

**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.*

**Thursday, November 15, 2018 – Moseley Health Care Complex, Zeller Wellness Center**

- I. CALL TO ORDER-** Approximately 9:00AM
- II. ROLL CALL**
- III. WORKSHOP**
  - A. Executive Director Report
    - Financial-(Scott, Dr. Carr, Jessica)
      - 1. Review September 2018 financials
      - 2. Review corrected 2018 budget
      - 3. Review 2019 budget and resolutions
    - Business Development-(Jami, Mike)
    - Community Relations-(Janel, Jerry)
    - Personnel-(Dr. Carr, Jessica, Janel & Jami)
  - B. Presidents Report
  - C. Medical Director Report
    - 1. Review **extended medical leave policy** to employee guidelines- See attached
  - D. Dental Director Report
  - E. Any other items
- IV. MEETING AGENDA ITEMS**
  - A. Consider any updates to the meeting agenda
  - B. Approval of minutes from prior board meetings- 10/25/2018
  - C. Consider approval of the 2019 budget
  - D. Consider approval of resolution 2018-06 2019 operation budget adoption
  - E. Consider approval of resolution 2018-07 for 2019 mill levy
  - F. Consider approval of extended medical leave policy
- 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 Thursday, November 15, 2018.

I. The regular monthly meeting of the Lake Fork Health Service District was called to order by Janel Warren at 9:00 am.

The meeting was held in the Moseley Health Care Complex.

II. Roll Call: In attendance were board members: Janel Warren, Jami Scroggins, Scott Beedy and Jerry Johnson was available by phone. Mike Shell is excused. Jessica Whiddon and Bruce Uchida were also present. Malinda McDonald is the recording secretary.

## Board of Directors:

**President:** Janel Warren

**Vice-President:** Jami Scroggins

**Secretary:** Mike Schell

**Treasurer:** Scott Beedy

**Board Member:** Jerry Johnson

## III. Workshop

**A. Executive Director Report–** Medical patient counts through September 2018 were 2,643 vs 3,484 through September 2017. A difference of 841 less patients. Dental patient counts through September 2018 were 585 versus 607 through September of 2017. A difference of 22 less patients.

➤ **Financial–** Reminder that we adjusted property tax income to span over the entire year, so you will note significant changes in the tax income but it will balance out by years end. This will also effect monthly net income for this year.

**Profit and loss YTD through September 2018–** Medicare incentive payment, primarily ACO, is \$14,800 higher than 2017. Dental patient income is around \$11,600 higher than 2017. Medical patient fee write-offs are down by approximately \$28,000.

Patient service revenues are down by approximately \$61,000 due to patient volume decrease. You will note that we are adding in an estimated amount for the expected Medicare cost report receivable. Total clinic income is around \$374,000, which is about \$25,500 less as of September.

You will also note that depreciation has been added into the monthly financials. Dental wages through September are around \$6,000 more than 2017. Total dental expenses are about \$10,500 more than 2017. Accounting expenses are down by approximately \$7,000 due to switching Tina to an employee. Advertising expenses are down by approximately \$2,900. Computer costs are up by about \$4,500 due to adding Dan in a contract labor position. Dues and subscriptions are up by approximately \$1,900. Staff

education is up by about \$5,900 due to x-ray courses as well as Dr. Carr's allowance. Insurance costs are down by about \$600. Clinic licenses and fees are down by approximately \$2,000. Clinic wages are down about \$1,900. Total personnel expenses are up by about \$22,000 due to increased wages, moving expenses and the payments made to Dr. Carr from January-May. Repairs and maintenance are down by about \$8,500. Supplies are down in all areas for a total of approximately \$19,900. Utilities are down by about \$8,600. Note that we do have a locked rate on propane but are paying as we go. Waste management is down by about \$6,800 due to a renegotiated contract as well as a legal settlement for Stericycle.

Total expenses less depreciation are around \$745,600 compared to about \$761,000 in 2017 for a difference of about \$15,600 less in expenses.

