coniglio will be an employee of the clinic and will no longer be contracted. She will be here Monday thru Friday. The board would like to see a baseline of collections before and after the change to see what results are produced.
- **Discuss time keeping software- timesheets.com**–Jess is doing a test run with timesheets.com and will present to staff at the next regular staff meeting.
- **Discuss Cost of living**– Instead of doing an across the board cost of living increase the board would like to see individual evaluations based on employee performance and dedication.
- **Discuss employee evaluations and pay increase**– Supervisors should be able to evaluate and reward as deemed necessary. Evaluations will be in line with anniversary date.
- **Discuss dental amalgam separator**–Dental does not need this immediately, but cost may go up if not purchased sooner than later.
- **Discuss Dr. Carr's contract**– At the request of Dr. Carr 2 weeks of education has been added to her contract. Dr. Carr sent malpractice insurance information and is requesting to have it start 4/16/18. She is planning on spending more time in Lake City towards the end of April and in to May to be up to speed by June 1, 2018. The contract is going to be moved to the agenda for March 26th to address the term.

Regular Meeting

A. Consider any updates to the meeting agenda:

Motion: Approve agenda minus: *Employee evaluations and authorize pay adjustments and Dr. Carr's Contract*

Motion: Janel Warren

Second: Becky Campbell

Vote: All vote yes.

Motion Carries

B. Consider approval of billing changes:

Motion: To bring billing process and equipment in house and pay Tina Coniglio on an hourly basis.

Motion: Becky Campbell

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

C. Consider approval of medication prices:

Motion: Accept the medication prices as presented.

Motion: Becky Campbell

Second: Janel Warren

Vote: All vote yes.

Motion Carries

D. Consider approval of on-call pay:

Motion: To accept the change of \$2.00 hourly on-call pay.

Motion: Jerry Johnson

Second: Mike Schell

Vote: All vote yes.

Motion Carries

E. Consider approval of revision of attendance and punctuality information to employee guidelines:

Motion: To accept the punctuality and attendance guidelines as amended.

Motion: Becky Campbell

Second: Janel Warren

Vote: All vote yes

Motion Carries

F. Consider approval of timesheets.com and implement to policy:

Motion: To approve the use of timesheets.com and implement it to the best of our ability and evaluate in 6 months.

Motion: Jerry Johnson

Second: Janel Warren

Vote: All vote yes

Motion Carries

G. Consider approval of employee evaluations and authorize pay adjustments:

Motion: Approval of employee evaluations based on anniversary time scale and authorize pay adjustments to take place within parameters and treasurer approval. Retro pay based on 2018 anniversary date

Motion: Janel Warren

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

H. Consider approval of minutes from prior month's board meeting:

Motion: Approval of Minutes for the meetings- 02/19/2018, 02/26/2018, & 03/09/2018 board meeting.

Motion: Mike Schell

Second: Becky Campbell

Vote: All vote yes.

Motion Carries

I. Consider approval of resolution 2018-03, cancellation of election and declaration deeming candidates elected:

Motion: Move to approve resolution 2018-03, cancellation of election and declaration deeming candidates elected.

Motion: Jerry Johnson

Second: Janel Warren

Vote: All vote yes

Motion Carries

J. Consider approval of capital authorization 18-001, Dental Amalgam Separator:

Motion: To approve capital authorization 18-001

Motion: Becky Campbell

Second: Jerry Johnson

Vote: All vote yes.

Motion Carries

V. REPORTS

A. President

Reports: None

B. Medical Director

None

C. Dental Director

None

D. Business Manager

Medical patient counts through February 2018 were 514 vs 559 through February of 2017.

Dental patient counts through February 2018 were 108 versus 142 through February of 2017.

- 1. Financial** – Becky has been going thru the budget again and making needed corrections along with changing figures. Becky is also trying to project 3 years out. It is important that we stop going in the red as often as we do.
- 2. Business Development** –Mike would like to get the contracts going with Beim, Griggs and Trent Ezell.

Briana Wells with Rooted Apothecary has been coming over from Gunnison twice monthly.

3. Community Relations

None

4. Personnel- Currently working on pay scales, budget, staff, procedures, evaluations and clinic needs gearing up for summer.

5. Volunteer Hours

All board members turn in your volunteer hours to Becky.

6. Strategic Work Plan

Postpone scheduling for a few meetings.

V. CITIZEN COMMENTS FROM FLOOR:

Adjourn

Meeting is adjourned at 9:42 a.m. Next meeting will be **Monday, April 26, 2018** at approximately 5:00pm. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

(Secretary)

Date

(Recording Secretary)

Date

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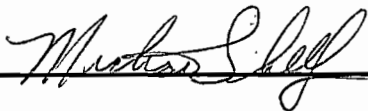
Date



4-3-18

(Secretary)

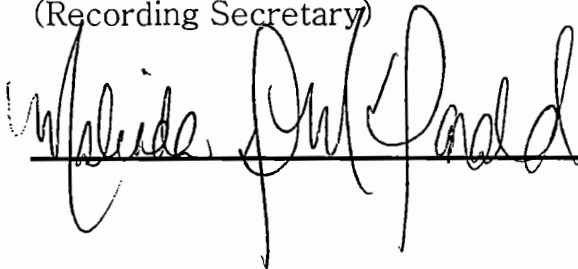
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4-3-18

(Recording Secretary)

Date



4/3/18