Net ordinary income is around \$9,900 less than September 2017.

Looking at other income, donation income is up about \$6,100. Interest earned is up by about \$1,100. Total other income is up down by approximately \$45,000 due to the difference in tax reporting. Legal fees are down by around \$15,500. Net other income is down by about \$27,600 due to the difference is tax reporting.

Net income minus depreciation is -\$19,707, a difference of about \$37,500 less than September of 2017.

**Profit and loss for the month of September 2018-** net income is up by approximately \$15,000.

**Balance sheet as of September 2018-**Shows cash in the bank up by \$23,239.21 over 2017.

**Budget vs actual through September 2018-** Scott and I looked this over and we were over budget due primarily to patient income being below budget and wages being above budget. I prepared an amended 2018 budget which should put us closer to actuals. Due to showing the tax income throughout the year we show the LFHSD remaining ahead of budget by \$11,528 vs the original \$30,066 filed budget.

**2019 budget review-** Discussed and needed one update at the bottom of the budget in the income area. Update is made for budget approval.

- **Business Development-** The board would like to discuss the fee schedule for the Far Side/Zeller Wellness Center at the December board meeting. In the meantime Jess is going to approach Zumba to assess their attitude on a change in fee schedule. Jess has implemented a fee for keys no returned.
- **Community Relations-** Jess has been running ads in the *Shopper* and *Gunnison Country Times* letting people know that we are here 7 days a week for their needs. Dr. Carr would like to reach out to the school for possible needs such as marijuana education and sex education.
- **Personnel-** Thank you to Ashley Mines for this past month. We have heard several positive comments about Ashley from the patients.

Jess signed up for 2019 employment law highlights webinar, mid-December and also ordered a book on effective leader habits.

B. President

*Reports:*

C. Medical Director

*Reports:* Dr. Carr presented the Extended Medical Leave Policy

D. Dental Director–

Due to an increase in cost of supplies Dr. Uchida suggested consideration for a 2% increase in fees for 2019.

#### IV. MEETING

A. Consider any updates to the meeting agenda: None

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

Motion: Approval of Minutes for the meetings– 10/25/2018.

Motion: Jami Scroggins

Second: Scott Beedy

Vote: All vote yes.

Motion Carries

C. Consider approval of 2019 Budget with one adjustment:

Motion: Approval of 2019 Budget

Motion: Scott Beedy

Second: Janel Warren

Vote: All vote yes.

Motion Carries

D. Consider approval of resolution 2018-06, 2019 Operation Budget Adoption:

Motion: Approval of resolution 2018-06

Motion: Scott Beedy

Second: Janel warren

Vote: All vote yes.

Motion Carries

**E. Consider approval of resolution 2018-07, 2019 Mill Levy:**

**Motion:** Approval of resolution 2018-07

**Motion:** Janel Warren

**Second:** Jami Scroggins

**Vote:** All vote yes.

**Motion Carries**

**F. Consider approval of Extended Medical Leave Policy for employee guidelines:**

**Motion:** Approval of Extended Medical Leave Policy

**Motion:** Jami Scroggins

**Second:** Scott Beedy

**Vote:** All vote yes.

**Motion Carries**

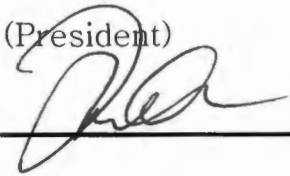
**V. CITIZEN COMMENTS FROM FLOOR:**

**VI. Adjourn**

Meeting is adjourned at 10:50 am. Next meeting will be December 17<sup>th</sup> at approximately 9:00 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date



11-29-18

(Secretary)

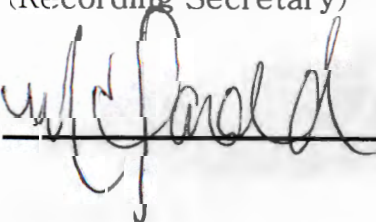
Date



11-29-18

(Recording Secretary)

Date



11/19/18